



# PIMA COUNTY HUMAN RESOURCES



## WEEKLY SUMMARY- WEEK OF MARCH 12, 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
<b>CLOSING 5:00 P.M. – MARCH 19, 2010</b>					
1386 D	Finance Accountant Supervisor-Finance Dept <b>(Payroll Supervisor) Detail</b>		√		Finance & Risk Mgt
2718	Wastewater Treatment Plant Operator-Principal	√			Wastewater Reclamation
5211	Client Services Support Specialist-PHS	√	√		Pima Health System
5224	Case Manager	√			Pima Health System
5225	Case Management Supervisor <b>3 Positions One position in Nogales, AZ</b>	√			Pima Health System
5233	Social Worker <b>(Mitigation Specialist)</b>	√			Legal Defender
7150	Program Manager-Unclassified <b>(Director of Nursing)</b>	√			Posada del Sol
<b>CLOSING 5:00 P.M. – MARCH 26, 2010</b>					
1178	Accounting Support Specialist <b>Part-time</b>	√	√		Finance & Risk Mgt
1357	Accountant-Senior	√			Finance & Risk Mgt
1386 D	Finance Accountant Supervisor-Finance Dept <b>(Departmental Analysis) Detail</b>		√		Finance & Risk Mgt
1847 CM	Program Manager <b>(Community Planning)</b>	√			Community Development
1847 CP	Program Manager <b>(Capital Planning)</b>	√			Wastewater Reclamation
1851	Contract Specialist	√			Community Development
2532 D	Property Appraiser <b>Detail</b>			√	Assessor
2535	Property Appraisal Manager			√	Assessor
<b>CLOSING 5:00 P.M. – APRIL 2, 2010</b>					
7620	Elections Deputy Director - Unclassified	√			Elections
<b>OPEN UNTIL FILLED</b>					
1171 T	Administrative Support Specialist <b>(Tohono O'odham Voter Registration)</b>	√			Recorder
1464	Programmer/Analyst-Senior	√			Recorder
4131	Licensed Practical Nurse <b>Permanent &amp; Intermittent Multiple Positions</b>	√			Posada Del Sol
4146	Patient Care Services-Level II (Registered Nurse) <b>Permanent &amp; Intermittent Multiple Positions</b>	√			Posada Del Sol
4173	Respiratory Therapist <b>Intermittent</b>	√			Posada Del Sol
4331	Food Service Worker I <b>Intermittent</b>	√			Posada Del Sol
4540	Sanitarian Supervisor	√			Health
5254	Occupational Therapist <b>Permanent &amp; Intermittent</b>	√			Posada Del Sol
7115	Education Service Coordinator - Unclassified <b>(Teacher)</b>	√			Community Resources
7460	Nursing Home Administrator – Unclassified	√			Posada Del Sol
7550	Physician – Unclassified <b>(Psychiatrist)</b>	√			Pima Health System

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

Web site: [www.pima.gov/hr](http://www.pima.gov/hr)

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and does not discriminate.**

# PIMA COUNTY

## OPEN AND COMPETITIVE RECRUITMENT

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**RESUMES ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION**

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### ACCOUNTING SUPPORT SPECIALIST – 1178

(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 p.m.**

**Grade: 27 Minimum Hourly Starting Salary: \$13.43**

**Minimum Qualifications:** An Associate's Degree from an accredited college or university with a major in accounting or a closely related field and one year of experience preparing, processing and verifying accounting documentation. **OR** Three years of experience performing the above-mentioned duties.

**Preferred Qualifications:**

1. Experience with Word, Excel, Access and Outlook.
2. Two or more years experience working with the public in person and on the phone.
3. Bilingual (English/Spanish).

**Special Notice Items:** Qualified applicants will be invited to take a 15-minute math test.

This **part-time** position, with a work schedule of 7:30 a.m. to 11:30 a.m.\*, is in the Revenue Management Division of the Finance and Risk Management Department. \*Two months out of the year (mid-July through mid-September) will require working 8-hours a day.

