

COB - BOSAIR FORM

02/11/2026 11:10 AM (MST)

Submitted by CCota@sc.pima.gov



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: 03/03/2026

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 be added to our Classification System.

Discussion: Updated class code is needed for entity specific position tracking.

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: 6116, Class Title: Courier, Pay Grade: 1, Salary Range: \$16.54/hr. - \$22.34/hr., EEO Code: 4 (Officials and Administrators), FLSA Code: Nonexempt (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 how this activity supports the selected Prosperity Initiative Statement:
By efficiently managing mail operations, providing responsive customer service, and delivering essential clerical and logistical support, these duties ensure smooth court functions and create opportunities for skill-building in administrative, communication, and operational tasks. This foundational experience supports workforce development for underserved populations by fostering transferable skills, promoting reliability, and preparing individuals for advancement within public service roles.

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Superior Court Human Resources

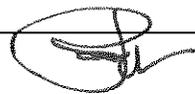
Name:

Cathy Cota

Telephone:

5207243856

Department Director Signature:  _____ Date: 2/11/26

Deputy County Administrator Signature:  _____ Date: _____

County Administrator Signature: _____ Date: 2/13/26



Arizona Superior Court
Pima County
110 West Congress, 9th Floor
Tucson, Arizona 85701

Ronald G. Overholt
Court Administrator

Telephone (520) 724-3768
Fax (520) 724-8367

Cassandra R. Urias
Chief Deputy Court Administrator

Memorandum

DATE: January 21, 2026
TO: Jan Leshar, County Administrator
FROM: Ronald Overholt, Court Administrator
RE: Request for Pay Grade Increase and New Job Code

We would like to request the following classification compensation changes for the court:

- Courier - Courts, PG 1
This is a shared classification with Pima County. We are requesting a court-specific code in the 6000 series for this position. The pay grade will remain the same. No budgetary modifications are necessary.
Court Appointed Special Advocate (CASA Manager), PG 14
We are requesting the current job code be reassigned with the job title Court Appointed Special Advocate (CASA) Manager. The court has sufficient resources to cover the increase. The reallocation form has been submitted to county budget and forwarded to county human resources for processing.

Please let me know if you have any questions or require further information. Thank you.

Approved
[Signature]

Not Approved

1/21/2026

Jan Leshar
County Administrator

Date

cc: Cassandra Urias, Chief Deputy Court Administrator
Charity Bender, Director, Court Human Resources
Sally Rieger, Director, Court Finance