

PIMA COUNTY OPEN UNTIL FILLED 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.

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.

Last updated 11/20/09

OPPORTUNITIES IN COMMUNITY RESOURCES

EDUCATION SERVICE COORDINATOR – 7115 (TEACHER)

OPEN UNTIL FILLED

Grade: U2 Minimum Annual Starting Salary: \$39,392

Desired Qualifications: (This is a teaching position)

1. A four year college degree from an accredited college or university in Education or other related subject area.
2. Experience in teaching in a formal educational setting.
3. Ability to relate well to youth ages 17 to 21.
4. Experience in working with at-risk youth.
5. Meets the requirements for Highly Qualified Teacher in their subject area as listed in No Child Left Behind rubric.

Licenses and Certificates: Possession of a valid, current Arizona Classroom Teacher Certification.

Preferred Qualifications:

1. Classroom teaching experience in math, reading, English, Science, or Social Studies.
2. Certification for teaching at the secondary level.
3. Experience in a school-to-work program.
4. Bilingual: English-Spanish.

This **unclassified positions** is in the Pima Vocational High School, a Division of the Community Resources Department.

OPPORTUNITIES IN HEALTHCARE

PIMA HEALTH SYSTEM

SOCIAL WORKER/THERAPIST – 5286 (PHS)

OPEN UNTIL FILLED

Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: A Master's degree from an accredited college or university with a major in social work (MSW) or a closely related field and Arizona licensure as a Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC).

Licenses and Certificates: Failure to maintain required certifications shall be grounds for termination. This position is in the Behavioral Health Division of Pima Health System.

POSADA DEL SOL

NURSING ASSISTANT - CERTIFIED – 4111

OPEN UNTIL FILLED

Grade: M1 Minimum Hourly Starting Salary: \$12.12 DOE

Minimum Qualifications: Current certification as a Nursing Assistant by the Arizona Board of Nursing.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Licenses and Certificates: Current certification as a Nursing Assistant by the Arizona Board of Nursing and CPR certification (healthcare provider level) from an accredited certifying body is required at the time of appointment. Maintaining current certification as both a Nursing Assistant and in CPR is required as a condition of employment. Failure to maintain such certification may be grounds for termination.

Physical/Sensory Requirements: All positions within this classification are required to move and manipulate patients and/or equipment of various weights and sizes, or stand for extended periods of time. Specific physical and sensory abilities will be determined by position.

There are **multiple, intermittent positions** in the Nursing Pool Division of Posada del Sol.

LICENSED PRACTICAL NURSE – 4131

OPEN UNTIL FILLED
Grade: M1 Starting Salary: DOE

Minimum Qualifications: Licensed to practice as a Licensed Practical Nurse in the State of Arizona.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Physical / Sensory Requirements: The ability to independently and routinely lift and maneuver patients and equipment of various weights and sizes for distances or periods of time according to prescribed procedures. Other physical and sensory requirements will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided.

Duties: Provides licensed practical nursing services to patients under the direction of a health care professional; provides prescribed medical treatments and personal care services to patients; administers specified medications (excluding IV medication), immunization and treatments as directed by a health care professional ensuring to note time and amount in medical charts; assists Registered Nurses and physicians in performing physical examinations and other assignments; takes, monitors and records vital signs; dresses and changes dressings on wounds and administers standard medical tests; monitors patients on ventilation equipment, and performs routine tracheotomy care of patients off ventilation equipment; observes patient behavior and progress and reports adverse reactions to medication or treatments to health care professional; and maintains records such as medication, patient history, treatment and accountable drug records, and writes reports.

There are **multiple, permanent and intermittent** positions in the Nursing Division of Posada del Sol.

PATIENT CARE SERVICES – LEVEL II – 4146 (RN)

OPEN UNTIL FILLED
Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an approved school of nursing.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Special Requirements: Certain positions or functional assignments within this category require a Bachelor's degree from an accredited college or university with a major in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the positions.

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

There are **multiple, permanent and intermittent** positions in the Nursing Division of Posada del Sol.

PATIENT CARE SERVICES – LEVEL II – 4146 (RN)

OPEN UNTIL FILLED

Grade: M2 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an approved school of nursing.