#### HOW TO APPLY:

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### ACCOUNTANT-SENIOR - 1357

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 p.m.**

**Grade: 44 Minimum Annual Starting Salary: \$39,731**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field and one year of professional accounting experience. **OR** One year with Pima County as an Accountant. (Additional relevant education from an accredited college or university and/or experience may be substituted.)

**Preferred Qualifications:**

1. Knowledge of Pima County Financial Systems.
2. Ability to perform reconciliations across multiple financial systems.
3. Ability to key data into the system.
4. Ability to process financial documents.
5. Ability to analyze financial reports.
6. Ability to communicate effectively both inter- and intra-departmentally.
7. Ability to work overtime as necessary.

This position is in the Financial Control and Reporting Division of the Finance and Risk Management Department.

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### PROGRAM MANAGER – 1847 CM (COMMUNITY PLANNING)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 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 Community Planning, Community Development or a related field 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 housing development, community and economic development, community planning or a closely related field. **OR** One year of experience with Pima County as a Program Coordinator.

**Preferred Qualifications:**

1. Extensive knowledge regarding Housing and Urban Development policies and procedures related to CDP, specifically CDBG; and ARRA goals for stimulus funding, especially related to NSP2.
2. Federal and State contract audits (Fed, State AG) contract compliance and monitoring, on site performance reviews, required record keeping and documentation.
3. Financial management, budget preparation and monitoring, experience with underwriting and financial reviews, risk assessment analysis, determining eligible expenses for contract compliance, familiarity with tracking leverage funding.
4. Knowledge of applicable laws, policies and regulations related to housing and development to include: NEPA, Title 36, Housing Quality Standards, Fair Market Rent, EPA Phase I and II, Environmental Reviews, LEED Standards and Pima County Sustainability initiatives.
5. Certifications in design, community planning, HUD certified training, housing finance and management, and/or Neighborworks accreditations.

This **grant funded** position is in the Community Development and Neighborhood Conservation Department.

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### PROGRAM MANAGER– 1847 CP (LONG RANGE CAPITAL PLANNING)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 p.m.**

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

The Program Manager will serve as an integral component to the County's initiative to integrate land use planning with infrastructure planning by actively participating in the recently organized interdepartmental Infrastructure and Land Planning Committee. A major task of this position will include creating the scope of work and administering project charters for Department studies as well as providing support and assisting in the area-wide infrastructure plans (i.e. SWIP) that are in the early planning stages. The Program Manager will also assist in keeping the Department's Metropolitan Facility Plan up to date, and initiate long range service area plans and basin studies for the regional and sub-regional facilities.

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in City, Urban or Regional Planning, Geography, or a closely related field, 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. **OR** One year of experience with Pima County as a Program Coordinator.

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

**Preferred Qualifications:**

1. Experience in the principles and practices of community, urban and regional planning.
2. Experience with the principles of pipe flow, topography and physical design of gravity conveyance systems.
3. Experience in the application of research techniques.
4. Experience in project management of general and specific urban planning and basin studies.

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

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### CONTRACT SPECIALIST - 1851

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 p.m.**

**Grade: 44 Minimum Annual Starting Salary: \$39,731**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university in public or business administration or a related field and four years of progressively responsible experience in administering, developing, evaluating, and writing contracts. (Additional relevant experience may substitute for the aforementioned education.)

**Preferred Qualifications:**

1. Extensive knowledge regarding Housing and Urban Development policies and procedures related to CDP, specifically CDBG; and ARRA goals for stimulus funding, especially related to NSP2.
2. Federal and State contract compliance and monitoring experience with activities such as performance reviews and record keeping requirements, documentation for eligible expenses and verification of eligible activities, and financial reviews.
3. Knowledge of applicable laws, policies and regulations related to housing and development to include: Fair Labor Standards Act, Davis Bacon, NEPA, Title 36, Housing Quality Standards and Fair Market Rent.
4. Program development, administration and monitoring experience related to housing, acquisition, rehab, development and demolition both for single family and multi-family units.

