



PIMA COUNTY HUMAN RESOURCES

WEEKLY SUMMARY- WEEK OF OCTOBER 30, 2009



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. – NOVEMBER 6, 2009					
1441	Systems Analyst		√		Assessor
1452	Information Technology Tech Support Supervisor (Information Technology (IT) Network Project Mgr)	√			Information Technology
2467	Engineering Plans Technician		√		Wastewater Reclamation
3249	Criminal Investigator Specialist	√			Public Defender
4143	Public Health Nurse 2 Positions	√			Health
4561	Public Health Aide	√	√		Health
7020	Special Staff Assistant – Unclassified	√			Institutional Health
CLOSING 5:00 P.M. – NOVEMBER 13, 2009					
1351	Accountant	√			Sheriff
CLOSING 5:00 P.M. – NOVEMBER 20, 2009					
1443	Systems Analyst – Principal	√			Assessor
OPEN UNTIL FILLED					
3115	Attorney (Ajo, AZ) Supplement	√			County Attorney
3115	Attorney (Civil Division) Supplement * First Screening Date – November 16, 2009	√			County Attorney
3162	Administrative Services Specialist – CA (.NET Developer/Systems Analyst) * First Screening Date – November 2, 2009	√			County Attorney
4111	Nursing Assistant – Certified Intermittent Multiple Positions	√			Posada Del Sol
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 Department
5254	Occupational Therapist Permanent & Intermittent	√			Posada Del Sol
5286	Social Worker/Therapist (PHS)	√			Pima Health System
7115	Education Service Coordinator (Teacher) Unclassified	√			Community Resources
7550	Physician – Unclassified (Psychiatrist) *First screening date – November 30, 2009	√			Pima Health System

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

Web site: www.pima.gov/hr

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PIMA COUNTY

OPEN AND COMPETITIVE RECRUITMENT

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RESUMES ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION

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CRIMINAL INVESTIGATOR SPECIALIST - 3249

OPENING: OCTOBER 30, 2009

CLOSING: NOVEMBER 6, 2009, 5:00 p.m.

Grade: 43 Minimum Annual Starting Salary: \$38,819

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in Law Enforcement, Law, Criminal Justice or any other investigative area related to area of assignment, such as Accounting, Finance or Computer Science and two years of investigative experience in a specialized investigative area. (Additional relevant experience may substitute for a portion of the aforementioned education from an accredited college or university) (Additional relevant education from an accredited college or university may substitute for a portion of the aforementioned experience) **OR** Five years of investigative experience, at least three years of which involved criminal investigation. (Relevant education from an accredited college or university may substitute for a portion of the aforementioned experience) **OR** Two years of experience with Pima County as a Criminal Investigator.

Preferred Qualifications:

1. A minimum of ten years experience working as a certified law enforcement officer or ten years experience working as a licensed private investigator and at least five years of experience working within any of the following Criminal Investigative fields: Homicide, Burglary, Drug Enforcement, White Collar Crime, Sex Offender Investigation, Arson, Fraud, Traffic Crash Investigation or Juvenile Delinquency.
2. Advanced computer knowledge in any of the following: spread sheets, digital photo, PowerPoint or word processing research.
3. Bilingual English/Spanish a plus.

This position is in the Public Defender's Office.

HOW TO APPLY:

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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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PUBLIC HEALTH NURSE - 4143

OPENING: OCTOBER 30, 2009

CLOSING: NOVEMBER 6, 2009, 5:00 p.m.

Grade: M2 Minimum Annual Starting Salary: \$44,283 - \$54,184 DOE

Minimum Qualifications: A Bachelor of Science degree in Nursing (B.S.N.) from a nationally accredited college or university.

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment, and must be maintained as a condition of employment. A valid Arizona driver's license and access to a registered/insured vehicle for business travel is required (business mileage reimbursed).

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

Preferred Qualifications:

1. Experience providing health safety and consultation in children's group settings.
2. Completion of training based on the National Training Institute for Child Care Health Consultants.
3. Two years pediatric or school nursing experience.

There are **two grant-funded positions** in the Public Health Nursing Division of the Health Department.

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ACCOUNTANT – 1351

OPENING: OCTOBER 30, 2009

CLOSING: NOVEMBER 13, 2009, 5:00 p.m.

