

PIMA COUNTY OPEN UNTIL FILLED LISTINGS OPEN TO THE PUBLIC

HOW TO APPLY:

- Applicants must file a separate Pima County Application Form/Supplement for each classification of interest with Pima County Human Resources.
- To be considered, the application must be received no later than the closing date at 5:00 p.m.
- RESUMÉS ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION unless stated.
- Resumés may be attached to the completed application only for grades 35 and above.
- Applications, supplemental forms and class specifications are available at the Pima County Human Resources Department, 150 W. Congress, 4th Floor, Tucson, Arizona 85701 or on our website at www.pima.gov/hr.

Applications determined qualified for the classification(s) for which applied, will remain in the active file for potential referral for **six months** unless otherwise notified. Applicants are requested to furnish, at their own expense, documentary proof of formal education e.g. course work or degree(s), certification, registration, license, membership in association or any other proof of competency, only if required in the official classification description or announcement.

Last updated 2/5/10

OPPORTUNITIES IN COMMUNITY RESOURCES

EDUCATION SERVICE COORDINATOR – 7115 (TEACHER)

OPEN UNTIL FILLED

Grade: U2 Minimum Annual Starting Salary: \$39,392

Desired Qualifications: (This is a teaching position)

1. A four year college degree from an accredited college or university in Education or other related subject area.
2. Experience in teaching in a formal educational setting.
3. Ability to relate well to youth ages 17 to 21.
4. Experience in working with at-risk youth.
5. Meets the requirements for Highly Qualified Teacher in their subject area as listed in No Child Left Behind rubric.

Licenses and Certificates: Possession of a valid, current Arizona Classroom Teacher Certification.

Preferred Qualifications:

1. Classroom teaching experience in math, reading, English, Science, or Social Studies.
2. Certification for teaching at the secondary level.
3. Experience in a school-to-work program.
4. Bilingual: English-Spanish.

These **unclassified positions** are in the Pima Vocational High School, a Division of the Community Resources Department.

OPPORTUNITIES IN HEALTHCARE

PIMA HEALTH SYSTEM

PHYSICIAN - UNCLASSIFIED – 7550 (PSYCHIATRIST)

OPENING: OCTOBER 30, 2009

CLOSING: OPEN UNTIL FILLED

Grade: U7 Minimum Annual Starting Salary: DOE

Desired Qualifications: A Medical License in Arizona, Board Certification in Psychiatry.

This is an unclassified position, not subject to the Pima County Merit System Rules.

Preferred Qualifications:

1. Experience in geriatric medicine (Board certification in geriatric medicine a plus).
2. Experience in medication monitoring to include but not limited to SMI, dementia, TBI and dual diagnosis.
3. Experience with medically complicated cases, which include co-morbidities and poly-pharmacy.
4. Experience working in a managed care environment.
5. Knowledge of and experience with A.R.S. Title 36.
6. Provide caseload consultation, case review, staffing and coordination of care recommendations on complex cases.
7. Ability to provide monthly education and training in-services in the area of psychiatry for professional and paraprofessional staff/providers.

This **unclassified** position is in the Behavioral Health Division of Pima Health System.

POSADA DEL SOL

LICENSED PRACTICAL NURSE – 4131

OPEN UNTIL FILLED

Grade: M1 Starting Salary: DOE

Minimum Qualifications: Licensed to practice as a Licensed Practical Nurse in the State of Arizona.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Physical / Sensory Requirements: The ability to independently and routinely lift and maneuver patients and equipment of various weights and sizes for distances or periods of time according to prescribed procedures. Other physical and sensory requirements will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided.

Duties: Provides licensed practical nursing services to patients under the direction of a health care professional; provides prescribed medical treatments and personal care services to patients; administers specified medications (excluding IV medication), immunization and treatments as directed by a health care professional ensuring to note time and amount in medical charts; assists Registered Nurses and physicians in performing physical examinations and other assignments; takes, monitors and records vital signs; dresses and changes dressings on wounds and administers standard medical tests; monitors patients on ventilation equipment, and performs routine tracheotomy care of patients off ventilation equipment; observes patient behavior and progress and reports adverse reactions to medication or treatments to health care professional; and maintains records such as medication, patient history, treatment and accountable drug records, and writes reports.

There are **multiple, permanent and intermittent** positions in the Nursing Division of Posada del Sol.