PIMA COUNTY NURSES APPLICATION REQUIRED.

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona. Failure to maintain the required licensure shall be grounds for termination.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

This **variable time position, (2 days per week, Saturday and Sunday, 12-hour shifts, 7:00 a.m. – 7:30 p.m.)** is in the Nursing Unit of Posada del Sol.

RESPIRATORY THERAPIST – 4173

OPEN UNTIL FILLED

Grade: M1 Minimum Hourly Starting Salary: \$16.07- \$26.44

Minimum Qualifications: An Associate's degree in Respiratory Therapy from an accredited college or technical school. OR Certification by the National Board for Respiratory Therapy as a Certified Respiratory Technician and three years of full-time clinical experience in respiratory therapy care under licensed medical supervision.

Licenses and Certificates: Possession of an Arizona state license as a Respiratory Care Practitioner and certification as a Respiratory Care Practitioner by the National Board of Respiratory Care.

There is **one temporary, variable-time, midnight or night shift position and some intermittent, variable-time, rotating day, midnight or night shift positions** in the Respiratory Division of Posada del Sol.

FOOD SERVICE WORKER I – 4331

OPEN UNTIL FILLED

Grade: 09 Minimum Hourly Starting Salary: \$9.76

Minimum Qualifications: Three months of commercial (includes fast food establishments) or institutional (large scale) food service experience.

Special Notice Items: All positions require that employees be free from blood-borne pathogens and communicable diseases. Hepatitis B vaccine and TB test will be provided.

Physical/Sensory Requirements: The ability to: lift, carry, push and pull up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing and/or equipment.

Preferred Qualifications: Food Service experience in a Health Care or Institutional (school, military, etc.) environment.

This **intermittent, variable time position with rotating days and day and evening shifts** is at Posada del Sol.

OCCUPATIONAL THERAPIST - 5254

OPEN UNTIL FILLED

Grade: M3 Minimum Hourly Starting Salary: DOE

Minimum Qualifications: Current certification as an Occupational Therapist (O.T.; O.T.R.; O.T.R.-L.) by the Board of Registry of the American Occupational Therapy Association.

This **intermittent** position, with some **weekend** work required, is in the Therapeutic Activities Division of Posada Del Sol.

OCCUPATIONAL THERAPIST - 5254

OPEN UNTIL FILLED

Grade: M3 Minimum Hourly Starting Salary: DOE

Minimum Qualifications: Current certification as an Occupational Therapist (O.T.; O.T.R.; O.T.R.-L.) by the Board of Registry of the American Occupational Therapy Association.

This **regular, variable-time** position is in the Therapeutic Activities Division of Posada Del Sol.

NURSING HOME ADMINISTRATOR - UNCLASSIFIED – 7460

OPENING: NOVEMBER 6, 2009

CLOSING: OPEN UNTIL FILLED

REVISED: November 12, 2009

Grade: U3 Minimum Annual Starting Salary: DOE

Posada del Sol Health Care Center is a 156 bed licensed Skilled Nursing Facility, County owned and operated, with distinct areas of operation including:

Behavioral Health residents, including those that are court ordered; Respiratory Unit providing care to residents with respiratory problems, including those that are ventilator dependant (Posada del Sol is the only SNF in southern Arizona with a ventilator unit);

Other specialty areas include, Bariatric, Huntington's, ALS, and a population of young adults.

Preferred Qualifications: A minimum of ten years experience as a licensed Nursing Home Administrator; familiarity of ALTCs/AHCCCS rules and regulations; familiarity with Title 36 and Title 14 (guardianship); must be able to work with Medicare and Medicaid populations and must have a working knowledge of Medicare rules and regulations. The ideal candidate will be a team player with excellent communication skills, both orally and in writing; must be resident sensitive and have exemplary people skills; must be able to handle multiple tasks and prioritize appropriately; must be able to work with a variety of internal/external customers including managers, physicians, all areas of nursing staff, social workers, etc. in order to meet the unique needs of the residents.

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

Licenses and Certifications: 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 the 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 reports to the Director of Pima Health System.

