

## County

Except where otherwise noted, minimum qualifications for all positions are any combination of education, training and experience that provides the required knowledge and abilities

### **OFFICE / CLERICAL**

**ACCOUNTING CLERK:** This journey level position performs work of routine difficulty, applying bookkeeping principles and practices. Posts debit and credit transactions, codes and classifies information from source documents, prepares cash summaries and account reports; responds to requests for information. Possesses knowledge of general accounting principles and practices; general office and clerical procedures. Minimum three years' bookkeeping or general office experience.

**ADMINISTRATIVE ASSISTANT:** This position performs administrative work of moderate difficulty in routine or special project work. Develops and implements procedures, operations and special projects; coordinates, reports and maintains records, coordinates departmental activities, analyzes department data and makes recommendations; supervises staff as assigned. Possesses knowledge of principles and practices of office administration, management and supervision; research work, budget management, and records management. Minimum three years' administrative experience.

**CLERK II:** This journey level position performs tasks of routine difficulty in clerical work. Possesses knowledge of general office procedures. Ability to use word processing applications. Minimum two years clerical experience.

**LEGAL ASSISTANT I (PARALEGAL I):** Under immediate supervision, performs para-professional legal work of routine difficulty. Researches legal questions, prepares legal recommendations; prepares drafts of a variety of motions and pleadings; conducts interviews; participates with attorneys in pretrial preparation; may serve copies of pleadings to opposing counsel and deliver documents to various county offices. Working knowledge of state civil and criminal law, judicial procedures and methods of legal research; the rules of evidence; modern office practices and procedures. Working skill in analyzing and interpreting legal documents; interpreting statutory and regulatory requirements and preparing summaries of legal opinions from previous cases. Requires an associates degree relating to legal assistant or paralegal, plus one year of experience in a legal environment.

**LEGAL ASSISTANT II (PARALEGAL II):** Under immediate supervision, performs para-professional legal work of moderate difficulty. Researches legal questions, prepares legal recommendations; prepares drafts of a variety of motions and pleadings; conducts interviews; participates with attorneys in pretrial preparation; may serve copies of pleadings to opposing counsel and deliver documents to various county offices. Working knowledge of state civil and criminal law, judicial procedures and methods of legal research; the rules of evidence; modern office practices and procedures. Good skill in analyzing and interpreting legal documents; interpreting statutory and regulatory requirements and preparing summaries of legal opinions from previous cases. Requires an associates degree relating to legal assistant or paralegal, plus three years of experience as a legal assistant or paralegal.

**LEGAL SECRETARY:** This journey level position performs paraprofessional work of moderate difficulty in a variety of legal secretarial and office duties. Formats and types letters, memoranda and various legal documents, files documents with appropriate court; prepares confidential and sensitive documents, composes letters and routine court pleadings for attorneys, processes and logs incoming documents, interviews petitioners, provides disclosure information to attorneys, maintains calendars. Possesses considerable knowledge of legal terminology and forms. Skill in data collection through personal interviews. Minimum three years office/clerical experience, at least one of which in a legal secretarial capacity.

**LIBRARIAN:** Under general supervision, performs paraprofessional library work of moderate difficulty. Provides in-depth reference and reader advisory services to branch and affiliate libraries; trains personnel; evaluates local reference collections; responds to subject and reference requests; organizes and maintains files; evaluates and refines procedures; assists with selection and weeding of general library material; prepares and submits reports; may assist with grant applications, may supervise support staff. Possesses considerable knowledge of professional library principles, methods and terminology as well as standard information sources. Requires an MLS degree from an accredited graduate school of library science plus one year of professional reference experience.

**OFFICE SUPERVISOR:** This journey level position performs work of moderate difficulty supervising clerical and support personnel in a small office environment. Plans, coordinates and evaluates the activities of separate units or functions; supervises and trains clerical and support personnel, makes recommendations regarding personnel related activities, determines employee work schedules. Possesses knowledge of office management and supervision principles. Ability to maintain effective working relationships. Three years progressively responsible general office experience, with one year in supervisory capacity.

**HUMAN RESOURCES ANALYST:** This journey level position performs personnel administration work of moderate difficulty. Possesses working knowledge of the principles, practices and standards of public sector personnel management, analysis of occupation job content, state and federal labor laws and regulations, research work and report writing. Possesses considerable knowledge in one or more of the following areas: recruitment, classification-compensation, H.R. information systems, benefits, and/or loss control. Associates degree plus three years human resources or equivalent experience.

**SECRETARY:** This journey level position performs work of moderate difficulty. Formats, composes and types routine correspondence, maintains office records and files, answers questions from staff and the public, processes confidential and sensitive documents, may supervise other clerical staff. Possesses knowledge of business English, spelling, punctuation and grammar. Possesses skills in report preparation and typing; operation of various office equipment. Minimum three years general office / secretarial experience.

## **JUDICIAL**

**COURTROOM CLERK:** This journey level position performs complex clerical work in the courtroom in the recording and processing of court proceedings; records and transcribes dictation; summarizes and prepares court proceedings in minute entry form; prepares and processes formal orders and documents at the direction of the Judge; issues court related documents; marks and maintains all submitted exhibits; administers oaths; certifies documents; reads information of indictment preceding criminal trials, polls jurors and reads verdicts. Possesses knowledge of

court procedures, legal terminology, business English, modern office practices and procedures. May require demonstrated ability in shorthand or equivalent speedwriting technique. Minimum three years clerical experience including one year in a legal or court setting.

**COURT CLERK:** This journey level position performs legal clerical work of routine difficulty in justice or superior court; receives and records fines, bonds and other monies; coordinates court calendar; reads and interprets minute entries; types docket entries; responds to inquiries regarding court cases; prepares reports. Possesses knowledge of court procedures, legal terminology, business English, modern office practices, procedures and equipment. Minimum three years office clerical experience including one in a legal or court setting.

**PROBATION OFFICER:** This journey level position performs professional duties of moderate difficulty in providing correctional casework services to assigned adult and/or juvenile probationers at the direction of the Superior Court. Supervises a caseload of assigned probationers requiring various supervision; may conduct pre-sentence investigations and write pre-sentence reports; compiles and maintains social histories and case histories; interview probationers, families, authorities, employers and victims; reviews and evaluates criminal records, police reports and psychiatric and psychological reports; evaluates criminal personalities, behaviors and rehabilitation potential; testifies in court; provides for counseling of probationers; performs searches and makes arrests. Possesses knowledge of the principles and practices of probation services, the principles of human behavior, the criminal justice system and community resources; search, transportation and restraint procedures; and counseling and interviewing techniques. Bachelors degree plus a minimum of two years experience.

## **ATTORNEYS**

**ATTORNEY I:** This entry level position provides professional legal services of moderate difficulty and provides other legal services as required or assigned. Initiates, engages and defends litigation; performs legal research; reviews and prepares legal documents; renders legal advice to clients; performs factual investigations. Possesses working knowledge of principles and practices of law; legal procedures and administrative proceedings; methods and practices of pleadings; judicial procedures and the rules of evidence; principles, methods, materials, practices and references utilized in legal research. Must be a graduate from an accredited law school and be admitted to the State Bar of Arizona.

**ATTORNEY II:** This journey level position provides professional legal services of considerable difficulty and provides other legal services as required. Initiates, engages and defends litigation; performs legal research; reviews and prepares legal documents; supervises junior staff; handles appeals; renders legal advice to clients; performs factual investigations. Possesses considerable knowledge of principles and practices of law; legal procedures and administrative proceedings; methods and practices of pleadings; judicial procedures and the rules of evidence; principles, methods, materials, practice and references utilized in legal research. Must be a graduate from an accredited law school and be admitted to the State Bar of Arizona.

**ATTORNEY III:** This position performs professional legal services of unusual difficulty. Performs organization and administrative duties; initiates, engages and defends litigation; performs legal research; reviews and prepares legal documents; handles appeals; renders legal advice to clients; performs factual investigations. May supervise and review work of staff attorneys; possesses thorough knowledge of principles and practices of law; legal procedures and administrative proceedings; methods and practices of pleadings; judicial procedures and the rules of evidence;

principles, a method, materials, practices and references utilized in legal research. Possesses considerable knowledge of principles and practices of leadership and management. Must be a graduate of an accredited law school and be admitted to the State Bar of Arizona. Minimum five years experience.

## **LAW ENFORCEMENT**

**ANIMAL CONTROL OFFICER:** This journey level position performs work of moderate difficulty enforcing laws and ordinances concerning animal and rabies control. Captures and impounds diseased animals in accordance with state laws; investigates animal related complaints; patrols assigned area to ensure public compliance with ordinances; issues citations; prepares reports and files complaints; testifies in court; performs health inspections of quarantined animals; picks up and disposes of dead animals; performs euthanasia of animals; participates in setting up and conducting vaccination clinics. Possesses knowledge of the habits and characteristics of animals; the care and feeding of animals; symptoms of animal health problems and county geography.

**DETENTION OFFICER:** This journey level position performs security work of routine difficulty in the supervision, care and welfare of inmates. Controls and supervises the movement and activities of inmates; maintains detention records; performs routine clerical duties; works with detention statistics and computer data; supervises visitations; conducts inventories of detention supplies; maintains the safety and physical security of the facility. Possesses knowledge of report preparation and record keeping; standard housekeeping practices; human behavior, and various social, economic and cultural backgrounds; search, transportation and restraint procedures, practices and procedures as applied to a detention facility. Must have completed 240 hours of corrections officer training.