PATIENT CARE SERVICES – LEVEL II – 4146 (RN)

OPEN UNTIL FILLED

Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an approved school of nursing.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Special Requirements: Certain positions or functional assignments within this category require a Bachelor's degree from an accredited college or university with a major in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the positions.

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

There are **multiple, permanent and intermittent** positions in the Nursing Division of Posada del Sol.

PATIENT CARE SERVICES – LEVEL II – 4146 (RN)

OPEN UNTIL FILLED

Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an approved school of nursing.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona. Failure to maintain the required licensure shall be grounds for termination.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

This **variable time position, (2 days per week, Saturday and Sunday, 12-hour shifts, 7:00 a.m. – 7:30 p.m.)** is in the Nursing Unit of Posada del Sol.

RESPIRATORY THERAPIST – 4173

OPEN UNTIL FILLED

Grade: M1 Minimum Hourly Starting Salary: \$16.07- \$26.44

Minimum Qualifications: An Associate's degree in Respiratory Therapy from an accredited college or technical school. **OR** Certification by the National Board for Respiratory Therapy as a Certified Respiratory Technician and three years of full-time clinical experience in respiratory therapy care under licensed medical supervision.

Licenses and Certificates: Possession of an Arizona state license as a Respiratory Care Practitioner and certification as a Respiratory Care Practitioner by the National Board of Respiratory Care.

There is **one temporary, variable-time, midnight or night shift position and some intermittent, variable-time, rotating day, midnight or night shift positions** in the Respiratory Division of Posada del Sol.

FOOD SERVICE WORKER I – 4331

OPEN UNTIL FILLED

Grade: 09 Minimum Hourly Starting Salary: \$9.76

Minimum Qualifications: Three months of commercial (includes fast food establishments) or institutional (large scale) food service experience.

Special Notice Items: All positions require that employees be free from blood-borne pathogens and communicable diseases. Hepatitis B vaccine and TB test will be provided.

Physical/Sensory Requirements: The ability to: lift, carry, push and pull up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing and/or equipment.

Preferred Qualifications: Food Service experience in a Health Care or Institutional (school, military, etc.) environment.

This **intermittent, variable time position with rotating days and day and evening shifts** is at Posada del Sol.

OCCUPATIONAL THERAPIST - 5254

OPEN UNTIL FILLED

Grade: M3 Minimum Hourly Starting Salary: DOE

Minimum Qualifications: Current certification as an Occupational Therapist (O.T.; O.T.R.; O.T.R.-L.) by the Board of Registry of the American Occupational Therapy Association.

This **intermittent** position, with some **weekend** work required, is in the Therapeutic Activities Division of Posada Del Sol.

OCCUPATIONAL THERAPIST - 5254

OPEN UNTIL FILLED

Grade: M3 Minimum Hourly Starting Salary: DOE

Minimum Qualifications: Current certification as an Occupational Therapist (O.T.; O.T.R.; O.T.R.-L.) by the Board of Registry of the American Occupational Therapy Association.

This **regular, variable-time** position is in the Therapeutic Activities Division of Posada Del Sol.

NURSING HOME ADMINISTRATOR - UNCLASSIFIED – 7460

OPENING: NOVEMBER 6, 2009

CLOSING: OPEN UNTIL FILLED

Grade: U3 Minimum Annual Starting Salary: DOE

Posada del Sol Health Care Center is a 156 bed licensed Skilled Nursing Facility, County owned and operated, with distinct areas of operation including:

Behavioral Health residents, including those that are court ordered; Respiratory Unit providing care to residents with respiratory problems, including those that are ventilator dependant (Posada del Sol is the only SNF in southern Arizona with a ventilator unit); Other specialty areas include, Bariatric, Huntington's, ALS, and a population of young adults.

Preferred Qualifications: A minimum of ten years experience as a licensed Nursing Home Administrator; familiarity of ALTCS/AHCCCS rules and regulations; familiarity with Title 36 and Title 14 (guardianship); must be able to work with Medicare and Medicaid populations and must have a working knowledge of Medicare rules and regulations. The ideal candidate will be a team player with excellent communication skills, both orally and in writing; must be resident sensitive and have exemplary people skills; must be able to handle multiple tasks and prioritize appropriately; must be able to work with a variety of internal/external customers including managers, physicians, all areas of nursing staff, social workers, etc. in order to meet the unique needs of the residents.

