QUALITY JOBS, QUALIFIED WORKERS.

Public Notice of virtual Meeting of the Pima County Workforce Investment Board ("WIB")
Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Pima County WIB and to the general public that the WIB will hold a virtual meeting open to the public on Friday, September 10, 2021 at 7:30am
Join on your computer or mobile app (Zoom) https://us02web.zoom.us/j/83856853967
Meeting ID: 838 5685 3967
One tap mobile +13462487799,83856853967# US (Houston) +16699009128,83856853967# US (San Jose)
Dial by your location +1 346 248 7799 US (Houston) +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 301 715 8592 US (Washington DC)
Meeting ID: 838 5685 3967
Find your local number: https://us02web.zoom.us/u/kc3XcFt6C

Agenda

I. Call to Order and Welcome: Dr. Mark Vitale, MBA, PhD., Chair

II. Pledge of Allegiance: All

III. Roll Call: WIB Board Development Committee

IV. WIB Chair Message: Dr. Mark Vitale, MBA, PhD.

V. Action Item: To approve August 13, 2021 meeting minutes

VI. Action Item: To approve the selection of award recommendation for the Pima County Solicitation for Proposals SFP-CA-OSO-2021-01 for One-Stop Operator Services to SER Jobs for Progress, Inc. and recommend to the Pima County Board of Supervisors for approval.

VII. Action Item: To approve Performance Metrics for One Stop Operator to be placed in contract language pursuant to state recommendation during LWDB Recertification.

VIII. Action Item: To approve the Division Manager, Unclassified Pima County position description and preferred qualifications for open FTE LWDB staff hire.

IX. Action Item: To approve the Shared Governance Agreement between the Pima County Board of Supervisors and the Local Workforce Investment Board (WIB)

X. ARIZONA@WORK Pima County One-Stop Operator Quarterly Report: Jim Mize, SER Jobs for Progress, Inc.

XI. Call to Public

XII. Next WIB Monthly Meeting: October 8th, 7:30 am, virtual meeting

XIII. Adjourn

Discussion and action may occur on any agenda item.
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.
Please call 520-724-7760 (48 hours in advance) to make arrangements.
Public Notice of virtual Meeting of the Pima County Workforce Investment Board ("WIB")

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Pima County WIB and to the general public that the WIB will hold a virtual meeting open to the public on

Friday, August 13, 2021, 7:30am

Join on your computer or mobile app (Zoom) Click here to join the meeting or https://us02web.zoom.us/j/82240980061
One Tap Mobile One tap mobile: US: +1(669)900-9128,82240980061# or +12532158782,82240980061# Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 Call in (audio only) +1 669 900 9128 US Webinar ID: 822 4098 0061

Agenda

I. Call to Order and Welcome: Dr. Mark Vitale, MBA, PhD., Chair, 7:33am

II. Pledge of Allegiance: All

III. Roll Call: WIB Board Development Committee, Bruce Grant conducted Roll Call and members were asked to let the group know where they went on their summer vacation.

Members Present
Mary Boegemann
Susan Hyatt Dumon
Chris Hazen-Molina
Jay Lau
Aric Meares
Kathy Prather
Paul Stapleton-Smith

Natalya Brown
Steve Freeman
Dr. Margaret Higgins
Peter Loya
Trish Muir
Jennifer Preston
Dr. Mark Vitale

Heath Vescovi-Chiodi
Ramon Gaanderse
Kari Hogan
Iris Matheny
Laura Oldaker
Jorge Rivero
Dustin Williams

Dr. Vaughn Croft
Rose Grijalva
Laurie Kierstead-Joseph
Lea Marquez Peterson
Ramon Serrato
James Zarling

