

COB - BOSAIR FORM

01/23/2026 8:55 AM (MST)

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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: 02/17/2026

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

Agenda Item Report

Introduction / Background: The Superior Court has requested Human Resources add a new job classification to our Classification System.

Discussion: The proposed Division Director, Justice Court classification is necessary as the Pima County Justice Court will assume administrative responsibilities for the Ajo Justice Court. This includes administrative control and oversight of the day-to-day operations. Assumption of these responsibilities has necessitated the reorganization of the Consolidated Justice Court to incorporate a reporting structure that will allow the incumbents to ensure efficient court case processing, address operational issues, manage payroll and onboarding, and support technology access to provide fair and timely justice to the population of the Town of Ajo and the surrounding area.

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

Recommendation: It is recommended the following job classification be approved for use within the County's classification system:
Class Code: 6115, Class Title: Division Director, Justice Court, Pay Grade: 18,
Salary Range: \$93,392.00 - \$140,067.20, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

Fiscal Impact: The creation of this new classification has no immediate cost impact to the Courts as any additional costs incurred in hiring a position 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: 10. Prioritize Workforce Development for Underserved Populations

Provide information that explains Pursuant to Administrative order No. 2025-207 by The Supreme Court of the State

**how this activity supports the
selected Prosperity Initiative**

of Arizona, and the assumption of additional responsibilities, the Division Director, Justice Court, aligns with Prosperity Initiative number 10, Prioritize Workforce Development for Underserved Populations.

The Division Director, Justice Court position aligns with this initiative through its responsibility for staff training, cross-training, and skill development within the justice courts. The role directs the creation of training plans and ensures employees maintain current knowledge as technology evolves, which mirrors the initiative's emphasis on building both job-specific and 21st-century skills. Additionally, the position oversees performance management and career development for court staff, fostering mobility and advancement opportunities. By implementing structured training and coaching, the Division Director contributes to a workforce model that prioritizes skill-building, authentic work experiences, and wraparound support—key components of the Prosperity Initiative. These efforts not only strengthen internal court operations but also support broader community goals of preparing individuals for stable, self-sufficient employment.

Board of Supervisor District:

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Department:

Human Resources

Name:

Autumn O'Connor

Telephone:

520-724-8672

Department Director Signature: _____

Date: 1/23/24

Deputy County Administrator Signature: _____

Date: 1-23-2024

County Administrator Signature: _____

Date: 1/23/24