

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 3/12/10 4:30 p.m.

WASTEWATER TREATMENT PLANT OPERATOR-PRINCIPAL – 2718

OPENING: MARCH 5, 2010

CLOSING: MARCH 19, 2010, 5:00 p.m.

Grade: 46 Minimum Annual Starting Salary: \$41,625

Minimum Qualifications: A Bachelor's Degree from an accredited college or university in civil engineering, biological science, chemistry, environmental science or hydrology and one year of experience in the operation of a secondary wastewater treatment facility. **OR** An Associate's Degree or Advanced Certificate for Direct Employment from an accredited community college or technical school in wastewater technology, water technology, or environmental technology and six months of experience in the operation of a secondary wastewater treatment system or facility. **OR** Two years of experience with Pima County as a Wastewater Treatment Plant Operator-Senior. **OR** Holding a current Arizona Grade 3 (or higher) Wastewater Treatment Plant Operator certification and two years of experience in wastewater treatment plant operations or maintenance.

Licenses and Certificates: All positions require a valid Arizona Grade 3 Wastewater Operator Certificate and a valid Arizona Class D Driver's License at time of appointment. Failure to maintain the required license/certification shall be grounds for termination.

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 five year Motor Vehicle Report from all states where licensed.

Preferred Qualifications:

1. A minimum of two years experience in the operation of a secondary wastewater treatment facility.
2. Experience with regulatory and technical requirements of NPDES, AZDPES, APP and Reuse Permits.
3. Experience with SCADA systems in process control.
4. Experience interpreting computer and laboratory data.

This position, requiring **rotating days** and **rotating shifts**, is in the Treatment Division of the Regional Wastewater Reclamation Department.

CLIENT SERVICES SUPPORT SPECIALIST – PHS – 5211
(PREFERENCE TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: MARCH 05, 2010
CLOSING: MARCH 19, 2010, 5:00 p.m.
Grade: 27 Minimum Annual Starting Salary: \$27,939

Minimum Qualifications: Four years of experience performing secretarial or administrative tasks including two years of experience providing direct client, member or customer support for a department, specialized program, or small business. (Relevant education from an accredited college, university or vocational/technical school may substitute for up to two years of the general portion of the aforementioned experience) **OR** Two years of experience with Pima County as an Office Support Level III or Office Support Level IV.

Preferred Qualifications:

1. Bilingual, English/Spanish, speak, read and write.
2. Three or more years experience interacting with the public and providing customer service.
3. Experience with PC-based computer software programs such as Word, Excel and Access.
4. Experience and knowledge of general office practices and procedures.
5. Working experience in a managed care environment or the health care industry.

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

CASE MANAGER - 5224

OPENING: MARCH 05, 2010
CLOSING: MARCH 19, 2010, 5:00 p.m.
Grade: M2 Minimum Annual Starting Salary: DOQ

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.

Licenses and Certificates: Possession of a valid Class D Arizona driver's license is required at the time of appointment.

Preferred Qualifications:

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

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

CASE MANAGEMENT SUPERVISOR - 5225

OPENING: MARCH 05, 2010
CLOSING: MARCH 19, 5:00 p.m.
Grade: M2 Minimum Annual Starting Salary: DOQ

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in a behavioral or social service, or a closely related field and three years of experience in social services and/or counseling, including one year in a medical or long-term care facility or case management program. **OR** Graduation from an approved school of nursing and three years of professional nursing experience in geriatric, home health or long-term care environment. (Additional relevant education from an accredited college or university may be substituted)

Licenses and Certificates: This position requires 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: One year professional case management experience in geriatric, home health or long term care environment.

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

CASE MANAGEMENT SUPERVISOR - 5225

OPENING: MARCH 05, 2010

CLOSING: MARCH 19, 5:00 p.m.

