



# PIMA COUNTY HUMAN RESOURCES

## WEEKLY SUMMARY- WEEK OF NOVEMBER 6, 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
<b>CLOSING 5:00 P.M. – NOVEMBER 13, 2009</b>					
1171	Administrative Support Specialist <b>2 Positions</b>		√		Facilities Management
1351	Accountant	√			Sheriff
1524	Human Resources Supervisor	√			Human Resources
1525	Division Manager <b>2 Positions</b>	√			Human Resources
1812	Administrative Specialist	√			Pima Health System
3411	Animal Care Technician <b>4 Positions</b>	√	√		Health
4561 A	Public Health Aide ( <b>Ajo, AZ</b> ) <b>Part-Time</b>	√			Health
7020	Special Staff Assistant - Unclassified	√			Pima Health System
<b>CLOSING 5:00 P.M. – NOVEMBER 20, 2009</b>					
1443	Systems Analyst – Principal	√			Assessor
1814	Administrative Specialist – Senior	√	√		Risk Management
3414	Animal Care Shelter Supervisor	√			Health
4583	Public Health Officer – Principal <b>Part-Time</b>	√			Health
<b>OPEN UNTIL FILLED</b>					
3115	Attorney ( <b>Ajo, AZ</b> ) <b>Supplement</b>	√			County Attorney
3115	Attorney ( <b>Civil Division</b> ) <b>Supplement</b> * <b>First Screening Date – November 16, 2009</b>	√			County Attorney
3162	Administrative Services Specialist – CA ( <b>.NET Developer/Systems Analyst</b> )	√			County Attorney
4111	Nursing Assistant – Certified <b>Intermittent</b> <b>Multiple Positions</b>	√			Posada Del Sol
4131	Licensed Practical Nurse <b>Permanent &amp; Intermittent</b> <b>Multiple Positions</b>	√			Posada Del Sol
4146	Patient Care Services – Level II (Registered Nurse) <b>Permanent &amp; Intermittent</b> <b>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 Department
5254	Occupational Therapist <b>Permanent &amp; Intermittent</b>	√			Posada Del Sol
5286	Social Worker/Therapist (PHS)	√			Pima Health System
7115	Education Service Coordinator (Teacher) <b>Unclassified</b>	√			Community Resources
7460	Nursing Home Administrator - Unclassified	√			Posada Del Sol
7550	Physician – Unclassified ( <b>Psychiatrist</b> ) * <b>First screening date – November 30, 2009</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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**HUMAN RESOURCES SUPERVISOR - 1524**

**OPENING: NOVEMBER 6, 2009**

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

**Grade: 60 Minimum Annual Starting Salary: \$57,174 - \$84,004**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in Human Resources/Personnel, Business, Public Administration, Management or a closely related field and three years of exempt, professional level personnel experience, PLUS one year of supervisory experience. [Supervisory experience may be concurrent with required professional experience.] [A Master's degree in one of the cited disciplines may be substituted for one year of the required professional experience.] (Additional relevant professional experience may be substituted for up to half of the aforementioned education.) **OR** Three years experience with Pima County in an exempt, professional Human Resources classification or combination of experience in two or more exempt, professional Human Resources classifications.

**Preferred Qualifications:**

1. Three years of supervisory experience.
2. Technical experience with the FMLA and/or E-verify processes.

This position is in the FMLA and E-verify Section of the Human Resources 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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**DIVISION MANAGER - 1525**

**OPENING: NOVEMBER 6, 2009**

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

**Grade: B1 Minimum Annual Starting Salary: \$66,237 - \$104,458**

**Minimum Qualifications:** A Bachelor's Degree from an accredited college or university with a major in Public or Business Administration or a related field and five years of related professional experience, which included at least two years of direct supervisory experience.[A master's degree in one of the required disciplines or formal license/certification in a designated specialty may be substituted for one year of professional experience.] **OR** Three years of experience with Pima County as a Supervisor within the particular area of assignment.

**Preferred Qualifications:**

1. A minimum of five years management/supervisory experience in classification/compensation and/or a benefits operation for a major (1500+ employees) organization.
2. Three to five years experience developing and negotiating health and other benefit-related contracts, **OR** three to five years experience conducting major classification and compensation studies.