**DETENTION SUPERVISOR:** This position performs security work of moderate difficulty in the supervision of subordinates and the care of welfare of inmates. Supervises detention staff; controls and monitors movement and activities of inmates; maintains complex files, records and logs; maintains emergency procedures; verifies all documentation; assists detention staff with special inmate problems; works with detention statistics and computer data. Possesses knowledge of state and federal laws, rules and regulations governing correctional institutions; report preparation and record keeping; search, transportation and restraint procedures, standard housekeeping practices, human behavior and various social, economic and cultural backgrounds. Minimum three years correctional experience.

**DEPUTY SHERIFF:** This journey level position is responsible for technical work of moderate difficulty in law enforcement or investigative duties. Patrols assigned area for the prevention of crime, enforcement of laws and protection of life and property; arrests violators of laws; assists with crowd control; assists in the execution of various writs, subpoenas and court orders; interviews/interrogates witnesses and prepares reports; appears in court and/or hearings as a witness; administers first aid; maintains chain of evidence pertinent to investigations; and assists in surveillance work. Possesses knowledge of relevant laws, rules and regulations pertaining to law enforcement; law enforcement principles, practices, methods, techniques and equipment; the roads and routes within the county; law enforcement investigative work. Possesses skill in preparing and maintaining accurate, detailed and complete records and reports; and care and use of firearms and motor vehicles. Must have Arizona P.O.S.T. certification.

**DISPATCH/COMMUNICATION:** This journey level position performs technical work of moderate difficulty in public safety communications.

Operates fixed-base communications equipment including the 911 system; receives distress and emergency calls; dispatches mobile units; logs messages transmitted and received; sends and receives messages via criminal justice computer system; operates several phone lines including Civil Defense; operates and maintains telephone recording system; performs various clerical tasks;. Possesses knowledge of laws, rules and regulations governing the dispatch process, county geography; proper two-way radio and telephonic communication techniques and codes.

**INVESTIGATOR:** This journey level position requires P.O.S.T. certification and performs investigative work of moderate difficulty in obtaining information on criminal and civil cases. Locates and interviews witnesses in criminal, civil and juvenile matters; serves criminal and civil subpoenas; assists in the preparation of cases for trial; testifies in court; submits written reports and maintains records; assists local and out-of-state agencies on investigations; participates in the orientation and training of new employees; assigns investigators to cases. Possesses knowledge of law enforcement principles, practices, methods, techniques and equipment; the practices and principles of investigative work, and relevant laws, rules and regulations. Possesses skill in advanced investigative techniques; gathering, analyzing and evaluating facts and evidence. Ability to react quickly and calmly in emergency situations; make decisions. Minimum three years investigative experience.

**SERGEANT:** This position is responsible for technical supervisory support and administrative law enforcement work of moderate difficulty. Supervises officers in their duties, patrol areas; supports field officers; conducts briefings; recommends personnel actions; supervises interviewing of witnesses and complainants, the identification, collection and preservation of evidence, the surveillance of persons and places, and the apprehension, interrogation and arrest of suspects; testifies at court and at hearings; investigates difficult cases; responsible for the execution of various writs, subpoenas and court orders; prepares various reports and records. Possesses knowledge of law enforcement principles, practices, methods, techniques and equipment; law enforcement services and investigative activities; federal, state and local laws, rules and regulations, methods and techniques of interrogation, county geography, law enforcement organization and administration. Must have P.O.S.T. certification plus a minimum of two years law enforcement experience.

**LIEUTENANT:** This position is responsible for professional supervisory and administrative law enforcement duties of moderate difficulty in commanding a unit; may be assigned to administrative or staff functions. Supervises a patrol district, criminal investigation unit or detention center; assigns, trains, supervises and evaluates such personnel; communicates departmental directives; recommends personnel actions; assesses and evaluates operations and activities; prepares technical and statistical reports; provides information and responds to complaints regarding law enforcement services and programs; assumes watch command responsibilities as needed. Possesses same knowledge and skills as Sergeant. Must have P.O.S.T. certification plus a minimum of five years law enforcement experience.

### **TRADES & TECHNICAL**

**BUILDING INSPECTOR:** This journey level position performs technical inspection work of moderate difficulty. Performs a wide range of industrial, commercial and residential inspections for building code compliance; reviews plans for code and zoning compliance; provides information to the public in matters relating to construction and code requirements and other applicable ordinances. Possesses knowledge of all types of building construction, materials, methods and tools of the trade; federal, state and local building laws, codes and regulations; principles and practices of subdivision, zoning, floodplain and hazard abatement regulations; federal, state and local safety and hazard requirements. Minimum three years building trades experience.

**BUILDING MAINTENANCE SUPERVISOR:** This non-exempt, working supervisory position performs work of considerable difficulty in the operation, maintenance and repair of buildings and facilities. Supervises and coordinates the activities of workers engaged in building, facilities, and utility systems operations, maintenance and repair. Performs hands-on work on requirements for electrical wiring, communications and control systems, heating, ventilation, water supply, steam generating and related pipe systems; inspects facilities, buildings and systems to determine work required; establishes cyclic preventative maintenance work; prepares reports and performs related administrative duties. Possesses knowledge of methods, practices, tools and materials used in a variety of building trades and utility systems maintenance; occupational hazards and required preventive measures; federal, state and local codes applicable to work performed. Minimum three years maintenance or facilities maintenance experience, including one in a lead or supervisory capacity.

**C.A.D. DRAFTER:** This journey level position performs work of moderate difficulty in technical drafting work in the office. Interprets field notes, legal descriptions, and prepares C.A.D. drawings; researches and interprets related documents, maps and drawings; and organizes research information. Positions that match this description may be located in GIS, civil engineering, or assessor's mapping office. Possesses knowledge of general engineering and architectural drafting techniques, terminology, methods and practices; algebra, geometry and trigonometry relative to drafting; legal documents, maps and designs; drafting and lettering. Minimum three years of related experience or equivalent education from a recognized technical training school.

**CIVIL ENGINEER – E.I.T.** This position must be certified as an Engineer-in-Training (E.I.T.)

**CIVIL ENGINEER – P.E.:** This position must be certified as a Professional Engineer (P.E.) with a minimum of four years experience as an Engineer-in-Training.

**CUSTODIAN:** This position performs service work of routine difficulty in custodial duties. Cleans, maintains county facilities; identifies and reports repair needs; makes minor repairs. Possesses knowledge of procedures, materials and equipment used in custodial work; occupational hazards and required preventative measures.

**ENGINEERING TECHNICIAN:** This journey level position performs work of moderate difficulty in technical civil engineering both in the field and office. Prepares drawings, designs, plots and plans of civil engineering projects; conducts traffic engineering research; examines plans for clearance with existing and proposed improvement following design standards; checks plans for clearance of substructures and existing or proposed improvements in connection with storm drains and sanitary sewers; prepares reports and estimates for engineering assignments; reviews plans for conformity. Possesses knowledge of the theory and practice of civil engineering planning design, construction and surveying; materials testing in field and laboratory; interpreting and utilizing engineering plans, maps and specifications; the application of engineering theory to complex field and office problems; drafting principles. minimum of three years technical, construction or engineering experience.

**EQUIPMENT MECHANIC I:** This position works under close supervision and performs skilled work of moderate difficulty in repairing, maintaining and servicing heavy equipment; diagnoses, repairs, and maintains various systems, such as hydraulic, electrical, refrigeration and engine repair in the equipment fleet, performs various preventive maintenance functions, maintains inventory supplies; has a working knowledge of methods,

practices, materials, instruments and tools used in mechanical equipment maintenance.

**EQUIPMENT MECHANIC II:** This position works under close supervision and performs skilled work of moderate difficulty in repairing, maintaining and rebuilding heavy equipment; diagnoses, repairs, and maintains various systems, such as hydraulic, electrical, refrigeration and engine repair in the equipment fleet, performs various preventive maintenance functions, maintains inventory supplies; has considerable knowledge of methods, practices, materials, instruments and tools used in mechanical equipment maintenance.

**EQUIPMENT OPERATOR I:** This position works under close supervision and performs skilled work of routine difficulty in the operation of a variety of vehicles and heavy equipment involved in the transportation of materials for construction, maintenance and repair of properties; operates a variety of heavy trucks and equipment; maintains and performs routine maintenance work on trucks, prepares reports, performs manual labor, and performs related work as required or assigned. Possesses a working knowledge of traffic laws, ordinances and regulations as well as of the occupational hazards and proper safety precautions involved in heavy truck and equipment operation; has the ability to operate various types of heavy trucks. Requires a currently valid commercial driver's license.

**EQUIPMENT OPERATOR II:** This position works under close supervision and performs skilled work of moderate difficulty in the operation of a variety of vehicles and heavy equipment involved in the transportation of materials for construction, maintenance and repair of properties; operates a variety of heavy trucks and equipment; maintains and performs routine maintenance work on trucks, prepares reports, performs manual labor, and performs related work as required or assigned. Possesses considerable knowledge of traffic laws, ordinances and regulations as well as the occupational hazards and proper safety precautions involved in heavy truck and equipment operation; has ability to operate heavy earth-moving equipment. Requires a currently valid commercial driver's license.

