

# COB - BOSAIR FORM

03/03/2026 4:50 PM (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: 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 proposed Intergovernmental Affairs Manager classification will establish a new position responsible for supporting Pima County's federal, state, regional, tribal, and local legislative and intergovernmental affairs. This role would strengthen the County's ability to coordinate policy efforts, communicate with external partners, and execute the Board of Supervisors' legislative priorities.

**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: 2126, Class Title: Intergovernmental Affairs Manager, 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 County 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:** 2. Improve Quality of Life and Opportunity in High Poverty Areas

**Provide information that explains how this activity supports the selected Prosperity Initiative** The Intergovernmental Affairs Manager will improve quality of life and opportunity in high poverty areas by strengthening the County's ability to influence policy, secure resources, and remove structural barriers that disproportionately affect those communities. Even though the role is not a direct service position, its impact is

upstream shaping the laws, funding streams, and intergovernmental relationships that determine what support reaches high need neighborhoods.

**Board of Supervisor District:**

- 1
- 2
- 3
- 4
- 5

**Department:** Human Resources

**Name:** Marchelle Pappas

**Telephone:** 5207242732

Department Director Signature: \_\_\_\_\_



Date: \_\_\_\_\_

3/4/2020

Deputy County Administrator Signature: \_\_\_\_\_



Date: \_\_\_\_\_

3-4-2020

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3/4/2020



## 2126 - Intergovernmental Affairs Manager

### IDENTIFICATION

### JOB SUMMARY

*CLASSIFICATION CODE*

2126

*TITLE*

Intergovernmental Affairs Manager

*STRUCTURE AND GRADE*

18

*FLSA STATUS*

Exempt

Under the administrative direction of the County Administrator or Designee, this position assists with the development and execution of Pima County's annual Federal and State Legislative Agendas and represents Pima County as directed by the County Administrator at the local, regional, state, federal and tribal levels. Assists with the communication and coordination between Pima County, the County's contracted lobbyists and other government non-governmental partners, federal, state, regional, and tribal, which includes articulating the impacts of policy decisions to other agencies, identifying regulatory concerns, working to enact policy goals established by the Board of Supervisors in each Arizona Legislative Session.

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.

- Effectively coordinates and communicates with all stakeholders which may include but not limited to Pima Associate of Government's, Regional Transportation Authority, other associations of governments, state agencies, the County Supervisors Associate, National Association of Counties, etc.
- Tracks, monitors, and evaluates Federal and State legislation that impacts Pima County while providing legislative support by researching and preparing background material.
- Quantitatively and qualitatively analyzes, research and tracks, trends, philosophies, agendas and policies of other jurisdictions and organizations.
- Represents Pima County at regional, state, and federal meetings and functions.
- Develops talking points, presentations, reports, and briefings for the Board of Supervisors, County Administrator, and assigned departments; assists in developing and coordinating the County's annual Federal and State Legislative Agenda; drafts sound issue-advocacy correspondence for elected and appointed officials.
- Supports the County's government relations efforts by analyzing legislative proposals and existing policies, engaging with legislators and partner organizations, and providing timely updates and recommendations to management.
- Resolves or assists with constituent requests in cooperation with County offices and departments.
- Performs activities using a high degree of independent judgment, extensive institutional knowledge and the ability to maintain confidentiality.



## 2126 - Intergovernmental Affairs Manager

### MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited university or college in Public or Business Administration, or a related field as determined by the department head at the time of recruitment, and five (5) years of experience in public policy and/or public sector administration in an administrator, financial, analytical or consulting role in a large multi-functional organization, to include two (2) years of public policy research experience at an executive level position.

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

#### LICENSES AND CERTIFICATES

#### SPECIAL NOTICE ITEMS

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.

None

#### SELECTION PROCEDURE

#### EEO INFORMATION

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.

**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

#### WORKING CONDITIONS

Physical and sensory work requirements will be determined by position.

Working conditions will be determined by position.