HEALTH DEPARTMENT

SANITARIAN SUPERVISOR – 4540

OPENING: OCTOBER 16, 2009

CLOSING: OPEN UNTIL FILLED

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

Minimum Qualifications: Current registration as a Sanitarian (R.S.) with the State of Arizona at the time of appointment and three years experience working in public or environmental health relating to food and other consumer products and establishments and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.) OR Two years experience with Pima County as a Sanitarian and current registration as a Sanitarian (R.S.) with the State of Arizona and one year supervisory/lead experience. (Supervisory/lead experience may be concurrent with public or environmental health experience.)

Licenses and Certificates: Maintenance of current State of Arizona certification as a Sanitarian is a condition of employment; failure to maintain certification shall result in termination. A valid Class D Arizona Driver's License required at time of appointment.

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

Preferred Qualifications:

1. Experience supervising staff in a regulatory program.
2. Experience supervising staff performing vector control activities.
3. Experience developing training and educational programs.
4. Experience reviewing construction plans and conducting on site inspections of construction.
5. Experience using oral and written communication skills.
6. Licensing by Arizona Structural Pest Control Commission to apply pesticides.
7. Bilingual: English/Spanish, English/Chinese-other Asian languages or English/Arabic-other Middle Eastern languages.

This position requiring some nights and weekends is in the Consumer Health and Food Safety Division of the Health Department.

OPPORTUNITIES IN LEGAL

COUNTY ATTORNEY

ATTORNEY – 3115 (AJO, AZ)

OPEN UNTIL FILLED

GRADE: R1 Minimum Annual Starting Salary: DOE

The Pima County Attorney's Office is currently recruiting for the position of Deputy County Attorney in **Ajo, Arizona**. The selected candidate will be responsible for handling the misdemeanor caseload for the Ajo Justice Court, including trials and negotiated pleas.

Minimum Qualifications: Graduation from an American Bar Association (ABA) accredited school of law.

Licenses and Certificates: Admission to the Arizona State Bar at the time of appointment. Failure to maintain the required licensure shall be grounds for termination.

Ajo, AZ is a quaint, former mining community in western Pima County, located 100 miles from the beach resort community of Rocky Point, Mexico, ninety minutes southwest of Phoenix, AZ and one hour and forty-five minutes west of Tucson.

Position benefits include:

1. Housing: Three-bedroom house with yard for pet, within walking distance of the Ajo Courthouse.
2. County vehicle.
3. Full time employee benefits package, including medical, dental and vision options, vacation and sick leave, and membership in the Arizona State Retirement System. Additional information regarding benefits can be found at www.pima.gov/hr/benefits.

All applicants must pass a criminal history background investigation prior to appointment due to the need for access to law enforcement, detention or correctional facilities records or information systems. Salary commensurate with qualifications.

SUPPLEMENTAL APPLICATION IS REQUIRED AND IS AVAILABLE ONLINE.

This position is in the Criminal Division of the Pima County Attorney's Office in **Ajo, Arizona**.

ATTORNEY – 3115 (CIVIL DIVISION)

OPENING: OCTOBER 23, 2009

CLOSING: OPEN UNTIL FILLED

Grade: R1 Minimum Annual Starting Salary: DOE

The Pima County Attorney's Office, Civil Division, is seeking an attorney who is interested in public service and who is committed to the highest standards of excellence, ethics, and professionalism. The ideal candidate must possess superior analytical, verbal and written communication skills, including the ability to explain complex issues to individuals with little to no understanding of or exposure to the legal process. Organizational, research, and interpersonal skills are essential for success in the position. The individual should be self-directed but able to work as an integral member of a team in a fast paced environment.

Minimum Qualifications: Graduation from an American Bar Association (ABA) accredited school of law.

Licenses and Certificates: Admission to the Arizona State Bar at the time of appointment. Failure to maintain the required licensure shall be grounds for termination.

Required Qualifications:

1. Admitted to practice law in the state of Arizona for at least two years.
2. Experience representing clients both in the courtroom and in transactional matters.

Preferred Qualifications:

1. Regulatory and administrative experience.

SUPPLEMENTAL APPLICATION REQUIRED AND IS AVAILABLE ON LINE.

This position is in the Civil Division of the County Attorney's Office.

