

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 10/30/09

INFORMATION TECHNOLOGY TECHNICAL SUPPORT SUPERVISOR - 1452 (INFORMATION TECHNOLOGY (IT) NETWORK PROJECT MANAGER)

OPENING: OCTOBER 23, 2009

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

Grade: 60 Minimum Annual Starting Salary: \$57,174 - \$84,003 DOE

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical/trade school in Computer Science, Management Information Systems (MIS), Information Technology or other closely related field and two years of experience in enterprise hardware and software installation, telecommunications or wireless communication systems, configuration and support, or a combination of experience in two or more of these areas, plus one year of lead/supervisory experience in an Information System (IS) setting (including telecommunications and/or wireless communications). (Additional relevant education from an accredited college, university or technical/trade school may be substituted for up to one year of the general experience requirement. Lead/supervisory experience may be concurrent with the required general experience.) **OR** Five years of experience in enterprise hardware and software installation or communication systems (either telecommunications or wireless), configuration and support, or a combination of experience in two or more of these areas, and two years of lead or supervisory experience in an Information Technology (IT) setting (including telecommunications or wireless communications). (Additional relevant education from an accredited college, university or technical/trade school may substitute for up to two years of the general experience requirement. Lead/supervisory experience may be concurrent with the required general experience.) **OR** Two years of experience with Pima County as an Information Technology Systems Analyst or Communication & Radio Shop Foreman. **OR** One year of experience with Pima County as an Information Systems Manager.

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.

Preferred Qualifications:

1. A minimum of five years experience in Network Systems Engineering and Maintenance, coordinating and managing the engineering and delivery of network infrastructure implementation, support, migration and upgrade services.
2. A minimum of two years experience in Project Management within a network infrastructure environment to include task prioritization, schedule and risk analysis, and working in a team oriented/collaborative environment.
3. A minimum of two years experience working with the implementation and maintenance of Cisco networking equipment.
4. A minimum of two years experience supervising multiple contractors in a network infrastructure environment.

Applicants must submit a completed Pima County application and a current resume.

This position is in the PCWIN Division of the Information Technology Department.

PUBLIC HEALTH AIDE - 4561
(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: OCTOBER 23, 2009
CLOSING: NOVEMBER 6, 2009, 5:00 P.M.
Grade: 18 Minimum Annual Starting Salary: \$23,710

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 NOT BE ACCEPTED WITHOUT THE DIPLOMA OR GED.

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

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

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

Preferred Qualifications:

1. Experience with venipuncture.
2. Experience assisting physicians/clinicians with exams.
3. Experience labeling specimens.
4. Experience maintaining inventory and supplies.
5. Bilingual English/Spanish.

This position with **day** and **evening shifts** requiring scheduling from **8:00 am to 5:00, Monday, Tuesdays, Wednesdays and Fridays and 10:30 am to 7:30 pm on Thursdays** is in the Communicable Disease Division of the Health Department.

SPECIAL STAFF ASSISTANT - UNCLASSIFIED – 7020
(OFFICE OF ASSISTANT COUNTY ADMINISTRATOR FOR HEALTH POLICY)

OPENING: OCTOBER 23, 2009
CLOSING: NOVEMBER 6, 2009, 5:00 P.M.
Grade: U1 Minimum Annual Starting Salary: \$41,289

Desired Qualifications: Two years experience compiling and analyzing source data.

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

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 pre-employment background check.

Preferred Qualifications:

1. A Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Management or a related field (preferably healthcare).
2. Two years experience in research related to technical subject matter.
3. Experience in health care industry in business, finance or administration field.

This **unclassified** position is in the Health Policy, Research and Planning Division of the Institutional Health Department.

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.

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.

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.

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.

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