

COB - BOSAIR FORM

02/23/2026 3:19 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: 03/03/2026

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 Justice Navigator II classification will establish a senior-level role within the Justice Services Department, responsible for leading other Justice Navigators while engaging individuals upon release, assessing their needs, and coordinating referrals to community-based services such as housing, mental health and substance use treatment, employment assistance, and other supportive resources.

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: 6125, Class Title: Justice Navigator II, Pay Grade: 10, Salary Range: \$52,291.20 - \$73,174.40, EEO Code: 5 (Paraprofessionals), FLSA Code: Non-Exempt (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: C-S-3. Prevent and Reduce Crime

Provide information that explains how this activity supports the The Justice Navigator II job description will allow the expansion of the Transition Center's operations to support the mission of improving public safety, reducing

how this activity supports the selected Prosperity Initiative

Center's operations to support the mission of improving public safety, reducing future arrests, increasing court appearances, promoting recovery through referrals, and supporting the community at large.

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Human Resources

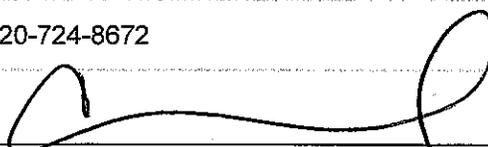
Name:

Autumn O'Connor

Telephone:

520-724-8672

Department Director Signature: _____



Date:

2/20/24

Deputy County Administrator Signature: _____



Date:

2-23-2024

County Administrator Signature: _____

Date:

2/24/24



6125 – Justice Navigator II

IDENTIFICATION

CLASSIFICATION CODE

6125

TITLE

Justice Navigator II

STRUCTURE AND GRADE

10

FLSA STATUS

Non-Exempt

JOB SUMMARY

The Justice Navigator II position resides in the Justice Services Department, providing referral and support services to individuals released from law enforcement or jail custody. Responsibilities include engaging individuals upon release, assessing needs, and facilitating referrals to community-based services such as housing, mental health and substance use treatment, employment assistance, and other supportive services. This classification is distinguished from the Justice Navigator I by its focus on site leadership responsibilities, data and program support functions, increased autonomy, and the complexity of assignments.

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.

- Engages with individuals exiting police or jail custody and conducts needs assessments to identify barriers to stability and service access;
- Develops and maintains partnerships with other agencies, collaboratives, associations, courts, and community organizations to enhance service delivery;
- Provides encouragement, support, and resource navigation to individuals with justice system involvement utilizing best practices and evidence-based approaches;
- Maintains accurate and reliable data for program evaluation;
- Manage complex or high-need cases requiring multi-agency coordination and problem-solving;
- Ensures compliance with departmental policies, confidentiality standards, and applicable procedures;
- Provides mentorship, guidance, and training support to Justice Navigator I staff and new team members;



6125 – Justice Navigator II

MINIMUM QUALIFICATIONS

(1) An Associate’s degree from an accredited college or university with a major in psychology, criminal justice, or a field closely related field as determined by the department head at the time of recruitment and two years of experience directly related to the nature of the criminal justice system, mental health system or public housing.

OR

(2) One year of experience in a Justice Navigator I classification or another related position 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.)

LICENSES AND CERTIFICATES

A current Peer Support Certification or the ability to obtain certification within a designated timeframe of 6 months. Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to obtain / maintain the required certification / licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication 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

Constantly communicates with individuals being released from jail or law enforcement custody into small onsite living room model environments. Constantly in and out of office space to greet individuals released from custody. Constantly moved about inside an office. Frequently deescalates and communicates with individuals in crisis. Any additional physical and sensory work requirements will be determined by position.

WORKING CONDITIONS

Justice Navigators operate in an open and collaborative setting that provides direct services to individuals released from jail or law enforcement custody. Regular, daily, on-site attendance is an essential function for this position. Occasional field-based community work. Any additional working conditions will be determined by position.