There are **two positions** the Human Resources Department.

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**ADMINISTRATIVE SPECIALIST - 1812**

**OPENING: NOVEMBER 6, 2009**

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

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

**Minimum Qualifications:** A Bachelor's Degree from an accredited college or university with a major in Public Administration, Business Administration, Management or a closely related field and one year of professional experience in public or business administration. (Relevant professional level experience may substitute for the aforementioned education.) **OR** Three years of experience within Pima County as an Administrative Support Specialist or closely related paraprofessional administrative classification.

**Preferred Qualifications:**

1. Experience entering information into a database.
2. Experience with medical coding.
3. Familiarity with AHCCCS and/or other health care insurance programs.

This position is in the Provider Services Division of Pima Health System.

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### ANIMAL CARE TECHNICIAN - 3411

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

**OPENING: NOVEMBER 6, 2009**

**CLOSING: NOVEMBER 13, 2009, 5:00 P.M.**

**Grade: 19 Minimum Annual Starting Salary: \$24,135**

**Minimum Qualifications:** A high school diploma or General Education Development (G.E.D.) certificate.

**COPY OF A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE MUST BE SUBMITTED AT TIME OF APPLICATION. APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT THE DIPLOMA OR GED.**

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

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

**Preferred Qualifications:**

1. Experience working with animals.
2. Experience in customer service.
3. Veterinary Technician experience.
4. Experience working independently.
5. Ability to lift and carry 50 lbs.

There are **four positions requiring rotating shifts and rotating days with scheduling from 6:00 a.m. to 2:00 p.m. OR from 11:30 a.m. to 7:30 p.m. OR from 1:00 p.m. to 9:00 p.m.** in the Pima Animal Care Center Division of the Health Department.

#### HOW TO APPLY:

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### PUBLIC HEALTH AIDE – 4561 A (AJO, AZ)

OPENING: NOVEMBER 6, 2009

CLOSING: NOVEMBER 13, 2009, 5:00 P.M.

Grade: 18 Minimum Hourly Starting Salary: \$11.39

**Minimum Qualifications:** A High School Diploma or GED (required for certification in capillary finger punctures) and three months of experience in a medical clinic setting. **OR** At least nine semester hours OR 18 quarter hours of college-level course work from an accredited college or university in the areas of Medical Terminology, Health Care Skills, Human Anatomy and Physiology, Medical Office Procedures, Medical Transcription, Nutrition or related medical specialty training.

**COPY OF A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE MUST BE SUBMITTED AT TIME OF APPLICATION. APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT THE DIPLOMA OR GED.**

**Licenses and Certificates:** A valid Arizona driver's license and access to a registered/insured vehicle for business travel is required (business mileage is reimbursed).

**Special Notice Items:** This position requires the successful completion of a pre-employment background check.

**Preferred Qualifications:**

1. Bilingual English/Spanish skills.
2. Experience working with pregnant women/teens and families preferred.
3. Experience using communication skills, working independently and working with people from a variety of cultures, lifestyles and backgrounds.
4. Experience with Microsoft Office Suite.

This **part-time, grant-funded** position, located in Ajo, AZ, is in the Public Health Nursing Division of the Health Department.

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**SPECIAL STAFF ASSISTANT - UNCLASSIFIED – 7020**

**OPENING: NOVEMBER 6, 2009**

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

**Grade: U1 Minimum Annual Starting Salary: DOQ**

**Desired Qualifications:**

Three to five years experience:

1. Using time management skills and interacting professionally and tactfully with the public, providers and departmental personnel.
2. Communicating with departmental directors, political appointees and elected officials.
3. Functioning independently and making appropriate decisions.
4. Using effective oral and written communication skills.

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

**Preferred Qualifications:** Ability to compose correspondence for presentation to Pima County Administration.

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

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**ADMINISTRATIVE SPECIALIST – SENIOR - 1814**  
**(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)**

**OPENING: NOVEMBER 6, 2009**  
**CLOSING: NOVEMBER 20, 2009, 5:00 P.M.**  
**Grade: 42 Minimum Annual Starting Salary: \$37,936**

**Minimum Qualifications:** A Bachelor's Degree from an accredited college or university with a major in Public Administration, Business Administration, Management, or a closely related field and two years of professional experience in public or business administration. (Relevant professional experience may substitute for the aforementioned education) **OR** Three years with Pima County as an Administrative Specialist or closely related professional administrative classification.

