

# PIMA COUNTY CURRENT JOB 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](http://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.

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Last updated 2/5/10 4:30 p.m.

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## CIVIL ENGINEER - 2314

OPENING: JANUARY 29, 2010

CLOSING: FEBRUARY 12, 2010, 5:00 p.m.

Grade: E3 Minimum Annual Starting Salary: \$56,091 – 84,642 DOQ

**Minimum Qualifications:** Current registration or license in any state as a Professional Engineer (PE) or Registered Professional Engineer (RPE).

**Licenses and Certificates:** Registration in the State of Arizona as a Professional Engineer is required within one year from date of appointment. Failure to obtain/maintain the required licensure/certification or registration shall be grounds for termination. A valid Class D Arizona Driver's License is required at time of appointment.

**Preferred Qualifications:**

1. A minimum of five years experience in sanitary sewer design and construction.
2. A minimum of three years experience in review of complex sanitary sewer design and construction work.
3. A minimum of three years experience in the preparation of technical reports, such as Design Reports and Technical Memoranda.
4. A minimum of three years experience in the use of software applications such as AutoCad, Project Schedule and Excel.

This position is in the Engineering, CIP and Planning Division of the Regional Wastewater Reclamation Department.

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## SOFTWARE ENGINEER - SR – CENTRAL IT - 4215

**OPENING: JANUARY 29, 2010**

**CLOSING: FEBRUARY 12, 2010, 5:00 p.m.**

**Grade: 56 Minimum Annual Starting Salary: \$57,975-\$76,957 DOE**

The successful candidate for this position will be responsible for all phases of the Software Development Lifecycle to include systems analysis, design and development. This includes: Develop or revise programs using appropriate programming languages; Identify and resolve programming problems applicable to information processing systems; Designing, implementing and maintaining database solutions using best practices; Organizing, conducting, analyzing and documenting computer program research and development.

**Minimum Qualifications:** A Bachelor's degree from an accredited college, university or technical trade school with a major in a Computer or Information Technology discipline or a closely related degree, and two years of software development experience. (Additional education from an accredited college, university or technical trade school/experience may be substituted.)

**Special Notice Items: Resume must be submitted with application.** This position will require satisfactory completion of a background investigation due to the need for staff to access criminal justice facilities or interact with data systems which support criminal justice agencies.

### **Preferred Qualifications:**

1. Eight (8) years experience: (a) Programming using Visual Studio with the Microsoft.NET Framework, (b) MS SQL Server.
2. Experience using MS SQL Server: (a) Reporting Services (SSRS) to build and deploy interactive reports, (b) TSQL to optimize queries and stored procedures.
3. Experience and familiarity with: (a) PHP, Ruby, and Perl, (b) MS Access and VBA.
4. Microsoft Developer Certification (MCSD/MCAD).
5. Experience working in the Health Care Industry.

This position is in the Medical and Health Services Division of the Information Technology Department.

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## TRADES MAINTENANCE (TM) SPECIALIST – 0912 AT (AUTO/LIGHT TRUCK MECHANIC)

**OPENING: FEBRUARY 5, 2010**

**CLOSING: FEBRUARY 12, 2010, 5:00 p.m.**

**Grade: 38 Minimum Annual Starting Salary: \$34,775**

**Minimum Qualifications:** Completion of an industry-recognized apprenticeship program in Auto/Light Truck repair and one year of journey-level experience in the same. (Relevant education may substitute for up to six months of the aforementioned experience.) **OR** Five years of journey-level experience in Auto/Light Truck repair. (Relevant education may substitute for up to two and one half years of the aforementioned experience.)

**OR** Two years of experience with Pima County as a Trades Maintenance (TM) Technician in Auto/Light Truck Repair. (Relevant education may substitute for up to one year of the aforementioned experience.)

**Licenses and Certificates:** A valid Arizona Class D Driver's License is required at the time of appointment. Failure to maintain a current Arizona Driver's license of the appropriate class will be grounds for termination. Emission certification must be obtained before end of probation.

### **Preferred Qualifications:**

1. Recent experience performing repairs and component replacements on automobiles and light trucks.
2. Experience with diagnosis and troubleshooting of automobile and light truck components, including but not limited to engines, transmissions and electrical systems.
3. Emission certification preferred.
4. Must supply own tools, with exception of specialty tools.

This position is in the Automotive Shop, a division of the Fleet Services Department.

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## PROGRAM MANAGER – 1847

**OPENING: FEBRUARY 5, 2010**

**CLOSING: FEBRUARY 12, 2010, 5:00 p.m.**

**Grade: 56 Minimum Annual Starting Salary: \$51,975**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in a program-related field (see below), and four years of experience in program management. (Additional relevant education from an accredited college or university may substitute for two years of the aforementioned experience) **OR** Eight years of experience in public administration, communications, management, or a field applicable to the program's operation (see below) **OR** One year of experience with Pima County as a Program Coordinator.