Dr. David Dore
Michael Guymon
Karen King
Brad McCormick
Gina Pleas
Maria Sopher

Members Absent
Michele Bettini
Barbra Coffee
Mary Darling
Frank Grijalva

Alex Horvath
Karen Molina
Marji Morris
Carol Stewart

IV. Action Item: To approve June 1, 2021 meeting minutes, motioned: Trish Muir Second: Dr. Vaughn Croft Approved (31-0)

V. WIB Chair Message: Dr. Mark Vitale, MBA, PhD., chair acknowledged member birthdays for July and August; reviewed the WIOA Title IB performance measure report from August 12, 2021; Mark congratulated CWD in meeting these performance measures from PY 2020, Mark reviewed the CWD WIB organizational chart that was revised for the LWDB Recertification process and provided an update to the membership, Mark reviewed the July 2021 job report.

VI. WIB Standing Committee Updates: Chairs of each WIB Standing Committee presented updates from over the summer months.

Performance & Accountability (PA), Brad McCormick congratulated everyone for all of their hard work in meeting or exceeding performance measures. PA didn’t meet in July but did have a workgroup that streamlines the reporting for all partners so that we can all see the numbers and outcomes of all partners. The committee will meet and do some final touches and it will be presented to the entire membership at a later meeting.

Discussion and action may occur on any agenda item.

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Planning, Michael Guymon reported that the committee is currently working on technology for the system through the sub-committee’s technology taskforce. They will report to the committee at next week’s meeting regarding new technology and user interfaces. Michael Guymon also reported that the committee will focus on occupations within the targeted sectors and review that individuals seeking training are trained with the right skills and that match the demand in the workplace. The committee will review the top 10 positions that clients are seeking and being placed in, will have more in-depth discussions at the Planning committee.

Board Development, Danielle Duarte BD hopefully continue breakout sessions and roll call during meetings; BD will be focused on annual meeting hopefully in person but that is contingent on the health pandemic and continued guidance; BD is actively recruiting members for the business category and reviewed the membership criteria with the group; Reminder to complete the reappointment packet that Cassie Lundin sent to you by Monday; New Member orientation is scheduled for September 23rd for members who were recently appointed; BD changed meeting day to Wednesdays from 9am to 10am; Thank you to BD committee members for all of your help and all that you do;

Youth Council, Dr. Vaughn Croft updated the WIB on activities and presentations at the youth council and identified additional goals for 2021-2022.

VII. ARIZONA@WORK Pima County One-Stop & Title I-B Reports: Dan Sullivan, Director Pima County Department of Community & Workforce Development (CWD), Dan thanked the membership for all that they have done during the summer for recertification. Dan shared program year 2020 highlights of some accomplishments from last program year. Dan also shared program 2021 goals and highlighted IT progress with a new Client Management System, RFP for service providers should be out November as current contracts have been extended. Daphanie Conner, shared about the accomplishments from Youth Development over the month of July 2021.

VIII. Call to Public

IX. Next WIB Monthly Meeting: September 10th, 7:30 am, virtual meeting

X. Adjourn, 9:00am
Pima County One-Stop Operator – Scope of Work and Performance Expectations

Revised with committee edits - OSO Proposed Performance Standards 8.24.21v1.3

1.1. Overall Administration

The Contractor shall:

1.1.1. Comply with WIOA law and regulations, federal Uniform Guidance Requirements, State and local policies, and the ARIZONA@WORK Pima County Local Plan.

1.1.2. Is responsible for the following services and activities at the Pima County One-Stop Career Centers (“Career Centers”):

1.1.2.1. Facilitate, Monitor and Report the seamless coordination of Resource Area and Basic Career services in Career Centers;

1.1.2.2. Facilitate, Monitor and Report the seamless coordination of Reception and initial registration services for all customers;

1.1.2.3. Facilitate and Support the implementing of and fulfilling of cooperative agreements and memorandums of understanding (MOU) with partners;

1.1.2.4. Coordinating one-stop partner services, with guidance from Pima County Workforce Investment Board (PCWIB) and Pima County Leadership;

1.1.2.5. Coordinating access to virtual resources at appropriate partner locations, libraries, and other points within the Career Centers;