This is an unclassified position, not subject to the Pima County Merit System Rules.

Licenses and Certifications: Possession of a permanent or provisional license to practice as a Nursing Care Institution Administrator as issued by the Arizona State Board of Examiners of Nursing Care Institution Administrators is required at the time of appointment. Maintenance of such certification is a condition of employment; failure to maintain the license shall be grounds for termination. This position will be required to complete a criminal background check in accordance with Arizona Revised Statute (ARS) 36-411. Employees who fail to receive appropriate clearance on required criminal background checks may be terminated in accordance with Pima County Administrative Procedure 3-18.

This **unclassified** position reports to the Director of Pima Health System.

HEALTH DEPARTMENT

SANITARIAN SUPERVISOR – 4540

CLOSING: OPEN UNTIL FILLED

Grade: 47 Minimum Annual Starting Salary: \$42,605

Minimum Qualifications: Current registration as a Sanitarian (R.S.) with the State of Arizona at the time of appointment and three years experience working in public or environmental health relating to food and other consumer products and establishments and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.) OR Two years experience with Pima County as a Sanitarian and current registration as a Sanitarian (R.S.) with the State of Arizona and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.)

Licenses and Certificates: Maintenance of current State of Arizona certification as a Sanitarian is a condition of employment; failure to maintain certification shall result in termination. A valid Class D Arizona Driver's License required at time of appointment.

Special Notice Items: This position requires the successful completion of a pre-employment background check and a motor vehicle record check.

Preferred Qualifications:

1. Experience supervising staff in a regulatory program.
2. Experience supervising staff performing vector control activities.
3. Experience developing training and educational programs.
4. Experience reviewing construction plans and conducting on site inspections of construction.
5. Experience using oral and written communication skills.
6. Licensing by Arizona Structural Pest Control Commission to apply pesticides.
7. Bilingual: English/Spanish, English/Chinese-other Asian languages or English/Arabic-other Middle Eastern languages.

This position, requiring some **nights** and **weekends**, is in the Consumer Health and Food Safety Division of the Health Department.

PUBLIC HEALTH OFFICER – PRINCIPAL - 4583

OPENING: DECEMBER 18, 2009

CLOSING: OPEN UNTIL FILLED

Grade: M6 Minimum Annual Part Time (30 hrs. a week) Starting Salary: \$100,425

The Pima County Health Department is seeking a Board Certified MD/DO with adult medicine experience for a clinical position to work 30 hours a week in STD and TB clinics, to assist in the oversight of communicable disease response, participate in efforts to collaborate between the HIV, STD, TB and hepatitis programs and to educate community clinicians regarding communicable disease issues and to back up the Chief Medical Officer.

Minimum Qualifications: Graduation from a school of medicine, completion of internship and residency and four years of professional medical experience in a Public Health or Community Health program.

Licenses and Certificates: Possession of a license to practice medicine in the State of Arizona is required at the time of appointment and must be maintained as a condition of employment. A current Arizona Class D driver's license is required at time of appointment that must be maintained as a condition of employment, due to the need for continuing field work. Failure to maintain the required current licenses shall be grounds for termination.

Special Notice Items: This position requires the successful completion of a background check and a motor vehicle records check.

Preferred Qualifications:

1. Board Certified MD/DO with adult medicine experience.
2. Master's degree in Public Health
3. Experience managing infectious diseases such as STIs and Tuberculosis.

This **part-time** position (**30 hours per week with benefits**) has varying hours and days worked, including occasional evening hours. This position is in the Chief Medical Officer Division of the Health Department.

OPPORTUNITIES IN LEGAL

COUNTY ATTORNEY

ATTORNEY – 3115 (CIVIL DIVISION)

CLOSING: OPEN UNTIL FILLED

Grade: R1 Minimum Annual Starting Salary: DOE

The Pima County Attorney's Office, Civil Division, is seeking an attorney who is interested in public service and who is committed to the highest standards of excellence, ethics, and professionalism. The ideal candidate must possess superior analytical, verbal and written communication skills, including the ability to explain complex issues to individuals with little to no understanding of or exposure to the legal process. Organizational, research, and interpersonal skills are essential for success in the position. The individual should be self-directed but able to work as an integral member of a team in a fast paced environment.

Minimum Qualifications: Graduation from an American Bar Association (ABA) accredited school of law.

