



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: August 17, 2020

**Title:** Classification and Compensation Matters - New Job Classification

### **Introduction/Background:**

Pima County currently has 16 separate Deputy Director job classifications specific to individual departments. Most of these job classifications are single employee job classifications in either the U3 (\$55,182 - \$125,590) grade/salary range or U4 (\$68,972 - \$152,984).

### **Discussion:**

The amount of resources necessary to create and maintain the large number of mainly single incumbent/employee job classifications for employees fulfilling the roles of Deputy Director in the varied departments of Pima County is significant. Having a single, more generic job classification that is flexible enough to be used by all departments would allow resources to focus more on the maintenance and upkeep of our classification system and allow for easier comparisons of compensation levels across all departments having Deputy Director functions.

### **Conclusion:**

The proposed Deputy Director job classification will provide a more effective means to group employees performing similar managerial functions in different departments into a single job classification that will enhance our ability to ensure fair and equal compensation across the County.

### **Recommendation:**

It is recommended that the following job classification be approved for use within the County's Classification System: Class Code 7105, Class Title Deputy Director, Salary Grade U4, Salary Range \$68,972 - \$152,984, EEO Code 1 (administrators), FLSA Exempt (not paid overtime).

### **Fiscal Impact:**

The creation of this new job classification has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to this job classification will be borne by the department from within its current budget. 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

Telephone: 724-8028

Contact: Colin Smith

Telephone: 724-8111

Department Director Signature/Date: \_\_\_\_\_

*[Signature]* 7/31/2020

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

*[Signature]* 7/31/2020

County Administrator Signature/Date: \_\_\_\_\_

*[Signature]* 7/31/2020

*Code: 7105*

*Title: DEPUTY DIRECTOR*

**SUMMARY:** This classification reports to the Director of a department in Pima County. 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.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs assigned functions and activities of a department within Pima County government;

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;

May represent the department with the media and the public;

May supervise and evaluate staff.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- state and federal laws, rules and regulations pertaining to area of responsibility;
- principles and practices of effective supervision and management;
- County budget and procurement procedures and regulations;
- records management and retention requirements;
- techniques and practices for dealing with members of the media and the public;
- techniques for making effective presentations both orally and in writing.

Skill in:

- planning, organizing and managing comprehensive operations related to assigned area of responsibility;
- supervising, motivating and evaluating employees;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;
- communicating complex and technical local, State and Federal laws and requirements relating to areas of assignment;
- delivering efficient and cost-effective customer service relative to area of responsibility;

- using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business, public administration, government, political science or other closely related field as identified by the appointing authority 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.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver license may be required at time of application or appointment. Other required licensure/certification/registration requirements may be identified by the Appointing Authority at the time of recruitment or after appointment. Failure to achieve and/or maintain appropriate licensure/registration/certification is grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.