**EQUIPMENT OPERATOR III:** This position performs work of considerable difficulty in the operation of a variety of vehicles and heavy equipment involved in the transportation of materials for construction, maintenance and repair of properties. Utilizing heavy earth-moving equipment and large vehicles, clears right-of-way, cuts and reshapes roads, performs road construction, maintenance and repair operations such as mixing and laying oil, makes road mixes to preserve roads; participates in a variety of related manual work and guides the effort of small numbers of workers and laborers. Possesses knowledge of traffic laws, ordinances, regulations and occupational hazards and proper safety precautions; operation, maintenance and repair of diesel and gasoline engines, hydraulic systems and component parts of heavy equipment. Requires a currently valid commercial drivers license.

**FACILITIES MAINTENANCE WORKER:** This journey level position performs work of considerable difficulty in the repair and maintenance of buildings, facilities and grounds. Performs a variety of construction and maintenance work including air conditioning, carpentry, heating, electrical, plumbing, cement finishing, painting, locksmith and welding in the maintenance and repair of buildings. Possesses considerable knowledge of the methods, practices, equipment, tools and materials used in a variety of construction trades; maintenance and repair, grounds care; occupational hazards and preventive measures. Minimum two years general building maintenance experience.

**AUTOMOTIVE MECHANIC:** This journey level position performs skilled work of moderate difficulty in repairing, maintaining and rebuilding automotive and other light equipment. Diagnoses, repairs and maintains various systems in the equipment fleet; performs various preventive

maintenance functions. Possesses knowledge of methods, practices, materials, instruments and tools used in equipment maintenance and safety practices. Minimum three years related experience.

**PLANNER:** This journey level position performs work of moderate difficulty in professional county planning work. Coordinates the processing of rezoning applications, Board of Adjustment dockets and Special Use permits; reviews adjacent zoning and relevant factors and prepares reports evaluating the impact of rezoning actions and special use permits; presents oral and written reports to Boards, Commissions and citizens; explains zoning regulations and procedural requirements; researches, reviews and assists in revision of county ordinances, rules and regulations; maintains land planning records, files and maps; performs research and data gathering for population, housing, land ownership, land use and economic studies; reviews subdivision plats and master development plans; analyzes census data; conducts special studies as required. Possesses knowledge of principles, practices and techniques of community planning, industrial development and community conservation; land use regulations and zoning codes; graphic techniques and topographic mapping; basic statistical methods. Bachelors degree plus two years related experience.

**REGISTERED LAND SURVEYOR:** Performs professional surveying work involved in supervising and participating in technical construction and preliminary surveys, establishing rights-of-way, and reviewing subdivision submittals. Must be a certified Arizona registered land surveyor.

**SIGN MAINTENANCE WORKER:** This position works under close supervision and performs semi-skilled work of routine difficulty fabricating, maintaining, and installing traffic control devices. Possesses a working knowledge of the methods and materials used for the installation, maintenance, and fabrication of traffic control devices and the laws and regulation relevant to traffic control devices.

**VEHICLE & EQUIPMENT SUPERVISOR:** This position supervises equipment and/or vehicle maintenance and repair programs. Plans, directs, coordinates and supervises the activities of the repair shop; implements effective preventative maintenance schedules; supervises and instructs staff; prepares reports and makes recommendations. Possesses knowledge of methods, practices, materials and tools used in mechanical and automotive repair, hazards and safety practices associated with maintenance and shop operations, principles and practices of supervision. Minimum three years experience including one in a supervisory capacity.

**ZONING INSPECTOR:** This journey level position performs technical work of moderate difficulty in field inspections and office work pertaining to planning and housing regulations. Inspects property sites for conformance with housing, zoning and Hazard Abatement regulations; reviews deeds and legal descriptions and plats information on maps; determines land use compliance and legal accessibility; calculates and collects fees for use permits; maintains and submits records of inspections activities; assists the public in preparation of building and zoning permit applications; writes and issues permits in accordance with the zoning ordinances;. Possesses knowledge of zoning regulations and laws; methods of land descriptions; and preparation and processing of use permit applications. Minimum three years related experience.

## **APPRAISERS**

**APPRAISER I:** This entry level position performs technical work of routine difficulty in gathering property appraisal information. Collects data



using prescribed procedures on real and personal property; responds to petitions for review filed by property owner; prepares data for presentation in the administrative appeal process; may communicate with the public on such matters as property values, ownership, legal description, widow and veteran exemptions and statutory classifications. Possesses knowledge of the principles, practices, techniques, guidelines and statutes used in property assessment. Possesses Level One Certificate as administered by the Arizona Department of Revenue.

**APPRAISER II:** This journey level position performs technical work of moderate difficulty in gathering property appraisal information. Collects data using prescribed procedures on real and personal property; responds to petitions for review filed by property owner; prepares data and represents Assessor in administrative appeal process; communicates with public on such matters as property values, ownership, legal description, widow and veteran exemptions and statutory classifications; performs special and difficult appraisals, conducts field training of entry level appraisers. Possesses knowledge of principles, practices, procedures, guidelines and statutes regarding property assessment. Possesses Level Two Certificate as administered by the Arizona Department of Revenue.

**APPRAISER III:** Under general supervision, performs advanced field and office appraisal work. Considerable knowledge of appraisal practices for all types of real and personal property although may be assigned to work in only one area. Performs special projects, reviews valuation appeals, reviews and may present data to County and State Boards as required or assigned; may assist the public with questions of property values, ownership, legal descriptions, exemptions, deferrals, and statutory classifications. This is a hands-on property appraiser at the lowest level of supervisory responsibility. Must possess Level Three Certification as administered by the Arizona Department of Revenue, plus five years experience in property assessment.

## **HEALTH**

**ENVIRONMENTAL HEALTH SPECIALIST (Sanitarian):** This journey level position performs work of moderate difficulty in the environmental health field. Inspects a variety of entities for compliance with various legal codes governing sanitary conditions; recommends enforcement measures to supervisor; secures compliance with pertinent regulations by promotion, education and enforcement; inspects and designs individual sewage systems; collects water, air and food samples for laboratory analysis and interprets results; reviews plans and specifications submitted for all eating and drinking establishments; prepares and presents reports on investigations, inspections and makes recommendations; maintains records as required. Possesses knowledge of relevant federal, state and county codes, laws and regulations; the principles, practices and techniques of environmental health inspections, education, compliance and enforcement; biological and physical science applicable to environmental health. Must possess a current Arizona certificate as a registered sanitarian.

**DETENTION NURSE:** This position performs the duties of a registered nurse and works in a detention facility. Possesses working knowledge of general nursing theories and practices; nursing services regulations and procedures. Must possess a current Arizona license as a registered nurse.

**PUBLIC HEALTH NURSE:** This position performs professional nursing care of considerable difficulty in public health programs. Administrates specialty programs, conducts clinics; administers immunization and prescribed treatment according to standing orders; participates in prevention and control of communicable diseases; assesses clients and develops and implements care plans, participates in orientation and supervision of

staff nurses. Possesses considerable knowledge of community health nursing principles and practices; techniques and methods of nursing; community resources for appropriate referrals; principles and practices of management and supervision. Must possess a current Arizona license as a registered nurse.

**NUTRITION WORKER II:** Under general supervision, assists the Nutritionist in implementing the WIC and Nutrition Programs; prepares enrollment forms, growth grids and charts on clients in the WIC or Nutrition Programs; issues drafts to clients and maintains related records; provides nutrition education to clients; prepares reports concerning nutrition program expenses and activities; performs nutrition screening in accordance with clinic procedures; maintains client records; performs routine laboratory and screening procedures; conducts follow-up on referrals received from community sources; develops, implements and evaluates nutritional care plans. Requires knowledge of basic health care practices and techniques, knowledge of public health activities and clinic routine; some knowledge of the problems, needs and behavior patterns of the disadvantaged; ability to learn routine laboratory and screening procedures. Requires HSD or GED and two years' experience as a community nutrition worker or other health related field.

**NUTRITIONIST SUPERVISOR:** This position performs professional work of moderate difficulty in the administration of public health nutrition programs. Plans, develops, supervises, conducts and evaluates nutrition services and in-service educational programs; supervises staff and evaluates progress; administers grant programs; writes proposals and budgets; provides nutrition consultation to group feeding programs; provides or arranges for diet counseling to patients; provides technical and administrative direction to the nutrition staff; reports and summarizes progress and activities. Possesses knowledge of human nutrition and its relationship to health and disease; public health nutrition; analysis and evaluation of nutritional data. Possesses B.S. degree in nutrition plus minimum three years experience including one in a supervisory capacity.

**PUBIC HEALTH PROGRAM (OR PROJECT) MANAGER:** Under general supervision, performs work of moderate difficulty in planning, developing, implementing and evaluating public health programs; performs other duties as required or assigned. Possesses considerable knowledge of the principles and practices of office administration, management and supervision; staff research work, business English, and report writing. Requires an Associates Degree in health or social services of a related field and two years experience in public health programs.

### **MIS/DATA PROCESSING**

**COMPUTER TECHNICIAN:** This journey level position performs work of moderate difficulty setting up personal computers and peripheral equipment, installing software, correcting problems and training operators. Troubleshoots problems and takes corrective measures; communicates with vendors and repair companies to correct complex problems; coordinates training to implement new and revised systems; evaluates software systems and makes recommendation for possible applications. Possesses knowledge of the operation and maintenance of personal computers and peripheral equipment; techniques for setting up and testing personal computer systems; general capabilities, operating principles and applications of common personal computer operating systems. Minimum of three years related experience.