Grade: M2 Minimum Annual Starting Salary: DOQ

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in a behavioral or social service, or a closely related field, and three years of experience in social services and/or counseling, including one year in a medical or long-term care facility or case management program. **OR** Graduation from an approved school of nursing and three years of professional nursing experience in geriatric, home health or long-term care environment. (Additional relevant education from an accredited college or university may be substituted)

Preferred Qualifications for position in Santa Cruz County (Nogales), AZ:

1. Bilingual, English/Spanish.
2. Bachelor's degree in behavioral or social science or a closely related field.
3. Three years professional case management experience in geriatric, home health or long term care environment.
4. Three years community outreach experience in Santa Cruz County.
5. Four years experience with provider services and contracts.

Preferred Qualifications for position in Tucson, AZ:

1. Bachelor's degree in behavioral or social science or a closely related field, or current license in good standing with the State of Arizona as an RN or LPN.
2. Three years professional case management experience in geriatric, home health or long term care environment.

There are **two** positions, **one in Nogales, AZ** and **one in Tucson, AZ**, with the Case Management Division of the Pima Health System.

SOCIAL WORKER - 5233 (MITIGATION SPECIALIST)

OPENING: MARCH 5, 2010

CLOSING: MARCH 19, 2010, 5:00 p.m.

Grade: M2 Minimum Annual Starting Salary: \$36,119

The Social Worker in the Legal Defender's Office is responsible for providing expert guidance in areas of mitigation, treatment, rehabilitation, and particularly sentencing/disposition alternatives.

Minimum Qualifications: A Master's degree from an accredited college or university with a major in social work. **OR** A Bachelor's degree from an accredited college or university with a major in a behavioral or social service, or closely related field and two years of experience in client, family or crisis intervention counseling. (Additional relevant education from an accredited college or university may substitute for one year of the aforementioned experience.)

Preferred Qualifications:

1. Experience in developing and documenting extensive and sensitive psycho/social history through investigation, including, but not limited to, evaluating extenuating circumstances for the purpose of mitigation to be used in the adjudication process.
2. Experience in criminal justice, with a court agency, or working in the private sector contracted to work with clients who are in the adjudication process.
3. Bilingual (English/Spanish).

This position is with the Legal Defender's Office.

PROGRAM MANAGER - UNCLASSIFIED – 7150
(DIRECTOR OF NURSING)

OPENING: MARCH 05, 2010

CLOSING: MARCH 19, 2010, 5:00 p.m.

Grade: U3 Minimum Annual Starting Salary: \$65,000 - \$80,000 DOQ

The Director of Nursing (DON) provides nursing oversight for all direct care providers and complex management of a dynamic nursing department in Pima County's long term care facility.

Desired Qualifications: Licensed Registered Nurse in the state of Arizona with at least ten years nursing experience.

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

Preferred Qualifications:

1. At least three years experience as a Director of Nursing or Assistant Director of Nursing.
2. Working knowledge and experience with Medicare and Medicaid rules and regulations.
3. Communication and organizational skills.

This position is in the Nursing Administration Division of Posada del Sol.

ELECTIONS DEPUTY DIRECTOR - 7620

OPENING: MARCH 5, 2010

CLOSING: APRIL 2, 2010, 5:00 p.m.

Grade: U3 Annual Salary: \$52,523-\$112,695 DOQ

Desired Qualifications: A Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Government, Political Science or other closely related field and five years of experience in voter registration or election operations of which at least two years were in a supervisory or managerial capacity (additional relevant experience/education may be substituted).

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

Licenses and Certificates: Possession of a valid Class D Arizona Driver's license is required at time of appointment. Must attend the Arizona Secretary of State Election Officer Certification Course of Instruction and be certified as an Election Officer after appointment to position.

Special Notice Items: Must be registered to vote in Arizona upon appointment to the position. Selected applicant will be required to undergo a background check due to the sensitive nature of conducting elections.

Preferred Qualifications:

A Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Government, Political Science or other closely related field and five years of experience in voter registration or election operations of which at least two years were in a supervisory or managerial capacity.

This position, with possible **extended workdays** and **weekend hours**, is in the Elections Department.

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.

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.

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.

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.

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.

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