1.1.2.6. Facilitate and Support the Developing of processes to ensure that all customers receive appropriate, timely, seamless and effective Career Services including appropriately communicating with persons with disabilities;

1.1.2.7. Facilitate and Support the Developing and implementing a formal referral process for services within and outside of the Center(s); define minimum standards for referral, meet referral follow-up requirements, and document referrals made and received, which also include tracking outcomes;

1.1.2.8. Providing reports as required to the PCWIB;

1.1.2.9. Managing technological resources such as webinars and virtual/online trainings;

1.1.2.10. Actively leading the Core and Required Partners to integrate services in the Pima County One-Stop System;

1.1.2.11. Performing continuous improvement activities to achieve high level service quality and exceptional customer service including implementation of a customer feedback system and provide quarterly reports of feedback and improvements made;
11.2.12. Developing and implementing a coordinated staff development/training plan (customer service, cross training on partner services, community resources, etc.) for Career Center staff and Partners program staff;

11.2.13. Facilitate, Monitor and Report partner responsibilities as defined in the MOU;

11.2.14. Facilitate, Monitor and Report compliance of hours of operations at Career Centers utilizing Arizona Department of Health Services guidance as a guideline for a safe opening or reopening of access sites and career centers to provide in-person services;

11.2.15. Facilitate, Monitor and Report implementation of branding standards for the Federal – a proud partner of the American Job Center network, State – ARIZONA@WORK and Local Workforce Area;

11.2.16. Follow federal and state regulations pertaining to handling of Equal Employment Opportunity;

11.2.17. Facilitate, Monitor and Report compliance with all Federal, State and local policies and procedures relative to the One-Stop System and One-Stop Centers and access sites;

11.2.18. Have the capability to modify their offering to comply with any new revised WIOA regulations.

11.3. Provide services as the “ARIZONA@WORK Pima County One-Stop Operator” and under the ARIZONA@WORK Pima County brand regardless of organizational affiliation.

11.4. Ensure that as an OSO, they¹

11.4.1. Disclose any potential conflicts of interest arising from the relationships with particular training service providers or other service providers, including, but not limited to, career services providers.

11.5. Refrain from establishing practices, in coordinating services and serving as a OSO, that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and

11.5.1. Comply with Federal regulations and procurement policies relating to the calculation and use of profits, including those at 20 CFR § 681.295, the Uniform Guidance in 2 CFR Part 200 including the contractual provisions in 2 CFR 200.326 and 2 CFR part 2900 and other applicable regulations and policies.

11.6. Provide competent and cooperative management with a vision for developing and supporting a positive and collaborative organizational environment.

11.7. Support the plan through strategies and outline a clear business strategy for the ARIZONA@WORK Pima County system that supports the Local Plan.

¹ DOL Training and Employment Guidance Letter WIOA No. 15-16
1.2. Coordination of Services

The Contractor shall:

1.2.1. Be responsible for leading the design, the coordination, and implementation of the partner program service delivery system as outlined in the Local Plan.

1.2.2. Ensure the flow and delivery of services in accordance with workforce system policies.

1.2.3. Use a high level of innovation and creativity in designing and implementing a human-centric workflow system that will benefit ARIZONA@WORK Pima County customers;

1.2.4. Develop and/or refine an integrated intake, eligibility and referral process;

1.2.5. Coordinate the service delivery of required and participating One-Stop partners and service providers. All services must be consistent with the Local Plan. The OSO needs to encourage all One-Stop partners to work under the ARIZONA@WORK Pima County brand and represent one unified brand to customers. The OSO shall work to develop a plan to address coordinated branding.

1.2.6. As of the issuance of this RFP, the following programs/partners offer services in the County as part of the One-Stop System; however, other required or additional partners may be added or removed at the discretion of the PCWIB.