Grade: 40 Minimum Annual Starting Salary: \$36,293

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in Accounting or a closely related field. [Professional-level accounting experience may be substituted for the educational requirement on a year-for-year basis; four years of professional experience in accounting may be substituted for the degree requirement.] [Paraprofessional accounting experience may be substituted for the educational requirement on a two-to-one basis, e.g., two years of paraprofessional experience may be substituted for one year of education.] **OR** An Associates degree or at least 30 semester hours in accounting from an accredited college or university and two years of professional accounting experience . [Four years of paraprofessional accounting experience may be substituted for the two years of professional experience.] **OR** Three years of experience with Pima County as a Senior Accounting Support Specialist.

Special Notice Items: This position will require satisfactory completion of a background investigation due to the fact that staff may be required to access criminal justice facilities or interact with data systems, which support criminal justice agencies. **Applicants must not have any felony convictions.**

Preferred Qualifications:

1. Bachelor's degree in Accounting.
2. Strong background in payroll processing and accounting.
3. Knowledge of general ledgers, accounts payable and accounts receivable.
4. A minimum of one year experience in accounting in a government or public service agency.

This position is in the Finance Division of the Sheriff's Department.

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PHYSICIAN - UNCLASSIFIED – 7150
(PSYCHIATRIST)

OPENING: OCTOBER 30, 2009
CLOSING: OPEN UNTIL FILLED
FIRST SCREENING DATE: November 30, 2009
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.

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CASE MANAGER - 5224

OPENING: OCTOBER 16, 2009

CLOSING: OPEN CONTINUOUS

Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an accredited school of nursing and two years of professional nursing experience. Additional relevant experience and/or education may be substituted. **OR** A Bachelor's degree from an accredited college or university with a major in Social or Behavioral Science, or a closely related field and two years of experience providing social services. Additional relevant experience and/or education from an accredited college or university may be substituted.

Preferred Qualifications:

1. A current AZ nursing license (RN or LPN) or Bachelor's degree in Social Work or other closely related field.
2. Two years Case Management experience in a home health program, community based program, nursing home, long term care program or behavioral health program.
3. Knowledge of managed care concepts.

This position is in the Case Management Division of Pima Health System.

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SYSTEMS ANALYST - 1441

OPENING: OCTOBER 30, 2009

CLOSING: NOVEMBER 6, 2009, 5:00 p.m.

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

Minimum Qualifications: An Associate's degree from an accredited college, university or technical trade school with a major in Computer Science, Information Systems, Programming or Programming Analysis and one year of systems analysis experience. (Additional relevant experience may substitute for the educational requirement.) **OR** A technical diploma or certification from an accredited vocational/technical school in programming, computer science or management information systems and two years of systems analysis experience.

Preferred Qualifications:

1. Experience interacting with customers to define system requirements and interacting with developers to convey the system interface.
2. Experience working as a part of a systems development team throughout the SDLC process.
3. Experience performing systems testing and implementation.
4. Experience with Microsoft SQL Server Reporting Services and Microsoft Transact SQL query language.

This position is in the Information Technology Section of the Assessor's Department.

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ENGINEERING PLANS TECHNICIAN - 2467

OPENING: OCTOBER 30, 2009

CLOSING: NOVEMBER 6, 2009, 5:00 p.m.

Grade: 36 Minimum Annual Starting Salary: \$33,346

Minimum Qualifications: Completion of 18 semester hours of college level course work from an accredited college or university in an engineering (mechanical, civil, electrical) or related discipline, e.g., hydrology, environmental sciences, architecture, watershed management, transportation, soil and water science, etc. and two years of experience reviewing engineering plans. (Additional relevant experience and/or education from an accredited college or university may be substituted.) **OR** Two years of experience with Pima County as a Public Works Engineering Technician or Engineering Intern.

A SUPPLEMENT MUST BE SUBMITTED WITH APPLICATION IF QUALIFYING WITH COLLEGE COURSE WORK.

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

Preferred Qualifications:

1. Experience reading and interpreting engineering plans, plats, specifications, codes and ordinances.
2. Knowledge of Microsoft applications including MS Excel and Word.
3. Experience in public works permitting process.

This position is in the Engineering Division of the Regional Wastewater Reclamation Department.

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