

# 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](http://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.

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**Last updated 11/06/09**

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## **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.

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# 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.

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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.

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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.

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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.

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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.

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

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