1.2.7. Programs authorized under Title I of WIOA:
   - Adult Program
   - Dislocated Worker Program
   - Youth Program

1.2.7.1. Migrant and Seasonal Farmworker Programs;

1.2.7.2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA Title III;

1.2.7.3. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;

1.2.7.4. The Vocational Rehabilitation (VR) program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) as amended by WIOA Title IV;

1.2.7.5. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);

1.2.7.6. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);

1.2.7.7. Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.;

1.2.7.8. Temporary Assistance for Needy Families (Jobs Program only);

1.2.7.9. Job Corps;
1.2.7.10. Employment and training activities carried out by the Department of Housing and Urban Development; and

1.2.7.11. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law).

1.2.8. Review commitments of the MOU and ensure the execution of partner responsibilities outlined in the agreed upon MOUs between the system partners and the PCWIB.

1.3. One-Stop System service delivery locations.

The Contractor shall:

1.3.1. Facilitate and Support the Developing of the efficient flow and integration of services at One Stop Career Center service locations throughout the county. There are two levels of One Stop Career Centers: Comprehensive and Specialized sites. At a minimum, the OSO will visit each Comprehensive location once a month and Specialized site once a quarter; or as determined by the PCWIB to review and conduct workflow analysis is appropriate.

Service locations include the following; however, additional locations may be added or removed as service delivery is established at the discretion of the PCWIB and County.

1.3.1.1. Comprehensive Center: The Comprehensive Center shall be open to the public from 8:00 a.m. to 5:00 p.m. MST, Monday through Friday and shall follow the County’s holiday schedule.

- **DES - Tucson - East (ARIZONA@WORK Affiliate Site)**
  1435 South Alvernon Way Alvernon Heights
  Tucson, Pima County, Arizona, Arizona 85711

- **DES - Tucson - North (ARIZONA@WORK Affiliate Site)**
  316 West Fort Lowell Road Amph
  Tucson, Pima County, Arizona, Arizona 85705

- **Kino Workforce Center (ARIZONA@WORK Specialized Center)**
  2801 East Ajo Way
  Tucson, Pima County, Arizona, Arizona 85713

- **Rio Nuevo Service Center (ARIZONA@WORK One-Stop Center)**
  340 North Commerce Park Loop City of Tucson Community Resource Center,
  Tortilla Building Tucson, Pima County, Arizona, Arizona 85745

1.3.1.2. Specialized Center: If the specialized center is housed within a noncounty facility, the holiday schedule of that facility shall be followed. To access specialized centers, visit:

  [https://arizonaatwork.com/locations/pima-county](https://arizonaatwork.com/locations/pima-county)

1.4. Onsite Partner Leadership

1.4.1. Conduct workflow analysis in the development of a needs assessment that identifies gaps and or challenges in service availability, coordination and delivery.
1.4.2. Submit recommendations of such assessments to the PCWIB and other system partners when applicable.

1.4.3. Analyze whether one-stop center staff possesses the appropriate training, tools and equipment needed to carry out job functions, including:

1.4.3.1. Creating a needs assessment that identifies existing gaps among staff and partner agency staff to ensure their success in supporting one-stop deliveries, and providing recommendations at quarterly meetings regarding specific training needs and professional development;

1.4.3.2. Learn and remain knowledgeable of the program services and performance standards of all system partners and facilitate cross training amongst all staff.

1.4.3.3. Reporting results of staff training to the PCWIB and other system partners when applicable.

1.4.4. In coordination with the PCWIB, assure partners understand their roles in workforce system initiatives impacting customers, such as career pathways, sector strategies and other key strategies or requirements under WIOA.

1.5. Ensure and Report Compliance

1.5.1. Ensure Americans with Disabilities Act and WIOA section 188 compliance for the ARIZONA@WORK Pima County service delivery locations as well as, County ADA policies.

1.5.1.1. ARIZONA@WORK Pima County service delivery locations have and maintain adequate, up-to-date signage related to accessibility of space and programs in compliance with ADA and WIOA section 188.

