



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 03/24/2026

Project Title / Description: Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background: The Human Resources Department has created a new job classification to be added to our Classification System.

Discussion: The Clerk of the Board is reorganizing its internal structure to better reflect the specialized statutory and administrative responsibilities of the office. The proposed new job classifications will establish role-specific titles that accurately define the essential functions performed within the Clerk of the Board's Office.

Conclusion: The proposed new job classifications will provide an accurate description of the work assigned to the positions within the department. Furthermore, the proposed new job classifications have been assigned a salary grade appropriate to the body of work inherent to the positions and the qualifications required to perform them.

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

Class Code: 2119, Class Title: Clerk of the Board Administrative Services Manager, Pay Grade: 14, Salary Range: \$63,544.00 - \$88,961.60, EEO Code: 2 (Professional), FLSA Code: Exempt (not paid overtime).

Class Code: 2120, Class Title: Public Records Manager, Pay Grade: 14, Salary Range: \$63,544.00 - \$88,961.60, EEO Code: 2 (Professional), FLSA Code: Exempt (not paid overtime).

Class Code: 6121, Class Title: Clerk of the Board Coordinator, Pay Grade: 11, Salary Range: \$54,891.20 - \$76,856.00, EEO Code: 2 (Professional), FLSA Code: Exempt (not paid overtime)

Class Code: 6122, Class Title: Clerk of the Board Specialist, Pay Grade: 07, Salary Range: \$46,134.40 - \$62,233.60, EEO Code: 6 (Administrative Support), 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 positions allocated to the classification will be borne by the user department from within their current budget. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative N/A

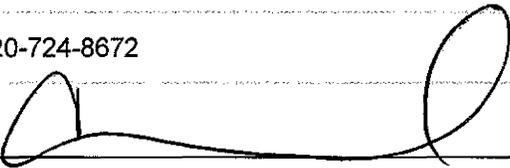
Board of Supervisor District:

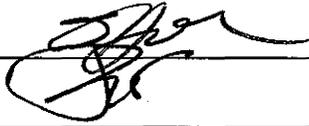
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Department: Human Resources

Name: Autumn O'Connor

Telephone: 520-724-8672

Department Director Signature:  Date: 2/20/20

Deputy County Administrator Signature:  Date: 2-23-2026

County Administrator Signature: _____ Date: 2/23/2024



2119 - Clerk of the Board Administrative Services Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2119

TITLE

Clerk of the Board Administrative Services Manager

STRUCTURE AND GRADE

14

FLSA STATUS

Exempt

The Clerk of the Board Administrative Services Manager manages, plans and coordinates the administrative functions of the Clerk of the Boards Office and assists directly in supporting the official meetings of the Board of Supervisors. Act in absence, or on behalf of, the Clerk of the Board or the Deputy Clerk of the Board to facilitate and execute the performance, the duties and functions of the office of the Clerk of the Board, as prescribed in A.R.S. §11-241, and work closely with the Clerk of the Board to facilitate effective communications under limited supervision. Areas of assignment may include, but are not limited to, budget, finance, purchasing, personnel, and training or other administrative or support functions.

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.

- Supervises the preparation and posting of Board of Supervisors agendas in compliance with the Open Meeting Law, takes meeting minutes/transcription, and oversees the preparation and processing of all documents related to official Board of Supervisors' actions;
- Represents the Clerk's office during Board of Supervisors Meetings, and may be granted authority to help support any issues that may arise during that time;
- Coordinates and supervises selected functions in support of the Clerk of the Board and the Board of Supervisors including processing of Bingo, Fireworks permits and Liquor License applications in the County and processing of all Notice of Claims and Lawsuits;
- Provides comprehensive administrative support for the Clerk's office including screening communications and initiating appropriate action/response, recording and transcribing dictation, and preparing, editing, or proofreading a wide range of documentation;
- Assists with the development and implementation of operations and special projects, manages and plans administrative support services or operations, including fiscal and general administrative functions and manages the acquisition, storage and distribution of supplies and equipment;
- Develops or participates in the development of departmental policies and procedures, implements them within the assigned area, and interprets existing and proposed new or changed rules, regulations or operational procedures to assess their impact and recommends changes to management;
- Develops and implements new procedures for both short- and long-term plans to improve efficiency, productivity and operating economy of areas of assignment;
- Provides input to and assists in the development and design of automated information systems;
- Coordinates the collection, reporting and documentation of data for assigned activities and composes and writes reports concerning activities of areas of assignment;
- Oversees the development, submission, maintenance and archiving of County/state/ federal-mandated reports, forms, and records and establishes and maintains specialized reference files and reference materials;
- Directs formal training and development programs for assigned staff, County employees, or community or public interest groups;



2119 - Clerk of the Board Administrative Services Manager

- Supervises, trains and evaluates support staff, coordinates the activities of area of assignment and reviews the work of staff to ensure accuracy of documents and adherence to policy;
- Represents the department/division by interacting with various County, federal, and state departments, agencies, private industry, contractors, and public committees to assist in accomplishing department and unit goals.