### **Preferred Qualifications:**

Experience:

1. Managing a RTC program.
2. Coordinating the activities of a custody staff or similar.
3. Monitoring legal processes relating to competency.
4. Developing clinical and medical procedures in concert with clinical staff.
5. As a liaison with Superior Court, etc.
6. Overseeing staff to meet deadlines.
7. With budget preparation.
8. Interacting with legal medical providers and departments.

This position is in the Institutional Health Department of Pima County.

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## EDP PROJECT MANAGER – CENTRAL IT – 4227 (ERP TECHNICAL LEAD)

**OPENING: FEBRUARY 5, 2010**

**CLOSING: FEBRUARY 19, 2010, 5:00 p.m.**

**Grade: 63 Minimum Annual Starting Salary: \$61,420 - \$90,329 DOQ**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in Computer Science, Management Information Systems or a closely related field and three years of application programming and systems analysis experience. (Additional relevant experience and/or education from an accredited college or university may be substituted)

**Special Notice Items:** A resume must be submitted with the official Pima County Application. Successful candidate must pass a fingerprinting and background check.

### **Preferred Qualifications:**

1. At least one year of hands-on experience in application programming and systems analysis within the last three years.
2. Three plus (3+) years of combined, hands-on development experience using one or more of the following: MS SQL, Versata, IBM Websphere, MS design studio, J2EE/Java.
3. Experience in a lead position participating in implementation, interfaces or report development activities in an ERP environment.
4. Two years experience in leading any of the following activities:
  - a. Data migration/conversion of legacy data.
  - b. Development of and testing interfaces in an open systems environment.
  - c. Complex report development in an open systems environment with preference to those having data warehouse/BI experience.
  - d. Coordinating development activities to achieve project goals and objectives.
  - e. Planning, execution and participation in development activities based upon a project plan for a medium to large scale enterprise application.
5. Strong skills in the following as evidenced by delivered work product:
  - a. Communication (verbal, written, and presentation) skills.
  - b. Interpersonal, teamwork, project management and organizational skills.
  - c. Problem solving, customer service and consensus building skills.
  - d. Application of relational database concepts, technology trends.
  - e. Microsoft Office software applications, (i.e. Word, Excel, Project, PowerPoint and Visio).

This position is in the Support Services Division of the Information Technology Department.

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## SOCIAL WORKER - 5233

OPENING: FEBRUARY 5, 2010

CLOSING: FEBRUARY 19, 2010, 5:00 p.m.

Grade: M2 Minimum Annual Starting Salary: \$36,119

**Minimum Qualifications:** A Master's degree from an accredited college or university with a major in social work. **OR** A Bachelor's degree from an accredited college or university with a major in a behavioral or social service, or closely related field and two years of experience in client, family or crisis intervention counseling. (Additional relevant education from an accredited college or university may substitute for one year of the aforementioned experience.)

**Preferred Qualifications:**

1. Bachelor's degree in Behavioral Science or Social Science.
2. Three years experience in criminal justice or with a court agency.
3. Bilingual (English/Spanish).

This position is with the Legal Defender's Office.

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## PROGRAM COORDINATOR – UNCLASSIFIED – 7120 (BIOTERRORISM PREPAREDNESS)

OPENING: FEBRUARY 5, 2010

CLOSING: FEBRUARY 19, 2010, 5:00 p.m.

Grade: U2 Minimum Annual Starting Salary: \$41,500

**Desired Qualifications:** A Bachelor's degree from an accredited college or university with a major in public or business administration or public health, nursing, or emergency management, and two (2) years of progressively responsible program administration experience in public health preparedness, hospital/healthcare preparedness or emergency management, or experience directly related to the nature of the program.

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

**Special Notice Items:** A valid Arizona Class D Driver's License and the successful completion of a background check are required.

**Preferred Qualifications:**

1. Experience working with public health professionals, emergency responders, hospital or clinic personnel, homeland security/law enforcement, or higher education institutions, to plan for, respond to or recover from natural or intentional disasters.
2. Experience working with hospitals or healthcare institutions in the development, implementation, facilitation or evaluation of emergency plans, recruitment of emergency personnel, or integrations of volunteer health professionals into emergency response.
3. Experience in development, implementation, facilitation or evaluation of classes or materials to address training needs of health professionals, emergency responders or public health workers.
4. Experience monitoring program and contract compliance.

There are **two grant-funded** positions (Special Events and Hospital & Health Coordinator) **requiring 24/7 availability** in the Public Health Services/Bioterrorism Preparedness Division of the Health Department.

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

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