**PROGRAMMER/ANALYST:** Performs technical work of moderate difficulty in systems and application design, programming and database, performs other work as required or assigned. This is a Working/Journey position which works under general supervision and may be assigned a broad range of duties in the occupation. Possesses considerable knowledge of diversified subject matter, requiring some judgment in applying established procedures and guidelines. Minimum three years of progressively responsible work experience in programming, application and system management, including one year of analysis and one year of database development and management; or equivalent combination of education, training and experience.

**SUPERVISORY & ADMINISTRATIVE POSITIONS** (numbers in parentheses indicates years in position)

	<b>Manager / Administrator</b>		<b>Clerk of the Board</b>		<b>Finance Director</b>		<b>Public Works Director</b>		<b>Planning &amp; Zoning Director</b>	
<b>APACHE</b>	Actual Range	115,481 (14) 98,469-147,704 ‡	County Manager		84,969 (9) 67,990-101,984		54,077 (4) 43,593-65,389		63,414 (<1) 61,595-92,393	
<b>COCHISE</b>	Actual Range	170,000 (-) No Range	66,039 (-) 54,697-81,830		104,000 (-) 80,818-121,195		Vacant No Range		Vacant 76,016-113,959	
<b>COCONINO</b>	Actual Range	177,200 (3) No Range	77,710 (10) 74,376-109,377		N/A		Vacant 112,908-166,042		110,381 (3) 101,720-149,587	
<b>GILA</b>	Actual Range	122,019 (6) 91,237-164,226	74,994 (3) 58,812-105,861		Vacant 70,232-126,417		98,230 (1) 73,743-132,739		Vacant 64,840-116,712	
<b>GRAHAM</b>	Actual Range	147,000 (20) 100,000-150,000 ‡	County Manager		88,161 (3) 68,000-102,000		84,960 (9) 72,000-108,000		73,920 (3) 66,000-99,000	
<b>GREENLEE</b>	Actual Range	137,126 (15) No Range ‡	70,000 (7) No Range ‡		62,161 (3) 49,774-72,087		66,300 (1) No Range		92,050 (25) 60,501-87,623	
<b>LA PAZ</b>	Actual Range	113,610 (7) 113,610-113,610 ‡	57,156 (14) 48,708-39,292		70,000 (<1) 65,000-85,000		78,499 (15) 78499-78499		51,767 (2) 34,985-47653	
<b>MARICOPA</b>	Actual Range	228,051 (<1) 188,074-279,198	163,866 (25) 133,952-198,494		N/A		N/A		Vacant 105,664-175,760	
<b>MOHAVE</b>	Actual Range	147,500 (2) 112,944-175,219	54,288 (3) 51,709-80,246		120,000 (1) 80,246-124,530		120,432 (15) 88,483-137,280		135,803 (15) 88,438-137,280	
<b>NAVAJO</b>	Actual Range	151,080 (5) (-)	58,568 (8) 51,765-64,707		103,015 (12) 78,767-98,458		113,999 (<1) 91,200-114,000		Vacant 44,637-66,955	
<b>PIMA</b>	Actual Range	279,524 (22) 180,356-283,234	111,393 (5) 67,620-149,989		153,000 (1) 101,441-198,724		140,466 (8) 87,921-174,428		140,716 (15) 87,921-174,428	
<b>PINAL</b>	Actual Range	179,566 (-) 166,701-229,979	68,118 (-) 61,679-85,131		113,187 (-) 99,969-137,983		130,948 (-) 127,749-176,252		133,786 (1) 113,252-133,786	
<b>SANTA CRUZ</b>	Actual Range	130,000 (<1) 115,117-156,655 ‡	77,501 (19) 64,246-86,732 ‡		82,181 (<1) 78,280-105,676		106,475 (8) 82,244-96,637		76,315 (<1) 72,690-98,130	
<b>YAVAPAI</b>	Actual Range	168,190 (4) 149,261-203,227	63,301 (<1) 63,301-86,175		92,679 (1) 92,679-126,166		121,943 (6) 101,947-138,783		105,036 (6) 101,947-138,783	
<b>YUMA</b>	Actual Range	168,810 (<1) No Range	N/A		120,967 (5) 81,487-127,091		81,487 (<1) 81,487-127,091		91,145 (1) 69,466-108,343	

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**SUPERVISORY & ADMINISTRATIVE POSITIONS** (numbers in parentheses indicated years in position)

	<b>Parks &amp; Recreation Director</b>	<b>Chief Adult Probation Officer</b>	<b>Chief Juvenile Probation Officer</b>	<b>Personnel/H.R. Director</b>	<b>MIS / Data Processing Director</b>
<b>APACHE</b>					
Actual	N/A	72,963 (2)	Chief Adult Probation Officer	84,600 (16)	69,067 (3)
Range		64,713-97,070		67,990-101,984	64,713-97,070
<b>COCHISE</b>					
Actual	N/A	95,000 (1)	Chief Adult Probation Officer	77,891 (8)	115,000 (<1)
Range		No Range		76,016-113,959	80,818-121,195
<b>COCONINO</b>					
Actual	101,720 (<1)	106,806 (<1)	117,849 (10)	120,684 (1)	114,630 (5)
Range	101,720-149,587	101,720-149,587	101,720-149,587	101,720-149,587	101,720-149,587
<b>GILA</b>					
Actual	N/A	98,342 (1)	Chief Adult Probation Officer	93,820 (2)	81,809 (3)
Range		70,232-126,417		70,232-126,417	66,888-120,398
<b>GRAHAM</b>					
Actual	44,000 (<1)	54,600 (10)	58,344 (17)	56,160 (1)	94,050 (20)
Range	44,000-66,000	47,060-71,526	47,060-71,526	54,000-81,000	66,000-99,000
<b>GREENLEE</b>					
Actual	Public Works Director	92,607 (17)	Chief Adult Probation Officer	County Administrator	89,198 (18)
Range		No Range ‡			No Range
<b>LA PAZ</b>					
Actual	40,685 (4)	90,002 (1)	N/A	66,300 (1)	63,045 (12)
Range	40,685-40,685	90,002-90,002		66,300-66,300	63,045-63,045
<b>MARICOPA</b>					
Actual	153,176 (9)	170,235 (15)	151,818 (4)	Vacant	N/A
Range	108,867-172,328	102,378-156,250	102,378-156,250	105,040-171,517	
<b>MOHAVE</b>					
Actual	80,246 (<1)	92,500 (20)	90,500 (20)	90,000 (2)	95,243 (7)
Range	69,306-107,557	80,246-124,530	80,246-124,530	80,246-124,530	80,246-124,530
<b>NAVAJO</b>					
Actual	N/A	66,263 (<1)	80,120 (31)	Vacant	88,372 (2)
Range		66,263-82,829	66,263-82,829	76,845-96,057	76,845-96,057
<b>PIMA</b>					
Actual	146,081 (2)	118,928 (13)	N/A	132,411 (4)	159,161 (2)
Range	87,921-174,428	83,589-125,383		87,921-174,428	101,441-198,724
<b>PINAL</b>					
Actual	80,117 (2)	80,654 (3)	84,748 (8)	105,044 (<1)	109,841 (3)
Range	78,159-107,879	74,876-103,359	74,876-103,359	105,044-144,933	109,841-151,543
<b>SANTA CRUZ</b>					
Actual	N/A	85,446 (9)	58,157 (1)	County Manager	78,957 (11)
Range		80,237-103,200	58,204-78,576		70,915-95,737
<b>YAVAPAI</b>					
Actual	N/A	101,947 (2)	120,736 (12)	95,488 (2)	116,025 (7)
Range		101,947-138,783	101,947-138,783	92,679-126,166	101,947-138,783
<b>YUMA</b>					
Actual	N/A	99,154 (3)	N/A	115,827 (7)	99,264 (4)
Range		89,215-143,944		90,484-141,125	81,487-127,091

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**SUPERVISORY & ADMINISTRATIVE POSITIONS** (numbers in parentheses indicated years in position)

	<b>Elections Director</b>	<b>Health Director</b>	<b>Risk Manager</b>	<b>Purchasing Director</b>	<b>Housing Director</b>
<b>APACHE</b>					
Actual	54,898 (7)	66,973 (7)	Emergency Service Director	N/A	N/A
Range	48,118-72,177	61,595-92,393			
<b>COCHISE</b>					
Actual	75,000 (2)	Vacant	Personnel/H.R. Director	66,056 (2)	51,234 (7)
Range	54,697-81,830	80,818-121,195		58,832-88,032	41,884-62,514
<b>COCONINO</b>					
Actual	Vacant	130,654 (3)	83,997 (3)	79,022 (16)	N/A
Range	57,022-81,443	101,720-149,587	61,891-88,772	57,022-81,443	
<b>GILA</b>					
Actual	63,642 (3)	93,215 (5)	HR Director	N/A	N/A
Range	58,812-105,861	73,743-132,739			
<b>GRAHAM</b>					
Actual	61,360 (9)	73,720 (1)	N/A	N/A	N/A
Range	46,000-69,000	68,000-102,000			
<b>GREENLEE</b>					
Actual	Clerk of the Board	79,382 (7)	County Administrator	N/A	N/A
Range		60,501-87,623			
<b>LA PAZ</b>					
Actual	53,581 (6)	82,701 (30)	N/A	N/A	N/A
Range	53,581-53,581	72,701-82,701			
<b>MARICOPA</b>					
Actual	149,334 (25)	212,538 (9)	161,173 (<1)	140,815 (<1)	N/A
Range	97,282-157,123	137,904-210,517	94,037-160,555	92,019-144,206	
<b>MOHAVE</b>					
Actual	84,885 (14)	103,626 (20)	102,440 (<1)	102,440 (<1)	75,005 (15)
Range	80,246-124,530	80,246-124,530	80,246-124,530	80,246-124,530	57,013-88,483
<b>NAVAJO</b>					
Actual	47,945 (1)	84,149 (2)	58,533 (<1)	69,619 (1)	N/A
Range	51,765-64,706	67,920-84,900	63,071-78,839	61,532-76,915	
<b>PIMA</b>					
Actual	119,518 (14)	202,815 (3)	112,148 (8)	117,300 (<1)	122,400 (12)
Range	67,620-149,989	135,262-237,204	67,620-149,989	87,921-174,428	67,620-149,989
<b>PINAL</b>					
Actual	82,125 (1)	118,966 (11)	70,782 (9)	82,145 (2)	95,301 (16)
Range	75,159-107,879	95,151-131,353	70,782-97,731	70,782-97,731	78,159-107,879
<b>SANTA CRUZ</b>					
Actual	Clerk of the Board	69,139 (<1)	County Manager	N/A	N/A
Range		65,852-88,901			
<b>YAVAPAI</b>					
Actual	86,806 (12)	101,947 (3)	56,089 (1)	N/A	N/A
Range	84,253-114,698	101,947-138,783	52,315-71,218		
<b>YUMA</b>					
Actual	N/A	99,283 (3)	98,596 (5)	N/A	82,884 (4)
Range		81,487-127,091	66,417-94,693		61,629-96,121