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college or university with a major in public or business administration/management, purchasing, material management, accounting, occupational training, engineering or a related field as determined by the department head at the time of recruitment and three years of supervisory experience in public or business administration or in one of the identified fields.

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

OR

2.) Four years of professional level experience as an Administrative Specialist III, Clerk of the Board Coordinator or another similar level lead, coordinator or supervisory level position as determined by the department head at the time of recruitment.

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

This position will require the employee to work evenings, at least twice each month.

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 work requirements will be determined by position.

WORKING CONDITIONS

Working Conditions will be determined by position.



2120 – Public Records Manager

IDENTIFICATION

CLASSIFICATION CODE

2120

TITLE

Public Records Manager

STRUCTURE AND GRADE

14

FLSA STATUS

Exempt

JOB SUMMARY

The Public Records Manager oversees, coordinates, and monitors the administrative and operational functions of Pima County's Public Records Requests Program.

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 needs and will be communicated to the applicant or incumbent by the supervisor.

- Responsible for processing and maintaining Public Records Requests;
- Manages, trains, and evaluates staff; assigns work, sets priorities, and participates in recruitment and selection processes;
- Collaborates with Department leadership to develop and implement the Public Records Requests program goals, objectives, and performance standards;
- Ensures the security, integrity, and confidentiality of all records and information handled by the program;
- Manages and conducts searches of physical and electronic records to locate, retrieve, validate, or transmit information to authorized individuals and agencies;
- Interprets, monitors, and applies program-specific legislation, ensuring full compliance with federal, state, and county regulations;
- Directs staff training on records creation, maintenance, retention, and disposition practices;
- Assists management in developing the program budget and oversees the monitoring and administration of program expenditures;
- Responds to public inquiries and complaints related to Public Records Requests Program activities, referring issues to departmental leadership when appropriate;
- Manages Public Records Requests Program operations with other departments, leadership, and internal stakeholders to ensure consistent practices and service delivery;
- Develops, updates, and implements policies, procedures, and manuals related to records management and public records processes;
- Prepares routine and specialized program reports for federal, state, and county agencies;
- Analyzes operational data and prepares activity reports, metrics, and statistical summaries for management review;
- Maintains close collaboration with departmental and county IT teams to support electronic records systems and technology-based program functions.



2120 – Public Records Manager

MINIMUM QUALIFICATIONS

- 1.) A Bachelor’s degree from an accredited college or university with a major in information management, public or business administration, or a related field determined by the department head at the time of recruitment **AND** four years of experience coordinating, monitoring, and/or administering public records request activities or providing professional level administrative support for a program or specialized work unit.
(Relevant experience and/or education from an accredited college or university may be substituted.)
OR:
- 2.) Four years with Pima County in a Records Management Coordinator, Administrative Specialist III, position or another closely related position as determined by the department head at the time of recruitment. experience.

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

None

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.



6121 -Clerk of the Board Coordinator

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6121

TITLE

Clerk of the Board Coordinator

STRUCTURE AND GRADE

11

FLSA STATUS

Exempt

The Clerk of the Board Coordinator is a senior-level position providing complex professional administrative support to the Clerk of the Board's Office and assists directly in supporting the official meetings of the Board of Supervisors. Performs complex projects, analyzing data, maintaining administrative policies and procedures and representing the department in various capacities and may be responsible for training and mentoring junior administrative staff and serving as a resource for resolving complex administrative issues. Facilitates and executes the performance, duties and functions of the office of the Clerk of the Board as prescribed in A.R.S. §11-241. Works closely with the Clerk of the Board Administrative Services Manager to facilitate effective communications under limited supervision.

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 needs and will be communicated to the applicant or incumbent by the supervisor.

