

PIMA COUNTY CURRENT JOB 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

SYSTEMS ANALYST – PRINCIPAL - 1443

OPENING: OCTOBER 23, 2009

CLOSING: NOVEMBER 20, 2009, 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 Computer Science, Management Information Systems, or a closely related field and two years of application programming and systems analysis experience. (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 Programmer Analyst-Senior.

Preferred Qualifications:

1. Extensive experience interacting with customers to define system requirements, goals and objectives.
2. Extensive experience designing, modifying, and implementing database solutions in SQL Server 2005.
3. Experience analyzing, designing, coding, testing, debugging, documenting, and modifying complex application systems and programs.
4. Experience in Microsoft .NET, Web Application Design and Development and designing applications using Object Oriented Design and Programming methodologies.

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

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.

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.

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.

CUSTODIAN - 2171

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

OPENING: NOVEMBER 13, 2009

CLOSING: NOVEMBER 20, 2009, 5:00 P.M.

Grade: 15 Minimum Hourly Starting Salary: \$10.81

Minimum Qualifications: Any combination of training and experience which demonstrates the minimum knowledge and skills.

Knowledge of:

- the practices and methods of cleaning equipment, rooms, and furnishings;
- appropriate techniques for identifying and disposing of hazardous waste and contaminated materials;
- the appropriate use of cleaning equipment and materials, including toxic chemicals;
- basic infection control techniques.

Skill in:

- using cleaning tools, equipment and materials;
- performing manual cleaning tasks;
- understanding and following oral and written instructions;
- communicating effectively with supervisors, co-workers, staff, patients and visitors.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that some positions in this category may have a moderate risk of exposure to blood borne pathogens. In accordance with OSHA and Pima County guidelines and regulations, Hepatitis B vaccine, tuberculosis screening and respiratory protection training, safety equipment and personal protective clothing will be provided.

Preferred Qualifications: Experience in Health or Long Term Care setting.

This **variable-time** position is in the Environmental Services Division of Posada Del Sol.

PATIENT CARE SERVICES – LEVEL III – 4147 (REGISTERED NURSE)

OPENING: NOVEMBER 13, 2009

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

Grade: M3 Minimum Annual Starting Salary: DOE

Minimum Qualifications: Graduation from an approved school of nursing.

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.

Preferred Qualifications for UM Manager:

1. Ten years of Medical Management/Utilization Management experience.
2. Working knowledge of all related AHCCCS/ALTCS Federal and State laws, regulations and standards.

Preferred Qualifications for QM Manager:

1. A minimum of five years experience in acute and/or geriatric nursing setting, including two years of supervision/management.
2. At least one year of specialty experience in QM, preferably in the managed care setting UM, and/or prior authorization.
3. Knowledge and use of Federal (OBRA, BBA), NCQA/HEDIS, State (ADHS and AHCCCS) and County rules, regulations and guidelines to conduct daily QM activities.
4. Experience using clinical skills in the oversight of the investigation, tracking, trending and follow-up monitoring of concerns/grievances, record reviews and site visits.
5. Knowledge of current NCQA requirements for credentialing and re-credentialing practitioners and organizational providers.
6. Experience in writing QM Plans, work plans, corrective action plans, evaluations, standard and procedures, reports and studies, with attention to detail.
7. Working knowledge of current quality improvement processes/tools.

There are **two positions**, one in the Medical Utilization Management Division and the other in the Quality Medical Management Division of Pima Health System.

FOOD SERVICE WORKER I - 4331 (PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: NOVEMBER 13, 2009

CLOSING: NOVEMBER 20, 2009, 5:00 P.M.

Grade: 9 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: Experience working in a dietary department in the health field.

This **variable time** position is in the Dietary/Nutrition Services Division of Posada Del Sol.

COOK – SENIOR - 4336

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

OPENING: NOVEMBER 13, 2009

CLOSING: NOVEMBER 27, 2009, 5:00 P.M.

Grade: 26 Minimum Annual Starting Salary: \$13.18

Minimum Qualifications: Eighteen months of cooking experience in a commercial (includes fast food establishments) or institutional (large scale) food service setting. **OR** Six months of experience with Pima County as a Cook or Corrections Cook.

