



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 09/15/2020

Title: Classification and Compensation Matters - New Job Classification

Introduction/Background:

Provide a brief overview of the issue, assuming that the reader has no prior knowledge of the topic. Inform the reader about why you are writing this memorandum.

A new job classification for a Community Engagement Specialist was requested by the Pima County Sheriff for a Non-Sworn position to respond to non-emergency calls which traditionally have been handled by Law Enforcement Officers (Deputy Sheriffs).

Discussion:

Start with the basic key points that you must communicate. Provide data and study results, analysis, arguments, and descriptions.

The new job classification would enable the Sheriff's department to respond to non-emergency situations within the community with unarmed civilian employees who will bring with them education and training necessary to address certain needs for specific populations in the community and also be prepared to provide assistance and community resources to address the needs of the callers. The Community Engagement Specialists may respond to calls for service that do not require a sworn officer.

Conclusion:

Summarize and/or reemphasize the main points explained in the 'Discussion' section. Discuss the implications of your analysis.

This proposed Community Engagement Specialist job classification will provide an accurate description of work assigned to positions functioning as Community Engagement Specialists within the Sheriff's department and provide an alternative for the department to assign appropriate resources to certain calls requiring assistance other than law-enforcement.

Recommendation:

Provide a concise recommendation of what you are asking be done. The recommendation should be written in such way that it could be used for the motion.

HR recommendeds the following job classification be approved for use within the County's Classification System: Class Code 3208, Class Title Sheriff's Community Engagement Specialist, Salary Grade 43, Salary Range \$40,768 - \$60,341, EEO Code 2 (professionals), FLSA Non-Exempt (paid overtime).

Fiscal Impact:

There is no immediate cost impact to the County. 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 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

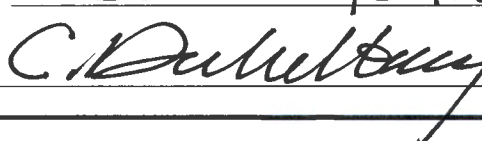
Department Director Signature/Date:

 8/31/2020

Deputy County Administrator Signature/Date:

 8/31/2020

County Administrator Signature/Date:

 8/31/20

Code: 3208

Title: SHERIFF'S COMMUNITY ENGAGEMENT SPECIALIST

SUMMARY: Responds to non-emergency calls for service from community members that do not require a sworn law enforcement officer response. Conducts initial investigations and coordinates local non-law enforcement and community resources for issues concerning mental health, substance abuse, neighbor problems, homelessness, incorrigible juveniles, group homes and schools.

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

Responds to and investigates non-emergency calls for service that do not require a sworn law enforcement officer response, but requires a public safety response to provide initial support for issues including, but not limited to, mental health, substance abuse, neighbor problems, homelessness, juvenile issues, group homes and suicidal ideations;

Conducts proactive outreach in the community;

Responds to requests for crisis intervention;

Works and collaborates with social services, non-profit organizations and other government entities to provide appropriate resources to individuals in need which may include homelessness, dependency, delinquency, and/or civil cases;

Provides focused support to community members dealing with the criminal justice system or mental health concerns, homelessness and substance abuse;

Participates in developing Department training that addresses current needs in the community related to mental health, substance abuse, overdose, trauma and suicide prevention;

Prepares a variety of reports;

Gathers pertinent information through interviews;

Provides customer service by answering the telephone, recording and entering information into a computer, responding to requests for information, gathering information to complete accurate reports and referring callers to community agencies and resources;

Stays current with local outpatient providers in order to give accurate information and coordinate resources;

May testify in a variety of judicial and quasi-judicial proceedings.

KNOWLEDGE & SKILLS:

Knowledge of:

- pertinent federal, state and local laws and ordinances;
- methods, principles and practices used in social work;
- law enforcement support and investigative work;
- community resources and social services agencies;
- program eligibility requirements, and the referral process;
- child welfare systems and dependency process;
- law enforcement practices and procedures;
- social sciences as they relate to public service and law enforcement;
- roads and routes within the County;
- rules, regulations and policies of Pima County and the Sheriff's Department.

Skill in:

- observing situations analytically and objectively, making quick decisions and recording information clearly and completely;
- preparing and maintaining records and reports;

- communicating effectively, both orally and in writing;
- reacting quickly and calmly in emergencies;
- perform self-defense techniques
- operating a motor vehicle safely;
- understanding and following written and oral instructions;
- establishing and maintaining effective working relationships with the public, department members and others;
- obtaining valid information through interviews;
- gathering, analyzing and evaluating facts and evidence;
- operating a laptop/desktop to include word processing and spreadsheets;
- operating a smart phone or similar type device;
- effectively communicating and providing counseling to those that require it.

ESSENTIAL FUNCTIONS

Ability to:

- bend, reach, kneel and crouch;
- climb up and down stairs
- see and recall visual details;
- hear and understand speech and radio transmissions;
- communicate clearly in person, in writing, and via a police radio and/or phone;
- type and/or enter data on a keyboard;
- perform multiple tasks simultaneously;
- wear required uniform articles and safety equipment for extended periods of time;
- drive an automobile.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in social work, psychology or a closely related field as defined by the appointing authority at the time of recruitment.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona driver license with appropriate endorsement(s), as defined by the appointing authority. The valid Arizona driver license shall be unencumbered by any ignition interlock restrictions. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: At time of appointment, must be 18 years of age. All positions require satisfactory completion of a background investigation due to the need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information and documents, databases and evidentiary materials. Pre-/post-appointment drug screening and polygraph examinations are required of all positions due to the need for access as described above. All positions are required to work rotating shifts which includes days, evenings, nights, weekends and holidays, and to work an assigned post that can be rotated/reassigned at management's discretion.

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.