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**SUPERVISORY & ADMINISTRATIVE POSITIONS** (numbers in parentheses indicated years in position)

	<b>Emergency Services Director</b>	<b>Public Fiduciary</b>	<b>Public Defender</b>	<b>GIS Coordinator</b>	<b>Victim Assistance Pgm. Director</b>
<b>APACHE</b>					
Actual	Vacant	38,116 (2)	N/A	N/A	N/A
Range	55,802-83,703	34,054-51,082			
<b>COCHISE</b>					
Actual	75,045 (3)	57,066 (<1)	100,500 (19)	Vacant	45,219 (<1)
Range	50,842-76,016	50,842-76,016	83,833-128,861	41,884-62,514	42,896-64,064
<b>COCONINO</b>					
Actual	92,641 (4)	Vacant	136,846 (1)	81,697 (4)	N/A
Range	82,558-121,408	61,891-88,772	112,908-116,042	74,376-109,377	
<b>GILA</b>					
Actual	Health Director	70,385 (16)	N/A	67,416 (2)	37,642 (1)
Range		58,812-105,861		61,752-111,154	36,762-64,334
<b>GRAHAM</b>					
Actual	County Manager	48,262 (9)	N/A	52,000 (<1)	39,624 (9)
Range		42,000-63,000		52,000-78,000	31,954-48,568
<b>GREENLEE</b>					
Actual	County Administrator	44,866 (2.5)	N/A	N/A	N/A
Range		No Range			
<b>LA PAZ</b>					
Actual	70,013 (1)	62,379 (1)	103,958 (1)	Planning & Zoning Director	N/A
Range	70,013-70,013	32,379-62,379	103,958-103,958		
<b>MARICOPA</b>					
Actual	110,768 (7)	127,159 (3)	185,195 (4)	105,465 (2)	102,750 (1)
Range	80,496-122,054	87,006-142,771	136,718-196,622	76,253-12,3552	70,720-103,002
<b>MOHAVE</b>					
Actual	N/A	62,858 (3)	92,914 (<1)	49,608 (11)	46,904 (4)
Range		57,013-88,483	84,261-130,749	36,774-57,013	40,539-62,858
<b>NAVAJO</b>					
Actual	76,395 (1)	55,744 (<1)	90,903 (1)	75,000 (1)	45,000 (3)
Range	55,745-69,681	54,385-67,982	84,823-106,029	45,752-57,191	40,438-50,548
<b>PIMA</b>					
Actual	102,000 (1)	90,442 (<1)	147,918 (1)	N/A	58,341 (9)
Range	67,620-149,989	87,921-174,428	87,921-174,428		37,252- 68,828
<b>PINAL</b>					
Actual	77,775 (1)	100,142 (1)	134,231 (1)	60,143 (9)	67,456 (1)
Range	75,878-104,724	78,159-107,879	127,749-176,252	55,816-77,072	64,173-88,670
<b>SANTA CRUZ</b>					
Actual	77,730 (3)	59,634 (1)	98,155 (2)	54,456 (25)	Public Defender
Range	61,151-82,553	59,659-80,539	88,457-119,677	43,279-58,426	
<b>YAVAPAI</b>					
Actual	67,195 (5)	84,253 (<1)	125,639 (2)	N/A	66,148 (8)
Range	63,301-86,175	84,253-114,698	101,947-138,783		57,546-78,340
<b>YUMA</b>					
Actual	65,629 (2)	73,258 (7)	129,007 (9)	N/A	72,786 (9)
Range	53,865-84,010	61,626-96,121	82,715-129,007		52,801-82,351

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**SUPERVISORY & ADMINISTRATIVE POSITIONS** (numbers in parentheses indicated years in position)

	<b>Assistant County Manager</b>	<b>Bio-Defense Manager</b>	<b>County Librarian</b>	<b>Law Librarian</b>
<b>APACHE</b>				
Actual	N/A	N/A	81,601 (19)	N/A
Range			61,595-92,393	
<b>COCHISE</b>				
Actual	120,000 (-)	57,849 (6)	Vacant	44,827 (1)
Range	No Range	41,884-62,514	64,064-95,915	47,338-69,204
<b>COCONINO</b>				
Actual	145,380 (1)	N/A	N/A	46,192 (17)
Range	No Range			39,081-57,470
<b>GILA</b>				
Actual	96,035 (13)	N/A	Assistant County Manager	N/A
Range	77,431-139,375			
<b>GRAHAM</b>				
Actual	N/A	Health Director	N/A	N/A
Range				
<b>GREENLEE</b>				
Actual	Clerk of the Board	Health Director	10,518 (4)	N/A
Range			No Range	
<b>LA PAZ</b>				
Actual	N/A	55,536 (1)	N/A	N/A
Range		46,548-68,910		
<b>MARICOPA</b>				
Actual	163,866 (2)	N/A	144,719 (5)	N/A
Range	133,952-198,494		105,331-172,557	
<b>MOHAVE</b>				
Actual	90,043 (10)	43,430 (<1)	102,440 (3)	32,329 (9)
Range	76,419-118,602	49,254-76,419	80,246-124,530	33,363-51,709
<b>NAVAJO</b>				
Actual	124,999 (<1)	Vacant	80,183 (19)	N/A
Range	93,629-140,443	49,271-61,589	64,647-80,809	
<b>PIMA</b>				
Actual	188,743 (7)	79,809 (3)	142,919 (4)	65,404 (3)
Range	101,441-198,724	67,620-149,989	87,921-174,428	62,153-93,230
<b>PINAL</b>				
Actual	137,130 (-)	71,635 (9)	84,215 (15)	58,716 (20)
Range	137,130-189,151	64,877-89,565	70,782-97,731	48,119-66,497
<b>SANTA CRUZ</b>				
Actual	Public Works Director	23,420 (7)	N/A	N/A
Range		(-) (PT)		
<b>YAVAPAI</b>				
Actual	136,048 (2)	N/A	95,487 (23)	42,987 (<1)
Range	101,947-138,783		92,679-126,166	39,305-53,507
<b>YUMA</b>				
Actual	118,723 (2)	N/A	105,175 (10)	Vacant
Range	90,484-141,125		82,715-129,007	47,902-77,288

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	Accounting Clerk	Administrative Assistant	Clerk II	Legal Assistant I	Legal Assistant II	
<b>APACHE</b>	Actual Range	Vacant 20,782-31,174	24,107 (2) 21,835-32,752	17,492 (1) 17,057-25,586	28,887 (3) 28,649-42,973	N/A
<b>COCHISE</b>	Actual Range	23,183 (3) 21,211-31,397	33,458 (14) 28,197-41,884	22,495 (3) 18,647-28,875	Vacant 25,023-37,125	Vacant 28,167-41,884
<b>COCONINO</b>	Actual Range	35,318 (12) 31,385-46,154	40,602 (24) 35,986-52,919	31,117 (6) 26,990-39,691	N/A	53,290 (2) 42,271-62,164
<b>GILA</b>	Actual Range	25,833 (3) 22,369-36,910	41,053 (2) 28,887-50,553	24,634 (10) 23,765-41,589	Vacant 43,886-78,995	N/A
<b>GRAHAM</b>	Actual Range	36,790 (2) 29,666-45,084	39,806 (1) 34,320-52,156	N/A	48,360 (1) 37,778-57,434	N/A
<b>GREENLEE</b>	Actual Range	N/A	37,440 (12) 29,827-44,283	29,120 (4) 24,586-32,344	37,440 (1) 37,419-37,419	N/A
<b>LA PAZ</b>	Actual Range	27,955 (1) 24,674-36,513	34,831 (11) 28,005-41,477	23,566 (8) 23,571-34,921	27,823 (11) 23,570-34,921	N/A
<b>MARICOPA</b>	Actual Range	37,867 (77) 28,933-49,566	37,519 (144) 30,971-44,325	27,975 (161) 22,298-34,112	46,985 (138) 38,398-55,958	N/A
<b>MOHAVE</b>	Actual Range	41,618 (6) 38,605-59,862	31,157 (42) 28,829-44,678	30,396 (9) 27,456-42,557	40,539 (1) 38,605-59,862	N/A
<b>NAVAJO</b>	Actual Range	29,085 (3) 24,678-30,848	31,976 (3) 29,335-36,669	N/A	29,968 (5) 25,928-32,410	31,674 (6) 29,335-36,669
<b>PIMA</b>	Actual Range	34,919 (8) 29,328-42,620	35,312 (88) 30,451-44,492	29,012 (10) 24,419-34,924	40,829 (73) 32,136-59,530	N/A
<b>PINAL</b>	Actual Range	31,021 (8) 29,507-40,870	29,486 (71) 28,057-38,866	26,010 (13) 25,371-35,157	41,467 (3) 30,978-42,917	43,578 (12) 41,467-57,308
<b>SANTA CRUZ</b>	Actual Range	29,604 (8) 27,072-36,810	32,302 (8) 29,152-39,537	25,069 (4) 25,140-33,315	30,194 (8) 28,442-38,396	N/A
<b>YAVAPAI</b>	Actual Range	30,268 (4) 29,530-40,200	37,247 (13) 35,031-48,643	30,487 (29) 29,530-40,200	40,952 (6) 39,305-53,507	N/A
<b>YUMA</b>	Actual Range	29,189 (3) 27,472-42,846	45,544 (13) 37,991-59,253	27,308 (2) 21,840-34,062	41,382 (5) 37,991-42,846	N/A

