

COB - BOSAIR FORM

05/21/2026 3:02 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

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 06/23/2026

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 Internal Auditor III - Finance classification will establish an advanced level role within the Internal Auditor series, responsible for performing complex audit assignments that require a high degree of professional judgment, technical expertise, and independent decision making. This classification aligns the Internal Auditor series with the County's Accountant and Financial Analyst job families and reflects the increased scope, complexity, and autonomy associated with these duties.

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: 6129, Class Title: Internal Auditor III - Finance, Pay Grade: 15, Salary Range: \$69,908.80 - \$97,864.00, EEO Code: 2 (Professionals), 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: N/A

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

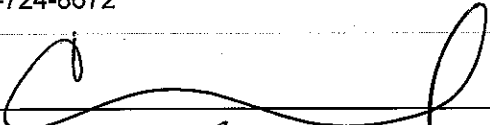
Board of Supervisor District:

- 1
- 2
- 3
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Department: Human Resources

Name: Autumn O'Connor

Telephone: 520-724-8672

Department Director Signature:  Date: 5/21/26

Deputy County Administrator Signature:  Date: 5-26-2026

County Administrator Signature:  Date: 5/24/2026



PIMA COUNTY

6129 - Internal Auditor III - Finance

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6129

TITLE

Internal Auditor III - Finance

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

The Internal Auditor III, used exclusively by the Central Finance Department, leads complex audit engagements involving the examination of financial records, operational procedures, and internal controls to assess compliance with laws, regulations, and established best practices. This position directs audit activities within assigned engagements, including audit testing, analysis of control environments, and preparation of audit documentation and reports. This role analyzes audit results to identify control issues, trends, and opportunities for process improvement and communicates findings and recommended corrective actions to department management. The Internal Auditor III provides technical guidance to staff, may coordinate work activities within audit engagements, and supports staff development as needed. This position also participates in complex or high-priority special projects in support of departmental objectives. The Internal Auditor I, II, and III levels are distinguished by the increasing complexity and scope of audit assignments, the degree of independence in performing assigned work, and the level of responsibility for audit activities, ranging from assisting with audit tasks to conducting and leading full audit engagements.

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.

- Plans, leads, and conducts full-scope audit engagements of complex or high-risk areas from risk assessment through fieldwork, reporting, and resolution under general supervision;
- Develops audit scope and approach for complex engagements, including defining testing strategies and audit methodologies;
- Evaluates financial, operational, and information system controls and synthesizes findings across audit areas to identify systemic issues and opportunities for improvement;
- Analyzes audit results to develop conclusions, observations, and recommendations for assigned audit engagements;
- Prepares and reviews audit workpapers and draft reports to ensure accuracy, completeness, and compliance with audit standards and methodologies;
- Communicates audit findings, conclusions, and recommendations to department management and other stakeholders;
- Provides technical guidance, training, and work direction to lower-level audit staff and reviews their work products for accuracy and completeness;
- Conducts follow-up reviews to assess implementation status and effectiveness of corrective actions;
- Performs specialized audits, compliance reviews, and ad hoc assignments in support of departmental priorities.



PIMA COUNTY

6129 - Internal Auditor III - Finance

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, or a closely related field as defined by the department head at the time of recruitment, AND two years of professional-level experience in auditing, including financial, performance, or compliance audits, internal audits, quality assurance, program evaluations, or contract monitoring.

(A CPA designation or master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of the required experience.)

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

OR:

2) One year with Pima County in an Accountant II – Central Services, Financial Analyst II – Central Services, Internal Auditor II, or a related 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 obtain / maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation conducted by Courts or law enforcement agencies, due to the need for access to sensitive and confidential internal documentation, files, computer-based records and communications systems.

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.