



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/1/2024

*\*= 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 has created four new job classifications for the Detainee and Crisis Systems Department, formerly the Behavioral Health Department, to be added to our Classification System.

**\*Discussion:**

The recent reorganization of the Detainee and Crisis Systems Department necessitates the creation of new job titles to better align with its expanded and specialized functions.

The new job classifications are:

1. Deputy Director Detainee and Crisis Systems
2. Division Manager Detainee and Crisis Systems
3. Correctional Health Release Manager
4. Release Specialist Detainee and Crisis Systems

**\*Conclusion:**

The proposed new job classifications will provide an accurate description of the work assigned to these positions within the Detainee and Crisis Systems Department. Furthermore, the proposed new job classifications have been assigned salary grades appropriate to the body of work inherent to the positions and the qualifications required to perform them.

**\*Recommendation:**

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

Class Code: 2035, Class Title: Deputy Director Detainee and Crisis Systems, Pay Grade: 19, Salary Range: \$102,213 - \$153,320, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2036, Class Title: Division Manager Detainee and Crisis Systems, Pay Grade: 18, Salary Range: \$88,881 - \$133,321, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2037, Class Title: Correctional Health Release Manager, Pay Grade: 14, Salary Range: \$60,487 - \$84,682, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2062, Class Title: Release Specialist Detainee & Crisis Systems, Pay Grade: 10, Salary Range: \$49,763 - \$69,668, EEO Code: 5 (Paraprofessionals), FLSA Code: Non-exempt (paid overtime).

**\*Fiscal Impact:**

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

**\*Board of Supervisor District:**

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☒ All

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Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2035 – Deputy Director Detainee and Crisis Systems

### IDENTIFICATION

#### *CLASSIFICATION CODE*

2035

#### *TITLE*

Deputy Director Detainee and Crisis Systems

#### *STRUCTURE AND GRADE*

19

#### *FLSA STATUS*

Exempt

### JOB SUMMARY

This classification reports to the Director of the Detainee and Crisis Systems Department. Plans, organizes and directs assigned functions and operational activities of the department and performs statutory requirements in the absence of the Director. This classification is in the unclassified service and exempt from the Pima County Merit System Rules

### 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.

- Plans, organizes and directs assigned functions and operational activities of the Detainee and Crisis Systems Department under the direction of the Director, and performs statutory requirements in the absence of the Director;
- Provides management and supervision to department managers and other employees within assigned areas of responsibility;
- Drafts and maintains administrative and operational procedures, subject to Director approval, to ensure compliance with County, state and federal ordinances, laws and regulations;
- Coordinates the development and preparation of department budget and exercises management control over departmental expenditures;
- Analyzes departmental procedures and organizational structures in relation to operational needs and develops plans and processes to increase efficiency and cost-effectiveness;
- Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;
- Represents the Director and/or the department at formal and informal meetings;
- Plans, develops and implements staff training programs;
- Reviews and analyzes proposed state and federal legislation for potential impact on department operations and processes and provides recommendations;
- Represents the department to the media and the public as directed.





## 2035 – Deputy Director Detainee and Crisis Systems

### MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in business, public administration, government, legal studies, political science, social work or other closely related field as identified by the department head at the time of recruitment **AND** five years of professional experience within area of responsibility of which at least two years were in a supervisory or managerial capacity.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

### LICENSES AND CERTIFICATES

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

### SPECIAL NOTICE ITEMS

Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

### 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

Physical and sensory abilities will be determined by position.

### WORKING CONDITIONS

Working conditions will be determined by position.



## 2036 - Division Manager Detainee and Crisis Systems

### IDENTIFICATION

### JOB SUMMARY

#### *CLASSIFICATION CODE*

2036

#### *TITLE*

Division Manager Detainee and Crisis Systems

#### *STRUCTURE AND GRADE*

18

#### *FLSA STATUS*

Exempt

Manages the activities of one or more major functions of the Detainee and Crisis Systems Department. Incumbents within this classification provide direct supervision of professional and support staff and reports to the Department Director or Deputy Director. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

### 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.

- Provides strategic direction and leadership for the assigned division within the Detainee and Crisis Systems Department.
- Monitors and evaluates the effectiveness of services provided by assigned division and assures compliance with applicable federal, state, County and related laws, rules and regulations;
- Develops long-/short-term goals and related planning for the division;
- Develops and administers budgets for assigned division, and provides input to the Departmental budget processes;
- Resolves problems/issues arising from operations of subordinate units;
- Participates in or acts as Departmental representative for, various committees, task forces, boards and commissions;
- Coordinates division operations with other internal divisions, County agencies, departments, and outside agencies;
- Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff;
- Researches, analyzes and make recommendations to supervisors, client departments and employees to identify and resolve problems through application of appropriate County rules, policies and procedures;
- Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the Director;
- Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for area of responsibility;
- May represent or act on behalf of the Department Director for own area of responsibility and as directed.





## 2036 - Division Manager Detainee and Crisis Systems

### MINIMUM QUALIFICATIONS

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, criminal justice, social work, or related field as identified by the department head at the time of recruitment **AND** four years of experience working in the behavioral health field, which included at least two years of direct supervisory experience.

