



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 3/19/2024

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Classification and Compensation Matters - New Job Classifications

**\*Introduction/Background:**

The Human Resources Department is requesting a new job classification.

**\*Discussion:**

The new job classification requested is:

- 1. Records Technician II

The Records Technician II job classification is necessary to provide a lead role within the specialized records work units to oversee and provide guidance to the Records Technician I positions in the absence of the unit supervisor

**\*Conclusion:**

The proposed new Records Technician II job classification will provide an accurate description of the work assigned to the staff performing lead duties overseeing and providing guidance to the Records Technician I positions within the Sheriff's Department.

**\*Recommendation:**

It is recommended the following job classification be approved for use within the County's classification system:

Class Code: 6008, Class Title: Records Technician II, Salary Grade: 06, Salary Range: \$41,811 - \$56,445, EEO Code 6 (Administrative Support), FLSA Code Non-Exempt (paid overtime).

**\*Fiscal Impact:**

The creation of these new classifications has no immediate cost impact on the County as any additional costs incurred in hiring a position allocated to these classifications will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process

**\*Board of Supervisor District:**


- 1
- 2
- 3
- 4
- 5
- All

Department: Human Resources

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Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature:  Date: 2/29/24

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature:  Date: 2/29/2024

## 6008 - Records Technician II Sheriff's Department

### IDENTIFICATION

### JOB SUMMARY

*CLASSIFICATION CODE*

6008

Leads staff in the receipt, processing, sorting, storing, inventorying, retrieving, and delivering records in a centralized records maintenance, storage, or archive facility for the Sheriff's Department.

*TITLE*

Records Technician II Sheriff's Department

*STRUCTURE AND GRADE*

06

*FLSA STATUS*

Non Exempt

### ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Leads other staff in Records Technician I positions in the receipt, organization and maintenance of Sheriff's Department records including, but not limited to written reports, photographs, videos, and audio recordings in physical and digital formats in accordance with state retention laws and department and county procedures.
- Provides daily direction and guidance to the Records Technician I positions on behalf of or in the absence of the Unit Supervisor.
- Provides input to Unit Supervisor for employee performance evaluation, and planning.
- Processes videos from body camera units and redacts sensitive, personal, and identifiable information such as individuals' faces, physical addresses, medical information, and graphic content in order to protect individuals' privacy and safety.
- Receives requests from law enforcement agencies, justice departments, the media, and the public for access to official information, reports, and records, and ensures material is released only to authorized personnel.
- Collects Arizona Crash Reports pertaining to traffic accidents on public roadways from deputies, checks that all mandatory information has been provided, captures information in the department's database, and scans reports to be stored digitally.
- Takes delivery of impounded vehicles and arranges their storage; liaises with vehicle owners, lien holders, law enforcement, attorneys, insurance and towing companies regarding the payment of towing, storage, and release fees, and releases vehicles to authorized persons on receipt of identifying documents such as valid a driver's license, current vehicle registration, and proof of mandatory vehicle insurance.
- Accepts payments for information and services provided, issues official receipts, and deposits cash, checks, and other forms of payment at the bank.
- Maintains confidentiality and security of all records received, processed, stored, and encountered in the performance of duties.





## 6008 - Records Technician II Sheriff's Department

### MINIMUM QUALIFICATIONS

- (1) Two years of experience performing files maintenance (either electronic or manual) in a centralized records maintenance, storage or archive facility.  
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

- (2) One year of experience with Pima County as a Records Technician I Sheriff's Department or similar level job classification performing file maintenance (either electronic or manual) in a centralized records maintenance, storage or archive facility.

### LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain the required licensure shall be grounds for termination.

### SPECIAL NOTICE ITEMS

Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions may encounter rodents, insects and mildew/fungus in handling of records and records boxes and while working in records storage areas. Needed protective clothing, equipment and training will be provided.

### SELECTION PROCEDURE

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

### EEO INFORMATION

**Pima County Government is an Equal Employment Opportunity employer.** We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

### PHYSICAL / SENSORY WORK REQUIREMENTS

Some positions may require the ability to independently lift and carry boxes of records weighing up to 50 pounds, climb and descend ladders and work platforms while carrying boxes, and work in extremes of heat, cold, humidity and dust.

### WORKING CONDITIONS