1.5.1.2. Report annually to the PCWIB on ADA and WIOA section 188 compliance.

1.6. Continuous Improvement Activities

1.6.1. Facilitate and Support the Developing of continuous quality improvement processes to determine efficiency of data tracking, collection, and analysis methods, and integrating lessons learned to update best practices.

1.6.2. Assess current level of the effectiveness of quality services based on metrics defined by the PCWIB.

1.6.3. Coordinate and adjust delivery practices in collaboration with partner programs as needed.

1.6.4. Convene partners quarterly, or more frequently if requested by a majority of MOU partners, the OSO or the Pima County Local Workforce Development board.

1.6.4.1. Create a joint partner plan for system improvement.

1.6.4.2. Provide written and verbal updates on the coordination of the service delivery of One-Stop partners and identify areas of strength and challenge areas.
1.6.4.3. Determine agenda and provide minutes to partners for each meeting.
1.6.4.4. Provide meeting agenda and previous meeting minutes to the local board designee.

1.6.5. Coordinate and facilitate meetings with key and core partners, officials, leaders, and staff to share best practices, discuss workforce trends, address the needs of the local and regional area, provide education on System Partner programs and services, and review service delivery and efficiencies;

1.6.6. Deliver ongoing training and technical assistance as needed.

1.7. Meeting Attendance, Tracking and Reporting

1.7.1. Monthly

1.7.1.1. The successful proposer will meet with the PCWIB and/or County to provide updates and address issues on a monthly basis or at an agreed upon frequency.

1.7.1.2. Unless otherwise noted, the successful proposer will prepare and submit written reports and metrics for the PCWIB to the Board's Executive Director. The metrics and reports required for this contract shall include, a summary of OSO activities, but are not limited to the following:

1.7.1.2.1. Submit written reports and metrics by the 15th day following month end:

1.7.1.2.2. One-Stop referrals and enrollments, as well as referrals and enrollments received through WIOA programs operated by partner agencies, in furtherance of an integrated service delivery system. The OSO shall gather data in partnership with all partners as required by the PCWIB and disseminate as necessary.

1.7.1.2.2.1. Total number served by:

1.7.1.2.2.2. Comprehensive Center

1.7.1.2.2.3. Specialized Centers (list individually)

1.7.1.2.3. Ratio of referrals to enrollments into partner programs.

1.7.1.2.4. Total number placed in employment, and total number broken out by the following:

1.7.1.2.4.1. Number of placed in targeted industries/in demand occupations as defined by the PCWIB.

1.7.1.2.4.2. Average wage of those placed in employment.

1.7.1.2.4.3. System training and professional development.

1.7.1.2.4.4. System partner meetings and outcomes.

1.7.1.2.5. Results of customer satisfaction surveys and any event participant survey results, including a list of recommended system improvements to address any concerns identified by customers or participants; and other information requested by the PCWIB and County.
1.7.3. Attend PCWIB meetings and committee meetings as directed by PCWIB and County staff.

1.7.4. Submit a general ledger summary of expenditures to the PCWIB Staff by the 15th day following the end of a month. Failure to submit accurate and complete reports by the 15th day following the end of a month, may result, at the option of the County, these reports shall be sent to:

PCWIB (contact info will be provided in final awarded contract.)

1.7.4.1. Expenditures for the One-Stop System will comply with 2 CFR 200; Public Law 113-128 of the 113th Congress described as the WIOA and Federal and State regulations and guidelines under the WIOA Title, I-B Federal grant.

1.7.2. Quarterly

1.7.2.1. Prepare and present requested information to the board and/or board committees, as directed by the PCWIB and County.

1.7.3. Annually

1.7.3.1. Submit annual reports to include program year statistics tallied from monthly reports, and other information requested by the County, in a format to be approved by the PCWIB and County.

