



PIMA COUNTY HUMAN RESOURCES



WEEKLY SUMMARY- WEEK OF FEBRUARY 5, 2010

DIAL-A-JOB FOR WEEKLY OPENINGS 740-3530

(T)elecommunications (D)evice for the (D)eaf (T.D.D. 740-2728)

Open to Public = Recruitment is open to the public and county employees.

County Only = Recruitment is open to county employees only.

Department Only = Recruitment is for a specific department's employees only.

CODE	CLASSIFICATION TITLE	OPEN TO PUBLIC	COUNTY ONLY	DEPT ONLY	LOCATION OF CURRENT VACANCY
CLOSING 5:00 P.M. – FEBRUARY 12, 2010					
0912 AT	Trades Maintenance Specialist (Auto/Light Truck Mechanic)	√			Fleet Services
1847	Program Manager	√			Institutional Health
2314	Civil Engineer 2 Positions		√		Flood Control District
2314	Civil Engineer	√			Wastewater Reclamation
2315	Civil Engineering Manager		√		Flood Control District
4215	Software Engineer Senior-Central IT	√			Information Technology
CLOSING 5:00 P.M. – FEBRUARY 19, 2010					
4227	EDP Project Manager-Central IT (ERP Technical Lead)	√			Information Technology
5233	Social Worker	√			Legal Defender
7120	Program Coordinator-Unclassified (Bioterrorism Preparedness) 2 Positions	√			Health
OPEN UNTIL FILLED					
1171 T	Administrative Support Specialist (Tohono O'odham Voter Registration)	√			Recorder
1171 Y	Administrative Support Specialist (Pascua Yaqui Voter Registration)	√			Recorder
1464	Programmer/Analyst-Senior (2nd screening 2/19/10)	√			Recorder
3115	Attorney (Civil Division) Supplement	√			County Attorney
4131	Licensed Practical Nurse Permanent & Intermittent Multiple Positions	√			Posada Del Sol
4146	Patient Care Services – Level II (Registered Nurse) Permanent & Intermittent Multiple Positions	√			Posada Del Sol
4173	Respiratory Therapist Intermittent	√			Posada Del Sol
4331	Food Service Worker I Intermittent	√			Posada Del Sol
4540	Sanitarian Supervisor	√			Health
4583	Public Health Officer – Principal Part-time	√			Health
5254	Occupational Therapist Permanent & Intermittent	√			Posada Del Sol
7115	Education Service Coordinator - Unclassified (Teacher)	√			Community Resources
7460	Nursing Home Administrator – Unclassified	√			Posada Del Sol
7550	Physician – Unclassified (Psychiatrist)	√			Pima Health System

(520) 740-8028 or (520) 740-8085

Web site: www.pima.gov/hr

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OPEN AND COMPETITIVE RECRUITMENT
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RESUMES ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION

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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.

HOW TO APPLY:

- By the closing date and unless otherwise notified, submit an official Pima County Application, for each classification of interest, to Human Resources Department.
- Resumes are only accepted with applications for grades 35 and higher unless otherwise stated.

Application Submission: Applications determined qualified for the classification applied for will be placed in a file of eligible applicants for six months from the date of application submission, unless otherwise notified. Applicants may be required to furnish, at their own expense, documentary proof of formal education, certification, registration, license, membership in an association or any other proof of competency as required in the official classification description or announcement.

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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.

Application Submission: Applications determined qualified for the classification applied for will be placed in a file of eligible applicants for six months from the date of application submission, unless otherwise notified. Applicants may be required to furnish, at their own expense, documentary proof of formal education, certification, registration, license, membership in an association or any other proof of competency as required in the official classification description or announcement.

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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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