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

Physical/Sensory Requirements: The ability to lift, carry, push and pull up to fifty (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/equipment.

Preferred Qualifications: Experience cooking in a Health Care Facility.

This **variable-time** position with **rotating days** is in the Dietary/Nutrition Services Division of Posada Del Sol.

TRADES MAINTENANCE (TM) SPECIALIST – 0912 PL (PLUMBER)

OPENING: NOVEMBER 20, 2009

CLOSING: NOVEMBER 27, 2009, 5:00 p.m.

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

Minimum Qualifications: Completion of an industry-recognized apprenticeship program in plumbing 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 plumbing. (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 as a plumber. (Relevant education may substitute for up to one year of the aforementioned experience.)

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

Special Notice Items: All positions require satisfactory completion of a background check and a physical.

Preferred Qualifications:

1. Familiar with UPC Codes and IPC Codes.
2. Experience with backflow prevention/cross connection control.
3. Experience with commercial, industrial and residential plumbing.
4. Experience with all phases from rough-in to finish.
5. Experience with threading machines, power tools, sewer machines and hand tools.
6. Ability to install, connect and test water, sewer, gas, air and vacuum lines.
7. Experience with evaporative coolers and heaters.
8. Familiar with excavation safety/confined space and fall protection.

This position requiring **on-call** availability is in the Plumbing Shop of the Facilities Management Department.

**RECREATION LEADER – 6245
(PICTURE ROCKS)
(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)**

**OPENING: NOVEMBER 20, 2009
CLOSING: NOVEMBER 27, 2009, 5:00 P.M.
Grade: 19 Minimum Annual Starting Salary: \$24,135**

Minimum Qualifications: 520 hours of experience involving interaction with varying age groups, individually or in groups, within the recreational field or a related professional area.

Licenses and Certificates: Current First Aid certification required on the date of appointment; CPR certification required. Possession of a valid Arizona Class D Driver's License is required at time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: This position requires fingerprinting and a background check.

Preferred Qualifications:

1. Experience working with a variety of populations in a recreation, educational, or social service setting.
2. Experience supervising staff.
3. Experience using computers for word processing, e-mail and spreadsheets.
4. Education relevant to early childhood education.

This position with hours from **10:00 a.m. to 6:00 p.m.**, which also requires **some evenings and weekends** is located at the Picture Rocks Community Center, a branch of the Natural Resources Parks and Recreation Department.

WASTEWATER TREATMENT PLANT OPERATOR – SENIOR - 2717

**OPENING: NOVEMBER 20, 2009
CLOSING: DECEMBER 4, 2009, 5:00 p.m.
Grade: 40 Minimum Annual Starting Salary: \$36,293**

Minimum Qualifications: Two years of college level course work from an accredited college or university in Engineering, Biological Sciences, Chemical Sciences or a related field and six months of experience in secondary wastewater treatment or mechanical maintenance activities. **OR** Two years of experience as a Wastewater Treatment Plant Operator with Pima County. **OR** Holding a current Arizona Grade 2 (or higher) Wastewater Treatment Plant Operator Certification and one year of experience in wastewater treatment plant operations or maintenance.

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, pre-employment background check and a five-year motor vehicle records check.

Preferred Qualifications:

1. A valid Arizona Grade 2 Wastewater Treatment Plant Operator Certificate.
2. Knowledge of operation of wastewater treatment processes and equipment.
3. Knowledge of wastewater sampling and analysis.
4. Experience and understanding of regulatory permit requirements.

There are **two positions** with **rotating shifts and rotating days** in the Treatment Division of the Regional Wastewater Reclamation Department.

WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE – 2716/T

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 p.m.

**Grade: 35 Minimum Hourly Starting Salary: \$15.70
(SALARY IS 5% LESS DURING TRAINEE PERIOD \$14.91)**

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 35. For specific details, refer to the Pima County Trainee Program, available at the Human Resources Department.

Minimum Qualifications: One year of experience with Pima County as a Wastewater Treatment Plant Attendant. **OR** Graduation from high school or GED equivalency AND six months of experience in wastewater treatment plant maintenance or operations. **OR** Holding a current Arizona Grade 1 Wastewater Treatment Plant Operator Certificate.