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	Legal Secretary	Office Supervisor	Human Resources Analyst	Librarian	Secretary
<b>APACHE</b>	Actual 24,218 (1) Range 22,940-34,410	Actual 36,219 (1) Range 27,950-41,925	Actual 28,648 (1) Range 27,950-41,925	Vacant 29,365-44,048	Actual 22,288 (2) Range 20,782-31,174
<b>COCHISE</b>	Actual 29,058 (1) Range 23,559-34,950	Vacant 26,552-39,429	Actual 42,775 (3) Range 36,221-54,029	N/A	Actual 25,839 (3) Range 21,211-31,397
<b>COCONINO</b>	Actual 34,793 (12) Range 31,385-46,154	Actual 57,856 (5) Range 49,478-72,761	Actual 52,749 (4) Range 49,478-72,761	N/A	Actual 36,088 (22) Range 33,229-48,865
<b>GILA</b>	Actual 32,252 (4) Range 31,756-55,573	Actual 36,705 (2) Range 33,344-58,352	Actual 34,344 (1) Range 31,756-55,573	Actual 44,583 (1) Range 39,807-71,651	Actual 44,798 (6) Range 38,600-67,549
<b>GRAHAM</b>	Actual Court Clerk Range	Actual 41,002 (1) Range 36,608-55,640	N/A	N/A	Actual 33,228 (6) Range 23,868-45,084
<b>GREENLEE</b>	Actual N/A Range	N/A	N/A	N/A	Actual 16,744 (1) Range 16,744-16,744
<b>LA PAZ</b>	Actual N/A Range	N/A	N/A	Actual 36,040 (1) Range 35,134-50,897	Actual 28,120 (4) Range 23,804-35,197
<b>MARICOPA</b>	Actual 40,933 (200) Range 33,613-49,192	Actual 42,004 (24) Range 35,339-53,206	Actual 57,637 (27) Range 47,029-73,299	Actual 47,051 (33) Range 41,330-66,394	Actual 32,427 (322) Range 27,872-40,622
<b>MOHAVE</b>	Actual 28,829 (1) Range 28,829-44,678	Actual 48,368 (5) Range 40,539-62,858	Actual 40,539 (1) Range 40,539-62,858	Actual 53,414 (3) Range 51,709-80,246	N/A
<b>NAVAJO</b>	Actual 29,987 (5) Range 25,928-32,410	Actual 38,082 (3) Range 34,019-42,524	Vacant 37,551-46,939	Actual 80,183 (1) Range 64,647-80,809	Actual 27,005 (19) Range 24,076-30,096
<b>PIMA</b>	Actual 35,551 (65) Range 27,726-51,501	Actual 45,616 (4) Range 31,033-45,511	Actual 48,534 (10) Range 44,907-66,540	Actual 47,373 (53) Range 44,907-66,540	Actual 45,018 (2) Range 34,340-51,002
<b>PINAL</b>	Actual 34,262 (19) Range 32,577-45,113	Actual 49,377 (11) Range 39,442-54,537	Actual 55,858 (3) Range 53,151-73,405	Actual 55,858 (1) Range 48,119-66,497	Actual 33,409 (14) Range 30,978-42,917
<b>SANTA CRUZ</b>	Actual N/A Range	Actual 39,982 (5) Range 34,656-46,783	Actual 33,738 (1) Range 30,630-41,351	N/A	Actual 27,733 (3) Range 27,072-36,547
<b>YAVAPAI</b>	Actual 35,723 (49) Range 32,483-44,220	Actual 48,683 (12) Range 43,235-58,858	Actual 35,731 (3) Range 35,731-48,643	Actual 72,043 (1) Range 63,301-86,175	Actual 26,935 (3) Range 26,935-36,546
<b>YUMA</b>	Actual 31,351 (7) Range 27,472-42,846	Actual 36,478 (1) Range 33,873-52,831	Actual 39,914 (1) Range 37,991-59,253	Actual 41,342 (1) Range 40,334-62,907	Actual 30,110 (37) Range 27,472-42,846

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	<b>Courtroom Clerk</b>	<b>Court Clerk</b>	<b>Probation Officer</b>	<b>Attorney I</b>	<b>Attorney II</b>	
<b>APACHE</b>	Actual Range	21,657 (3) 21,302-31,953	22,867 (7) 21,302-31,593	35,266 (2) 33,224-49,836	61,992 (1) 48,118-72,117	Vacant 55,802-83,703
<b>COCHISE</b>	Actual Range	33,148 (8) 29,614-54,442	26,676 (33) 23,912-42,679	39,602 (17) 35,535-61,578	55,000 (1) 41,884-62,514	68,087 (6) 48,431-72,398
<b>COCONINO</b>	Actual Range	38,397 (3) 35,986-52,919	34,008 (7) 33,229-48,865	50,378 (32) 45,657-67,143	62,695 (5) 61,891-88,772	69,539 (2) 67,005-98,537
<b>GILA</b>	Actual Range	38,076 (7) 36,762-64,334	30,963 (6) 27,511-48,145	40,802 (1) 39,807-71,651	60,009 (4) 58,812-105,861	65,810 (3) 64,840-116,712
<b>GRAHAM</b>	Actual Range	31,694 (4) 27,326-41,548	35,594 (9) 29,666-45,084	51,324 (11) 40,092-60,944	78,400 (3) 56,000-84,000	N/A
<b>GREENLEE</b>	Actual Range	N/A	29,120 (7) 27,082-32,926	43,680 (5) 34,715-51,813	65,643 (1) No Range	N/A
<b>LA PAZ</b>	Actual Range	30,472 (15) 23,571-34,922	23,021 (15) 23,571-34,922	49,974 (4) 42,199-58,620	N/A	59,661 (3) 54,907-81,272
<b>MARICOPA</b>	Actual Range	39,394 (196) 32,510-46,426	31,339 (440) 27,872-40,622	58,266 (813) 49,296-68,307	85,561 (765) 61,485-126,339	N/A
<b>MOHAVE</b>	Actual Range	32,090 (13) 31,782-49,254	20,709 (9) 23,712-36,744	38,605 (14) 38,605-59,862	56,803 (13) 54,288-84,261	63,858 (15) 59,862-92,914
<b>NAVAJO</b>	Actual Range	25,854 (8) 26,576-33,220	30,068 (8) 26,576-33,220	45,827 (26) 35,742-44,677	59,999 (1) 54,385-67,982	65,928 (9) 64,647-80,809
<b>PIMA</b>	Actual Range	39,496 (62) 33,356-50,033	28,203 (61) 20,356-30,534	44,409 (174) 36,102-54,153	74,322 (208) 54,100-123,136	N/A
<b>PINAL</b>	Actual Range	36,585 (6) 35,690-49,356	N/A	46,733 (9) 45,582-63,022	65,474 (5) 62,297-86,005	75,878 (4) 75,878-104,724
<b>SANTA CRUZ</b>	Actual Range	33,014 (5) 29,882-40,354	27,091 (9) 25,766-34,785	40,189 (1) 40,189-54,255	Vacant 55,399-74,788	64,168 (2) 61,151-82,553
<b>YAVAPAI</b>	Actual Range	33,811 (25) 32,483-44,220	33,811 (25) 32,483-44,220	49,420 (38) 47,559-64,744	69,884 (7) 63,301-86,175	74,204 (15) 69,631-94,791
<b>YUMA</b>	Actual Range	31,734 (8) 29,689-47,902	N/A	52,461 (26) 43,532-70,236	58,944 (6) 51,244-79,923	70,227 (5) 57,187-89,192