- Prepares agendas in compliance with the Open Meeting Law, takes meeting minutes/transcription for Board of Supervisors' meetings, and prepares and processes all documents related to the official actions of the Board of Supervisors;
- Represents Clerk's Office during Board of Supervisors Meetings and may be granted authority to help support any issues that may arise during the meetings;
- Processes Bingo, Fireworks permits, and Liquor License applications in the County, and receives and processes all Notice of Claims and Lawsuits for the County;
- Provides administrative support for the Clerk's office; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; records and transcribes dictation; types, composes, edits, or proofreads various documentation, and provides administrative support, as needed, to the district offices of the Board of Supervisors;
- Maintains the list of Boards, Commissions and Committees (BCC), prepares monthly updates and quarterly vacancy/term expiration reports to the Board of Supervisors, updates systems and websites and provides training to BCC Coordinators;
- Record retention coordinator duties, including keeping records, filing and preserving material, files all other official documents maintained by the Clerk of the Board pertaining to actions taken by the Board of Supervisors in accordance with retention guidelines of the County Records Program and the Arizona State Library Archives;
- Provides leadership to administrative staff while performing complex administrative services of a specialized nature to a department, division, or program within Pima County;
- Performs research, prepares written reports and recommendations and informs management of issues, concerns and problems of specialized work unit;
- Provides information, status, and recommendations to department directors, division managers and professional staff regarding area of assignment and responds to public inquiries interpreting work unit and county policies and procedures;
- Ensures work unit policies, procedures and activities comply with applicable federal/state statutes and regulations and county policy;
- Represents work unit at various meetings, conferences, or on committees and provides specialized expertise related to area of assignment;
- Develops, maintains and manages databases using automated information systems and compiles/reviews/monitors information for reporting purposes;
- Establishes and maintains specialized reference files and reference materials.



6121 -Clerk of the Board Coordinator

MINIMUM QUALIFICATIONS

- 1) A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, management, or a closely related field as determined by the department head at the time of recruitment. (Relevant experience and/or education from an accredited college or university may be substituted.)
OR:
- 2) Two years with Pima County as an Administrative Specialist I or Clerk of the Board Specialist, or another closely related professional administrative classification.

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

The position will require employees to work evenings, at least twice each month.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.



6122 - Clerk of the Board Specialist

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6122

TITLE

Clerk of the Board Specialist

STRUCTURE AND GRADE

07

FLSA STATUS

Non Exempt

The Clerk of the Board Specialist provides professional administrative support to the Clerk of the Board's Office. Assists directly in supporting the official meetings of the Board of Supervisors, prepares and maintains the official records of all actions and proceedings. Facilitates and executes the performance, duties and functions of the office of the Clerk of the Board as prescribed in A.R.S. §11-241. Works closely with the Clerk of the Board Administrative Services Manager to facilitate effective communications under limited supervision.

ESSENTIAL FUNCTIONS

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- Represents the Clerk's office during Board of Supervisors Meetings and may be granted authority to help support any issues that may arise during the meetings;
- Processes Bingo, Fireworks permits, and Liquor License applications in the County, and receives and processes all Notice of Claims and Lawsuits for the County;
- Assist in the processing and maintaining of Public Records Requests;
- Provides administrative support for the Clerk's office; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; records and transcribes dictation; types, composes, edits, or proofreads various documentation, and provides administrative support, as needed, to the district offices of the Board of Supervisors;
- Coordinates unit activity with other departmental divisions and County departments or outside agencies directly or through assigned staff, and acts as an internal departmental coordinator for support activities such as agenda submissions and program specific functions;
- Responds to public and staff inquiries and provides information or resolves problems which require explanation or application of departmental or program rules and policies, or refers questions to appropriate staff;
- Coordinates, schedules and organizes unit, program, or departmental calendars and meetings, and establishes and maintains specialized reference files and reference materials;
- Leads and participates in the preparation and processing of accounting documentation such as requisitions, purchase orders, claims and fund transfers;
- Creates, maintains, and/or directs the maintenance of specialized databases including inputting and retrieving data and producing complex computer-based reports;
- Researches, compiles and performs initial analysis of information, and prepares routine, recurring and special reports, correspondence, memoranda, personnel forms, operations manuals and other documents for supervisory review and approval including compiling information used in reports on program activities;
- Conducts and documents confidential or sensitive inquiries for management and maintains appropriate security and confidentiality of information encountered or created.



6122 - Clerk of the Board Specialist

MINIMUM QUALIFICATIONS

- 1) Associate's Degree from an accredited college or university in one of the following disciplines: public administration, business administration, management, or a closely related field as determined by the department head at the time of recruitment. (Relevant experience and/or education from an accredited college or university may be substituted.)
- OR:**
- 2) One year with Pima County as an Administrative Assistant III, Administrative Specialist I, or another closely related professional administrative classification.

LICENSES AND CERTIFICATES

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SPECIAL NOTICE ITEMS

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