(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Three years of experience with Pima County in a supervisory position within the particular area of assignment.

### LICENSES AND CERTIFICATES

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### SPECIAL NOTICE ITEMS

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### SELECTION PROCEDURE

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### PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

### WORKING CONDITIONS

Working conditions will be determined by position.



## 2037 – Correctional Health Release Manager

### IDENTIFICATION

#### *CLASSIFICATION CODE*

2037

#### *TITLE*

Correctional Health Release Manager

#### *STRUCTURE AND GRADE*

14

#### *FLSA STATUS*

Exempt

### JOB SUMMARY

The Correctional Health Release Manager ensures the smooth transition and continuity of healthcare services for detainees upon their release from correctional facilities, and collaborates closely with Medicaid and Private health plans, local health homes and specialty clinics, correctional staff, community organizations, and other stakeholders to coordinate comprehensive release plans that address the healthcare needs of individuals re-entering society.

This is a classification in the unclassified service and is exempt from the Merit System Rules.

### 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.

- Develops Release Planning program goals and objectives through coordination with the contracted medical vendor, Medicaid and Private health plans and community providers;
- Fosters contracted medical vendor, Regional Behavioral Health Authority (RHBA), health plans team and legal entities to include but not limited to Public Defender, Probation Officer and custody cohesion to identify areas of opportunity and growth;
- Manages and administers multiple complex programs' activities and evaluates programs' effectiveness and success via release plan outcomes, insurance coverage and recidivism rates;
- Develops, negotiates, monitors, and administers contracts, intergovernmental agreements, and/or financial and service agreements for the managed programs;
- Performs as a department representative and subject matter expert to other sections of the department, other County departments, private sector and other agencies, entities and other jurisdictions at meetings, on committees, task forces, boards, and in media relations, participates in community awareness activities, and coordinates programs' activities, and promotes the programs at local, state, and national level;
- Develops and maintains effective working relationships and coordinates program activities with other County departments, public and private agencies, organizations and groups to promote the program and its goals;
- Lead data collection efforts to prepare and submit reports required for daily management and department requirements
- Review and analyzes data collected for routine and special reports detailing the status of the programs, prepares, recommendations, and/or initiates corrective action;
- Manages the preparation and submission of grant proposals and applications.





## 2037 – Correctional Health Release Manager

### MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in healthcare administration, public or business administration, criminal justice, social work, public health, or related fields as identified by the department head at the time of recruitment **AND** four years of experience working in the behavioral health field.

(Relevant experience and/or education from an accredited college or university may be substituted.)

### LICENSES AND CERTIFICATES

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

### SPECIAL NOTICE ITEMS

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### SELECTION PROCEDURE

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### PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

### WORKING CONDITIONS

Working conditions will be determined by position.





## 2062 – Release Specialist-Detainee & Crisis Systems

### IDENTIFICATION

#### *CLASSIFICATION CODE*

2062

#### *TITLE*

Release Specialist-Detainee & Crisis Systems

#### *STRUCTURE AND GRADE*

10

#### *FLSA STATUS*

Non Exempt

### JOB SUMMARY

Works with individuals in the justice system engaged with the Inmate Navigation, Enrollment, Support and Treatment (INVEST) Program. Will evaluate, assist and recommend an appropriate diversion plan and coordinate with public and private resource agencies.

This is a classification in the unclassified service and is exempt from the Merit System Rules.

### 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.

- Assists in the assignment of INVEST participants to an appropriate diversion plan and helps determine whether the participant should be connected to additional support services;
- Assists in the screening process to determine the treatment needs of those participants in the INVEST Program immediately upon their enrollment;
- Facilitates the timely transportation of INVEST participants to a clinician for evaluation and referral to an appropriate level of treatment;
- Acts as a resource to INVEST participants and court staff for a variety of specialized areas such as, but not limited to, INVEST or other diversion program, drug and alcohol treatment, behavioral/mental health treatment, location monitoring, educational programming and other internal and external resources aimed at successful completion of the diversion program;
- Acts as a resource for judicial or law enforcement officers in program participant supervision;
- Identifies and evaluates community resource agencies essential to the treatment of participants;
- Assists in the development and finalization of agency protocol related to diversion;
- Makes contacts with participants in the field to follow-up on their status, provide support, and facilitate their submittal of any required documentation of completion of their assigned Freedom Management classes;
- Attends INVEST court hearings at Superior, Justice or Tucson City Courts;
- Coordinate services provided by internal or external peer support specialists;
- Acts as a liaison between the community service providers, the courts and defendants, including obtaining documentation from treatment providers of a participants' active engagement.



## 2062 – Release Specialist-Detainee & Crisis Systems

### MINIMUM QUALIFICATIONS

1. An Associate's degree from an accredited college or university in healthcare administration, public or business administration, criminal justice, social work, public health, or a related field as identified by the department head at the time of recruitment.

(Relevant experience and/or education from an accredited college or university may be substituted.)

2. One year of experience as a Justice & Workforce Navigator or Justice Peer Support Coordinator.

### LICENSES AND CERTIFICATES

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