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	<b>Attorney III</b>	<b>Animal Control Officer</b>	<b>Detention Officer</b>	<b>Detention Supervisor</b>	<b>Deputy Sheriff</b>
<b>APACHE</b>					
Actual	93,339 (2)	N/A	27,156 (11)	31,834 (5)	35,648 (9)
Range	64,713-97,070		26,603-39,905	30,852-46,278	33,224-49,836
<b>COCHISE</b>					
Actual	77,065 (19)	30,612 (4)	33,749 (55)	46,400 (5)	47,404 (62)
Range	58,832-88,032	28,167-41,884	32,000-36,000	44,000-48,000	43,000-52,000
<b>COCONINO</b>					
Actual	76,243 (6)	40,602 (4)	34,359 (21)	52,579 (15)	51,079 (26)
Range	74,376-109,377	35,986-52,919	31,385-46,154	45,657-67,143	42,271-62,164
<b>GILA</b>					
Actual	78,837 (2)	25,878 (4)	33,251 (45)	42,189 (9)	46,626 (28)
Range	70,232-126,417	24,954-43,669	31,756-55,573	39,807-71,651	43,886-78,995
<b>GRAHAM</b>					
Actual	N/A	33,228 (1)	31,954 (27)	42,302 (10)	45,162 (15)
Range		31,954-48,568	31,954-48,568	37,778-57,434	43,602-59,150
<b>GREENLEE</b>					
Actual	N/A	35,360 (2)	31,200 (17)	64,065 (1)	39,520 (11)
Range		33,800-37,190	29,099-32,926	No Range	33,446-47,570
<b>LA PAZ</b>					
Actual	90,230 (1)	34,200 (1)	32,646 (13)	43,600 (5)	42,999 (23)
Range	83,083-90,232	29,384-43,514	31,378-44,108	34,731-49,030	42,199-58,620
<b>MARICOPA</b>					
Actual	134,202 (13)	35,449 (27)	44,397 (1,637)	63,333 (211)	62,294 (507)
Range	103,542-146,245	31,138-51,480	40,414-57,949	56,430-74,755	51,584-73,112
<b>MOHAVE</b>					
Actual	89,942 (8)	30,272 (5)	32,403 (76)	42,822 (4)	46,671 (50)
Range	69,306-107,557	28,829-44,678	31,782-49,254	42,557-65,998	40,539-62,858
<b>NAVAJO</b>					
Actual	85,411 (6)	31,976 (2)	32,445 (40)	35,742 (7)	45,666 (39)
Range	74,971-93,714	24,076-30,096	29,335-36,669	35,742-44,677	40,438-50,548
<b>PIMA</b>					
Actual	N/A	34,197 (19)	41,775 (414)	54,698 (46)	55,237 (430)
Range		31,033-45,511	36,441-54,122	49,920-63,524	43,368-62,068
<b>PINAL</b>					
Actual	90,120 (43)	28,057 (8)	50,507 (152)	N/A	52,297 (117)
Range	87,902-121,332	28,057-38,866	44,601-61,636		46,179-63,811
<b>SANTA CRUZ</b>					
Actual	74,585 (5)	30,812 (6)	31,742 (40)	65,083 (1)	43,414 (23)
Range	67,498-91,123	28,442-38,396	30,630-41,351	52,729-71,186	39,207-57,003
<b>YAVAPAI</b>					
Actual	83,547 (17)	36,450 (7)	36,517 (88)	50,161 (20)	46,978 (91)
Range	76,594-104,270	32,483-44,220	35,731-48,643	47,559-64,744	43,235-58,858
<b>YUMA</b>					
Actual	81,277 (8)	32,698 (3)	37,242 (121)	48,560 (8)	49,579 (50)
Range	64,138-100,033	28,877-45,038	35,214-54,921	41,353-64,496	46,335-72,298

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	Dispatch / Communications	Investigator	Sergeant	Lieutenant	Building Inspector
<b>APACHE</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	27,032 (5) 26,603-39,905	48,492 (1) 39,493-59,239	45,303 (6) 42,529-63,794	Vacant 48,118-72,177	31,980 (1) 29,365-44,048
<b>COCHISE</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	31,345 (6) 29,911-44,511	Vacant 29,911-44,511	57,333 (12) 55,000-59,000	67,000 (4) 65,000-69,000	35,303 (1) 29,911-44,511
<b>COCONINO</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	N/A	57,144 (6) 45,657-67,143	66,944 (10) 49,478-72,761	86,219 (4) 61,891-88,772	44,611 (5) 35,986-52,919
<b>GILA</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	33,344 (13) 31,756-55,573	48,345 (2) 46,080-82,945	57,065 (7) 50,804-91,447	56,771 (3) 53,344-96,019	41,213 (3) 35,011-61,269
<b>GRAHAM</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	32,032 (10) 29,666-45,084	51,168 (2) 41,262-62,712	57,668 (3) 42,406-64,454	69,654 (1) 47,060-71,526	46,696 (1) 38,922-59,150
<b>GREENLEE</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	N/A	54,080 (3) 45,219-62,338	49,920 (1) 49,920-49,920	65,307 (1) No Range	N/A
<b>LA PAZ</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	30,747 (11) 28,663-40,671	46,812 (2) 44,002-61,293	58,356 (5) 50,537-73,344	72,946 (3) 54,801-77,269	40,102 (1) 53,910-79,772
<b>MARICOPA</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	43,013 (32) 40,206-59,592	69,466 (44) 55,224-83,408	82,451 (127) 56,430-74,755	100,988 (36) 69,389-88,130	58,107 (13) 41,600-68,224
<b>MOHAVE</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	40,352 (6) 31,782-49,254	42,449 (5) 40,539-62,858	64,753 (15) 49,254-76,419	79,823 (3) 57,013-88,483	41,567 (5) 35,027-54,288
<b>NAVAJO</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	36,173 (7) 31,241-44,449	50,000 (1) 42,486-53,107	49,082 (9) 43,548-54,435	57,139 (6) 51,765-64,706	32,725 (2) 30,820-38,525
<b>PIMA</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	38,818 (52) 35,817-53,394	51,584 (19) 37,252-68,828	75,288 (64) 70,636-75,234	106,881 (22) 103,022-114,650	46,561 (4) 36,649-69,764
<b>PINAL</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	35,732 (4) 31,660-43,877	52,021 (35) 50,742-70,121	69,397 (30) 56,882-78,564	75,899 (9) 72,232-99,714	46,968 (5) 43,578-60,229
<b>SANTA CRUZ</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	31,195 (8) 30,630-41,351	44,252 (2) 43,050-53,550	51,218 (5) 47,772-64,492	65,083 (1) 52,729-71,186	48,551 (1) 37,317-50,379
<b>YAVAPAI</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	37,065 (15) 35,731-48,643	53,062 (13) 47,559-64,744	63,077 (18) 52,315-71,218	79,471 (5) 63,301-86,175	41,731 (8) 39,305-53,507
<b>YUMA</b>	Actual Range	Actual Range	Actual Range	Actual Range	Actual Range
	29,022 (7) 27,886-43,492	50,989 (2) 39,341-61,358	67,124 (14) 53,863-84,009	74,518 (8) 58,923-91,900	Vacant 30,965-48,295

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	<b>C. A. D. Drafter</b>	<b>Civil Engineer E. I. T.</b>	<b>Civil Engineer P. E.</b>	<b>Custodian</b>	<b>Computer Technician</b>
<b>APACHE</b>	N/A	N/A	N/A	19,240 (6) 16,235-24,353	Vacant 30,852-46,278
<b>COCHISE</b>	33,518 (1) 29,911-44,511	Vacant 40,872-61,028	50,842 (1) 50,842-76,016	20,621 (15) 18,649-26,875	30,929 (3) 29,911-44,511
<b>COCONINO</b>	N/A	N/A	75,171 (2) 61,891-88,772	26,760 (4) 24,539-36,087	40,082 (3) 39,081-57,470
<b>GILA</b>	38,610 (1) 35,011-61,269	78,728 (1) 61,752-111,154	91,186 (1) 61,752-111,154	18,525 (1) 15,897-26,231	44,812 (3) 41,796-75,233
<b>GRAHAM</b>	35,698 (1) 34,320-52,156	N/A	92,092 (1) 72,000-108,000	30,550 (2) 23,868-36,270	58,240 (1) 52,000-78,000
<b>GREENLEE</b>	N/A	N/A	N/A	31,200 (4) 27,747-32,989	N/A
<b>LA PAZ</b>	N/A	N/A	N/A	19,264 (1) 19,264-28,514	N/A
<b>MARICOPA</b>	47,711 (5) 30,888-53,893	62,640 (34) 50,398-70,221	83,434 (63) 63,107-90,709	29,745 (27) 23,150-36,421	49,162 (37) 38,958-58,427
<b>MOHAVE</b>	N/A	63,010 (3) 51,709-80,246	77,418 (2) 57,013-88,483	26,012 (14) 24,898-38,605	45,581 (5) 44,678-69,306
<b>NAVAJO</b>	40,809 (1) 28,619-35,774	58,596 (2) 53,059-66,324	Vacant 53,059-66,324	22,017 (5) 18,808-23,510	41,393 (3) 36,635-45,794
<b>PIMA</b>	41,786 (2) 34,340-51,002	N/A	74,191 (16) 57,782-88,255	29,623 (4) 23,171-33,052	61,121 (22) 53,539-80,330
<b>PINAL</b>	42,513 (4) 39,442-54,537	45,818 (5) 45,817-63,299	69,908 (5) 68,203-94,149	24,113 (10) 21,810-30,210	43,578 (1) 43,578-60,229
<b>SANTA CRUZ</b>	39,562 (2) 34,656-46,783	N/A	N/A	(13) \$11.03/HR	41,163 (2) 40,189-54,255
<b>YAVAPAI</b>	35,731 (1) 35,731-48,643	N/A	67,275 (4) 57,546-78,340	24,696 (24) 24,405-33,223	39,305 (3) 39,305-53,507
<b>YUMA</b>	44,820 (2) 37,240-58,082	Vacant 43,903-68,474	77,299 (2) 55,778-87,430	21,850 (38) 17,712-27,625	36,279 (1) 32,065-50,011