1.8. In accordance with WIOA §678.620 (b)(1) subject to paragraph (b)(2) a OSO may not perform the following functions:

1.8.1. Convene system stakeholders to assist in the development of the local plan

1.8.2. Prepare and submit local plans (as required under Section 107 of the WIOA)

1.8.3. Be responsible for staff oversight

1.8.4. Manage or significantly participate in the competitive selection process for OSO

1.8.5. Select or terminate OSO. Career services or youth providers

1.8.6. Negotiate local performance accountability measures

1.8.7. Develop and submit budget for activities of the WIB

1.9 20 CFR § 679.430 demonstrating internal controls and preventing conflict of interest.

1.9.1 An entity serving as a OSO that also serves a different role within the one stop delivery system may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in 20 CFR § 679.430 demonstrating internal controls and preventing conflict of interest.
SUMMARY: This classification manages the activities of one or more major functions of a centralized, internal services department within Pima County, or for a large county department or cluster of departments. Incumbents within this classification provide direct supervision of professional and support staff and report to the respective Department Director. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department’s needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and manages the activities and staff of assigned functional area;
Monitors and evaluates the effectiveness of services provided by assigned division(s) and assures compliance with applicable federal, state, County and related laws, rules and regulations;
Assists in the development of long-/short-term goals and related planning for area of assignment;
Assists in developing and administering budgets for assigned areas of responsibility, and provides input to the Departmental budget processes;
Resolves problems/issues arising from operations of subordinate units;
Participates in or acts as Departmental representative for, various committees, task forces, boards and commissions;
Coordinates division operations with other internal divisions, County agencies and departments, and outside agencies;
Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff, to include contractors;
Researches, analyzes and makes recommendations to supervisors, client departments and employees to identify and resolve problems through application of appropriate County rules, policies and procedures;
Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the Director;
Prepares and delivers reports on activities;
Exercises signature authority for the Department Director on delegated issues;
Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for area of responsibility;
Oversees the development and maintenance of required documentation, files (manual and automated) and related materials as required by federal, state, county and other laws, rules and regulations for areas of responsibility;
Maintains appropriate security and confidentiality of information encountered or created in the course of assigned duties;
May represent or act on behalf of the Department Director for own area of responsibility and as directed;
May be required to testify in court and before boards, commissions and like bodies relative to activities of assigned area of responsibility.

KNOWLEDGE & SKILLS:

Knowledge of:
• principles and practices of assigned functional area;
• principles and practices of staff supervision, training, evaluation and professional development;
• applicable federal, state, County and related laws, rules, regulations, policies and procedures for area of assignment;
- organizational structure and functions of County departments and agencies;
- community resources and related topics;
- capabilities and use of automated/computer-based information systems.

Skill in:
- assessing area of responsibility for effectiveness and recommending or initiating needed changes to enhance services;
- supervising, training and evaluating assigned staff;
- interpreting and applying appropriate laws, rules, regulations, policies and procedures to assigned activities;
- investigating, documenting and analyzing problems, issues and situations, and developing recommendations to address same;
- assessing delivery of services to assure compliance with appropriate laws, rules, regulations, policies and procedures, and directing/recommending needed changes;
- developing and evaluating responses to Requests for Proposals (RFPs) and contract issues;
- overseeing contractor performance for assigned areas and recommending contract changes or related actions;
- documentation of assigned unit activities, to include creation and maintenance of mandated records;
- communicating effectively.

DESIRED QUALIFICATIONS:  

EITHER:

(1) A Bachelor’s Degree from an accredited college or university with a major in public or business administration or a related field, as determined by the Appointing Authority at the time of recruitment, and five years of related professional experience, which included at least two years of direct supervisory experience. (Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Three years of experience with Pima County in a supervisory position within the particular area of assignment.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

2/20/18 (tb)
Updated 12/20/19(gr)
Preferred Qualifications for Division Manager, Unclassified

1) Master’s Degree in a relevant subject,
2) experience working with volunteer boards and
3) experience in leading community centric, multi industry coalitions.