**Preferred Qualifications:**

1. Strong computer skills; specifically MS Excel and MS Word skills.
2. Basic accounting skills (billing, invoicing, reconciliation, auditing).
3. Good writing skills.
4. Strong customer service skills.
5. Working knowledge of basic medical terminology.
6. Working knowledge of OSHA regulations and CDC guidelines.
7. Public speaking/training experience.

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

**HOW TO APPLY:**

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**ANIMAL CARE SHELTER SUPERVISOR - 3414**

**OPENING: NOVEMBER 6, 2009**  
**CLOSING: NOVEMBER 20, 2009, 5:00 p.m.**  
**Grade: 41 Minimum Annual Starting Salary: \$37,096**

**Minimum Qualifications:** Four years of experience caring for and treating animals, or enforcing animal control laws, regulations and ordinances, plus one year of lead or supervisory experience. (Lead/Supervisory experience may be concurrent with general experience.) **OR** Three years of experience with Pima County as an Animal Care Technician or Animal Care Field Officer.

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

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

**Preferred Qualifications:**

1. Experience working with animals.
2. Experience in supervision of staff.
3. Experience in customer service.
4. Ability to lift and carry 50 lbs.

This position requiring **rotating shifts and rotating days** is in the Pima Animal Care Center Division of the Health Department.

**HOW TO APPLY:**

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**PUBLIC HEALTH OFFICER – PRINCIPAL - 4583**

**OPENING: NOVEMBER 6, 2009**

**CLOSING: NOVEMBER 20, 2009, 5:00 p.m.**

**Grade: M6 Annual Part Time Starting Salary: \$66,950**

Pima County Health Department is seeking a Board certified MD/DO with adult medicine experience for a clinical position to work 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. Failure to maintain a current license to practice medicine shall be grounds for termination. All positions require a current Arizona Class D driver's license at the time of appointment; failure to maintain a current driver's license shall be grounds for termination, due to need for continuing field work.

**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. MPH.
3. Experience managing infectious diseases such as STIs and Tuberculosis.

This is a **part-time** position, **20 hours per week with benefits. Hours and days worked may vary, including occasional evening hours.** This position is in the Chief Medical Officer Division of the Health Department.

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**NURSING HOME ADMINISTRATOR - UNCLASSIFIED – 7460**

**OPENING: NOVEMBER 6, 2009**

**CLOSING: OPEN UNTIL FILLED**

**Grade: U3 Minimum Annual Starting Salary: DOE**

Posada Del Sol is a 156 bed licensed Skilled Nursing Facility. The main components consist of Behavioral Health, sub acute care and rehab services.

**Desired Qualifications:** A minimum of eight years experience as a Nursing Home Administrator in a similar sized facility and Title 36 rules and regulations and a strong clinical background, preferably nursing.

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

**Licenses and Certificates:** 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 this 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 is in the Administration Division of Posada Del Sol.

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## ADMINISTRATIVE SUPPORT SPECIALIST - 1171

OPENING: NOVEMBER 6, 2009

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

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 from 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.

### Preferred Qualifications:

1. Experience processing Accounts Payable using specialized accounting systems (Synergen, FMS, and Filemaker Pro).
2. Experience processing Accounts Payable according to County policies and procedures.
3. Experience preparing and reviewing direct demands for compliance with County policies and procedures.
4. Experience ensuring BPO's are coded correctly and that proper authorization is in place to charge other County departments.
5. Experience communicating with vendors, department personnel and county personnel regarding invoices.
6. Experience ensuring department receives reimbursement for personal long distance calls.
7. Experience researching BPO's in created status and ensuring they are issued in a timely manner.
8. Experience delivering accounting documents to other County departments.
9. Experience copying and filing accounting documents.
10. Experience providing coverage for other administrative support staff in their absence.
11. Experience with Excel.
12. Experience with data entry.

There are **two positions** in the Business Services Division of the Facilities Management Department.

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