Licenses and Certificates: All positions require a valid Arizona Grade 1 Wastewater Treatment Plant Operator certification either at the time of appointment or within six months of appointment. A valid Arizona Class D Driver's License is required at the time of appointment.

Special Notice Items: A post offer medical screening is required of the successful candidate prior to employment. At time of interview, applicants are required to provide a complete certified five-year Motor Vehicle Report.

Preferred Qualifications WWTP Operator: Knowledge of AZPDES, APP and Reuse Permits, sampling techniques; Knowledge of wastewater treatment processes and equipment. Any industrial maintenance experience.

Preferred Qualifications WWTP Operator – Trainee: High school graduate or GED equivalent. Basic reading, writing, and math skills. Any industrial maintenance experience.

Qualified trainee applicants will be invited to take a written exam.

There are **six positions with rotating shifts and rotating days** available in the Treatment Division of the Regional Wastewater Reclamation Department.

CORRECTIONS COOK - 4361

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

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 P.M.

Grade: 26 Minimum Annual Starting Salary: \$27,422

Minimum Qualifications: Three years of experience in large-scale food preparation, one year of which must be in volume cooking. (Experience applying food service sanitation regulations may substitute for up to one (1) year of the food preparation experience) *Large-scale food preparation includes food preparation in an institutional setting (e.g., hospital, nursing home, corrections/detention facilities, school or industrial plant cafeterias), large full-service and fast-food restaurants, commercial cafeterias/buffets, hotel/convention banquet facilities, military feeding facilities (ashore or afloat) or similar mass-feeding or catering operations. **OR** Two years of experience with Pima County as a Senior Food Service Worker.

Licenses and Certificates: A valid Arizona Driver's License with appropriate endorsement(s).

Physical/Sensory Requirements: The ability to: lift and carry up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; properly wear required safety clothing and/or equipment; tolerate exposure to cleaning chemicals. Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively; work in confined spaces for prolonged periods of time; hear and understand speech and radio transmissions. Other physical and sensory abilities will be determined by position.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, satisfactory completion of a personal background investigation by law enforcement agencies is required. **Applicants must not have any felony convictions.**

There are **two positions with rotating shifts and rotating days** in the Pima County Sheriff's Department Adult Detention Center.

FORENSIC MEDICAL INVESTIGATOR - 4443

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 p.m.

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

Minimum Qualifications: An Associate's or Bachelor's degree from an accredited college, university or community college with a major in Criminal Justice/Law Enforcement, Pathology, Forensics, Social Work, Public Health, Biology, Microbiology, Chemistry, Anthropology, Physician's Assistant, Nursing or Pre-Med and two years of medical investigative experience. **OR** One year of experience as a Pathology/Forensic Technician, Diener, Forensic Laboratory Technician or (Forensic) Evidence Technician/Specialist, Registered Nurse (RN), Licensed Practical Nurse (LPN), Emergency Medical Technician (EMT), Paramedic or certified/sworn law enforcement officer; **OR** Satisfactory completion of a course in Death Investigations from an accredited college, university, community college or vocational-technical school **OR** training from a governmental/military/accrediting agency in death/criminal/accident investigations (e.g., National Transportation Safety Board-NTSB; Armed Forces Institute of Pathology; Occupational Health & Safety Administration-OSHA, Bureau of Mine Safety, Federal Department of Justice/FBI, etc.). **OR** One year of experience with Pima County as a Pathologist Assistant, Forensic Field Agent, Forensic Technician, Diener, Criminal Investigator Specialist, Criminal Investigator or Communicable Disease Investigator.

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

Special Notice Items: Successful completion of a background investigation for the 7 year period prior to appointment.

Preferred Qualifications:

1. Experience in a medical or counseling background.
2. Experience withstanding noxious odors, offensive sights and decomposed bodies.
3. Experience moving and manipulating heavy objects 100 plus pounds.
4. Experience cataloging personal property through data entry.
5. Familiarity with computerized data entry.
6. Experience using English language, spelling and grammar both written and oral.

There are **two positions** with **on-call hours and rotating days** in the Medical Examiner's Office of the Forensic Science Center.

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