ATTORNEY TRAINEE – 3115 T

OPENING: NOVEMBER 20, 2009

CLOSING: OPEN UNTIL FILLED

**Grade: R1 Minimum Hourly Starting Salary: \$27.40
(SALARY IS 5% LESS DURING TRAINEE PERIOD \$26.03)**

The Pima County Trainee Program provides training related to the basic knowledge, skills and abilities required by the classification to enable the Trainee to meet the minimum qualifications of the classification within the specified time limits of the program. The Trainee Program lasts a minimum of 6 months and maximum of 24 months. During the training period, the incumbent is paid at 5 percent less than the entry level of grade R1. For specific details, refer to the Pima County Trainee Program, available at the Human Resources Department.

Minimum Qualifications: Graduation from an American Bar Association (ABA) accredited school of law.

NOTE: Applicants that meet the minimum qualifications for Attorney will not be considered for trainee level positions; those applications will be added to the Attorney pool instead.

Required Qualifications for Trainee Positions: Must be a 3rd year law student (in a law school accredited by the ABA) expecting to graduate in May or June 2010.

All applicants must pass a criminal history background investigation prior to appointment.

SUPPLEMENTAL APPLICATION REQUIRED AND IS AVAILABLE ON LINE.

This position is in the Criminal Division of the Pima County Attorney's Office.

VICTIM WITNESS ADVOCATE – COUNTY ATTORNEY - 3146

OPENING: NOVEMBER 20, 2009

CLOSING: OPEN UNTIL FILLED

FIRST SCREENING DATE: December 4, 2009

Grade: P4 Minimum Annual Starting Salary: \$31,614

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in Social or Behavioral Science, Criminal Justice, Public Administration or closely related field and one year of experience in the area of assignment or other closely related field. (Experience as a Pima County Attorney's Office Victim Witness Volunteer would satisfy the experience in the area of assignment requirement) (Additional relevant education from an accredited college or university or experience may be substituted for any or all of the aforementioned education or experience)

Licenses and Certificates: Requires possession of a valid Arizona driver's license with appropriate endorsement(s). Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment. Some positions may require bilingual incumbents (English/Spanish).

Preferred Qualifications:

1. Experience in social service or mental health service provision.
2. Experience in crisis response/intervention.
3. Graduate of the Pima County Attorney's Office Victim Witness Basic Crisis Training.
4. Experience working with victims of crime.
5. Knowledge of the criminal justice system.
6. Bi-lingual (English/Spanish).
7. Experience conducting trainings or presentations.
8. Public speaking and education.
9. Experience working with or supporting volunteers.

This **grant-funded** position is in the Victim Witness Division of the County Attorney's Office.

ADMINISTRATIVE SERVICES SPECIALIST – COUNTY ATTORNEY - 3162 (.NET DEVELOPER/SYSTEMS ANALYST)

OPENING: OCTOBER 16, 2009

CLOSING: OPEN UNTIL FILLED

Grade: P4 Minimum Annual Starting Salary: DOE

The Pima County Attorney's office is seeking an inspired and innovative .NET Developer/Systems Analyst to design, develop, modify and evaluate programs. The selected candidate will be one who values working with the latest technology, craves to be challenged, has a passion for development and works well in a team-based environment. The selected candidate will create unique applications that make a difference where we live (law enforcement, municipalities and courts) and will experience a true team environment that promotes individual growth as well as enhancing existing applications, interacting with end users to solve business problems and gather requirements, and be given the opportunity to work on all aspects of the development life cycle.

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Management, Management Information Systems or a closely related field. (Additional relevant professional experience and/or education from an accredited college or university may be substituted)

Special Notice Items: All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and materials.

Preferred Qualifications:

1. Experience designing and developing Windows and web applications utilizing .NET technologies.
2. Experience with VB.NET, ASP.NET, XML and SQL Server 2005 or higher.
3. Experience designing databases.
4. Experience with business analysis.
5. Experience with Visual Studio 2005 or higher.
6. Experience with Object Oriented Programming (OOP).
7. Experience with writing SQL (complex stored procedures).
8. Excellent oral and written communication skills.

This position is in the Administration Division of the County Attorney's Office.

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