This **grant funded** position is in the Community Development and Neighborhood Conservation Department.

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## FINANCE ACCOUNTANT SUPERVISOR-FINANCE DEPARTMENT- DETAIL – 1386 D (PAYROLL SUPERVISOR)

OPENING: MARCH 12, 2010

CLOSING: MARCH 19, 2010, 5:00 P.M.

Grade: 64 Minimum Hourly Starting Salary: \$30.24

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in finance, accounting or a related field and three years of professional accounting or auditing experience plus two years of lead or supervisory experience (which may be concurrent with the required professional accounting experience.) [A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required professional accounting experience.]

Pursuant to Pima County Merit System Rule 8.6 B: An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if s/he meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments. AND Rule 8.6 C: A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to her/his regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

### Preferred Qualifications:

1. Three years experience with quarterly tax filings and W2's.
2. Three years experience with tax liens, garnishments, and child support payments.

This position is in the Financial Operations-Payroll Division of the Finance and Risk Management Department.

### HOW TO APPLY:

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## FINANCE ACCOUNTANT SUPERVISOR-FINANCE DEPARTMENT- DETAIL – 1386 D (DEPARTMENTAL ANALYSIS)

OPENING: MARCH 12, 2010

CLOSING: MARCH 26, 2010, 5:00 P.M.

Grade: 64 Minimum Hourly Starting Salary: \$30.24

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in finance, accounting or a related field and three years of professional accounting or auditing experience plus two years of lead or supervisory experience (which may be concurrent with the required professional accounting experience.) [A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required professional accounting experience.]

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### Preferred Qualifications:

1. Supervisory and broad accounting experience with an emphasis on analytical skills.
2. Experience working with senior county staff and department directors.
3. Experience using FMS, XPTR and FPS.

This position is in the Departmental Analysis Division of the Finance and Risk Management Department.

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# ASSESSOR'S OFFICE EMPLOYEES ONLY

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## PROPERTY APPRAISER – 2532 D (DETAIL)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 P.M.**

**Grade: 33 Minimum Hourly Starting Salary: \$15.07**

**Minimum Qualifications:** Two years of experience in construction, real estate sales and/or property appraisal. (Acceptable real estate experience is that which included establishing value through research of sales of comparable properties. Acceptable construction experience includes estimating, obtaining building permits, reading blueprints.) **OR** One year of experience with Pima County as an Appraisal Support Specialist or two years experience with Pima County as a Property Appraisal Aide.

Pursuant to Pima County Merit System Rule 8.6 B: An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if s/he meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments. AND Rule 8.6 C: A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to her/his regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

**Licenses and Certificates:** Within one year of hire must complete the Arizona Department of Revenue Level I Basic Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006).

This position is in the Real Property Division of the Assessor's Office.

### HOW TO APPLY:

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## PROPERTY APPRAISAL MANAGER – 2535

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 P.M.**

**Grade: 60 Minimum Annual Starting Salary: \$57,174**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in regional development, real estate, civil engineering, architecture, business administration, accounting, or finance and six years of experience in either property appraisal, regional development, construction or real estate, two years of which was in a lead or supervisory capacity. (Additional professional-level experience in the above-cited areas may be substituted for the aforementioned education from an accredited college or university on a year-for-year basis) (A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of general experience) (Lead or supervisory experience may be concurrent with general experience) (Acceptable real estate experience is that which included establishing property value through research of sales of comparable properties and acceptable construction experience includes estimating, obtaining building permits, reading blueprints) **OR** Two years of experience with Pima County as a Property Appraisal Supervisor.

**Licenses and Certificates:** Within one year of hire must obtain and maintain the Arizona Department of Revenue Level II Appraisal or Assessor Certification (ARS 42-13006).

This position is in the Personal Property Division of the Assessor's Office.

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