Licenses and Certificates: Admission to the Arizona State Bar at the time of appointment. Failure to maintain the required licensure shall be grounds for termination.

Required Qualifications:

1. Admitted to practice law in the state of Arizona for at least two years.
2. Experience representing clients both in the courtroom and in transactional matters.

Preferred Qualifications:

1. Regulatory and administrative experience.

SUPPLEMENTAL APPLICATION REQUIRED AND IS AVAILABLE ON LINE.

This position is in the Civil Division of the County Attorney's Office.

OPPORTUNITIES IN THE RECORDER'S OFFICE

ADMINISTRATIVE SUPPORT SPECIALIST – 1171 T (TOHONO O'ODHAM VOTER REGISTRATION) (PREFERENCE GIVEN TO NATIVE AMERICANS)

OPENING: DECEMBER 18, 2009

CLOSING: OPEN UNTIL FILLED

Grade: 30 Minimum Annual Starting Salary: \$29,568

Minimum Qualifications: Four years of experience performing secretarial or administrative tasks that demonstrate the required knowledge and skills including two years of experience providing overall support and coordination for a department, specialized program, or small business. (Relevant education with an accredited school may substitute for up to two years of the general portion of the aforementioned experience.) **OR** Two years of experience as an Office Support Level III or Office Support Level IV, or a similar clerical classification within Pima County.

Licenses and Certificates: A valid Class D Arizona Driver's License required at time of appointment.

Preferred Qualifications:

1. **Must be fluent in the Tohono O'odham language and English.**
2. **Knowledge of Tohono O'odham tribal history, culture and government.**
3. Must be eligible to vote in Pima County.

This position is in the Voter Registration Division of the Recorder's Office. One of the primary functions of this position is to conduct voter registration outreach on the Tohono O'odham Nation. Familiarity with and travel in Nation territory will be necessary. Some **flexing of work schedule** including **occasional weekend** work will be required.

ADMINISTRATIVE SUPPORT SPECIALIST – 1171 Y (PASCUA YAQUI VOTER REGISTRATION) (PREFERENCE GIVEN TO NATIVE AMERICANS)

OPENING: DECEMBER 18, 2009

CLOSING: OPEN UNTIL FILLED

Grade: 30 Minimum Annual Starting Salary: \$29,568

Minimum Qualifications: Four years of experience performing secretarial or administrative tasks that demonstrate the required knowledge and skills including two years of experience providing overall support and coordination for a department, specialized program, or small business. (Relevant education with an accredited school may substitute for up to two years of the general portion of the aforementioned experience.) **OR** Two years of experience as an Office Support Level III or Office Support Level IV, or a similar clerical classification within Pima County.

Licenses and Certificates: A valid Class D Arizona Driver's License required at time of appointment.

Preferred Qualifications:

1. **Must be fluent in English and Spanish.**
2. **Knowledge of Pascua Yaqui tribal history, culture and government.**
3. Must be eligible to vote in Pima County.

This position is in the Voter Registration Division of the Recorder's Office. One of the primary functions of this position is to conduct voter registration outreach to the Pascua Yaqui tribal nation. Familiarity with and travel within tribal territory will be necessary. Some **flexing of work schedule** including **occasional weekend** work will be required.

PROGRAMMER/ANALYST-SENIOR – 1464

OPENING: JANUARY 15, 2010

CLOSING: OPEN UNTIL FILLED

Grade: 49 Minimum Annual Starting Salary: \$44,642 – 65,095 DOE

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in computer science, computer engineering, management information systems, or closely related field, and one year of programming experience in at least two of the following areas: Compiled Languages, Windows Programming Languages, Web Development, SQL, or relational database systems. (Additional relevant programming experience may substitute for the educational requirement.) **OR** An Associate's degree from an accredited college, university or technical school in computer science, information systems, programming or systems analysis and three years of programming and systems analysis to include at least two of the following areas: Compiled Languages, Windows Programming Language, Web Development, SQL or relational database systems. **OR** Three years of experience with Pima County as a Programmer/Analyst.

Preferred Qualifications:

1. A minimum of five years programming experience.
2. At least two years experience programming with C#.NET or VB.NET.
3. ASP.NET, Web Services and SQL/PLSQL experience are a plus.

This position is in the Information Technology Division of the Recorder's Office.

Pima County provides equal access and equal opportunity in employment and services and does not discriminate.