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	<b>Engineering Technician</b>	<b>Equipment Mechanic I</b>	<b>Equipment Mechanic II</b>	<b>Equipment Operator I</b>	<b>Equipment Operator II</b>
<b>APACHE</b>					
Actual	Vacant	25,321 (1)	31,777 (3)	19,781 (1)	25,305 (23)
Range	32,414-48,620	24,704-37,056	25,954-38,932	19,781-29,672	24,101-36,152
<b>COCHISE</b>					
Actual	37,294 (5)	Vacant	Vacant	23,559 (7)	27,420 (13)
Range	29,911-44,511	23,559-34,950	28,167-41,884	23,559-34,950	25,023-37,127
<b>COCONINO</b>					
Actual	45,964 (2)	44,052 (8)	57,470 (1)	33,086 (17)	43,585 (24)
Range	42,271-62,164	35,986-52,919	39,081-57,470	31,385-46,154	33,229-48,865
<b>GILA</b>					
Actual	54,781 (1)	32,916 (2)	36,784 (2)	29,652 (12)	35,989 (6)
Range	48,384-87,092	31,756-55,573	33,344-58,352	27,511-48,145	33,344-58,352
<b>GRAHAM</b>					
Actual	Vacant	Vacant	42,536 (1)	32,032 (4)	39,806 (7)
Range	34,320-52,156	34,320-52,156	35,438-53,872	29,666-45,804	34,320-52,156
<b>GREENLEE</b>					
Actual	N/A	N/A	N/A	N/A	41,600 (18)
Range					33,717-51,334
<b>LA PAZ</b>					
Actual	N/A	28,725 (1)	N/A	N/A	N/A
Range		28,026-41,477			
<b>MARICOPA</b>					
Actual	45,398 (16)	32,240 (1)	46,444 (12)	N/A	45,443 (20)
Range	30,888-53,893	31,075-45,011	42,536-65,520		34,070-50,253
<b>MOHAVE</b>					
Actual	Vacant	36,400 (3)	44,678 (1)	28,829 (14)	32,263 (11)
Range	36,774-57,013	33,363-51,709	36,774-57,013	27,456-42,557	30,264-46,904
<b>NAVAJO</b>					
Actual	N/A	33,568 (7)	N/A	28,382 (10)	32,879 (11)
Range		30,068-37,585		27,921-34,902	30,068-37,585
<b>PIMA</b>					
Actual	38,353 (1)	46,180 (7)	N/A	N/A	35,700 (52)
Range	34,340-51,002	40,913-60,570			31,657-46,551
<b>PINAL</b>					
Actual	46,500 (4)	N/A	48,227 (5)	28,080 (16)	33,409 (22)
Range	45,817-63,299		37,566-51,957	26,693-36,990	32,576-45,113
<b>SANTA CRUZ</b>					
Actual	N/A	Vacant	N/A	32,770 (4)	38,745 (4)
Range		35,520-47,953		27,072-36,547	31,395-42,384
<b>YAVAPAI</b>					
Actual	50,485 (1)	34,632 (4)	38,886 (2)	30,015 (14)	37,000 (12)
Range	47,559-64,744	32,483-44,220	35,731-48,643	29,530-40,200	35,731-48,643
<b>YUMA</b>					
Actual	58,705 (4)	35,252 (3)	39,750 (3)	N/A	35,319 (29)
Range	38,564-60,146	35,252-54,982	38,756-60,447		33,537-52,307

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	<b>Equipment Operator III</b>	<b>Facilities Maintenance Worker</b>	<b>Automotive Mechanic</b>	<b>Planner</b>	<b>Registered Land Surveyor</b>	
<b>APACHE</b>	Actual Range	32,414 (16) 29,365-44,048	32,542 (4) 24,704-37,056	Vacant 23,513-35,270	Vacant 34,054-51,082	Vacant 35,778-53,668
<b>COCHISE</b>	Actual Range	33,185 (18) 29,911-45,511	25,023 (2) 25,023-37,125	Vacant 28,167-41,884	36,242 (1) 36,221-54,029	51,354 (2) 40,872-61,028
<b>COCONINO</b>	Actual Range	N/A	42,345 (3) 35,986-52,919	44,052 (8) 35,986-52,919	43,941 (1) 42,271-62,164	73,800 (1) 61,891-88,772
<b>GILA</b>	Actual Range	N/A	37,172 (7) 31,756-55,573	34,065 (3) 31,756-55,573	Vacant 43,886-78,995	59,023 (1) 39,807-71,651
<b>GRAHAM</b>	Actual Range	45,396 (2) 36,608-55,640	37,076 (1) 34,320-52,156	Equipment Mechanic	N/A	N/A
<b>GREENLEE</b>	Actual Range	43,680 (5) 39,062-46,426	N/A	N/A	N/A	N/A
<b>LA PAZ</b>	Actual Range	38,246 (5) 30,169-44,681	25,927 (2) 26,520-39,271	32,449 (2) 28,026-41,477	N/A	N/A
<b>MARICOPA</b>	Actual Range	54,191 (3) 41,454-56,534	39,924 (48) 31,990-44,928	41,099 (18) 37,544-55,640	54,332 (10) 50,024-80,080	N/A
<b>MOHAVE</b>	Actual Range	36,828 (25) 33,363-51,709	30,571 (4) 28,829-44,678	33,363 (2) 31,782-49,254	42,557 (1) 38,605-59,862	Vacant 42,557-65,998
<b>NAVAJO</b>	Actual Range	N/A	31,522 (7) 22,916-28,645	30,975 (4) 30,068-37,585	37,712 (1) 37,551-46,939	55,000 (1) 49,270-61,588
<b>PIMA</b>	Actual Range	37,831 (11) 34,340-51,002	39,232 (42) 40,550-53,394	40,305 (10) 40,856-53,394	48,593 (2) 44,907-66,540	68,821 (1) 64,792-96,388
<b>PINAL</b>	Actual Range	37,567 (38) 37,566-51,957	36,629 (17) 34,005-46,989	37,566 (6) 37,566-51,957	50,571 (1) 48,119-66,497	45,816 (1) 43,578-60,229
<b>SANTA CRUZ</b>	Actual Range	N/A	27,869 (15) 25,766-34,785	Vacant 32,984-44,530	Vacant 40,189-54,255	N/A
<b>YAVAPAI</b>	Actual Range	37,567 (38) 37,566-51,957	31,197 (10) 29,530-40,200	38,886 (2) 35,731-48,643	48,412 (3) 47,559-64,744	41,398 (5) 39,305-53,507
<b>YUMA</b>	Actual Range	42,044 (4) 37,991-59,253	30,396 (10) 27,886-43,492	36,589 (1) 27,886-43,492	52,448 (1) 44,123-68,816	N/A

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	<b>Sign Maintenance Worker</b>	<b>Vehicle &amp; Equipment Supervisor</b>	<b>Zoning Inspector</b>	<b>Appraiser I</b>	<b>Appraiser II</b>
<b>APACHE</b>	Actual 31,292 (1) Range 25,954-38,932	N/A	N/A	24,637 (2) 24,101-36,152	44,952 (1) 25,321-37,982
<b>COCHISE</b>	Actual 31,857 (3) Range 25,023-37,125	43,665 (2) 33,313-49,615	Vacant 26,552-39,429	27,936 (6) 26,552-39,429	32,101 (4) 29,911-44,511
<b>COCONINO</b>	Actual 31,777 (2) Range 31,385-46,154	57,450 (7) 45,657-67,143	Vacant 45,657-67,143	Vacant 39,081-57,470	48,594 (2) 42,271-62,164
<b>GILA</b>	Actual 34,548 (3) Range 31,756-55,573	48,942 (2) 41,796-75,233	Vacant 41,796-75,233	Vacant 26,201-45,852	30,202 (2) 28,887-50,553
<b>GRAHAM</b>	Actual 39,806 (1) Range 34,320-52,156	54,000 (1) 50,000-75,000	51,170 (1) 44,000-66,000	38,350 (1) 31,954-48,568	40,794 (2) 37,778-57,434
<b>GREENLEE</b>	N/A	N/A	N/A	35,360 (1) 34,570-34,570	39,520 (1) 39,062-39,062
<b>LA PAZ</b>	Actual 25,522 (1) Range 32,927-37,764	62,858 (1) 55,459-82,085	N/A	28,371 (3) 28,366-41,986	N/A
<b>MARICOPA</b>	Actual 39,911 (11) Range 33,155-48,693	63,893 (1) 55,640-80,808	N/A	N/A	39,283 (42) 36,026-58,074
<b>MOHAVE</b>	Actual 30,264 (1) Range 28,829-44,678	61,360 (1) 46,904-72,779	40,113 (2) 33,363-51,701	35,142 (6) 31,782-49,254	40,069 (5) 36,774-57,013
<b>NAVAJO</b>	Actual 26,575 (1) Range 25,928-32,410	43,746 (3) 34,870-43,588	34,054 (3) 30,820-38,525	28,620 (1) 28,619-35,774	33,853 (5) 33,190-41,487
<b>PIMA</b>	Actual 44,714 (1) Range 32,302-47,632	55,546 (2) 51,043-76,628	56,274 (4) 47,528-71,386	33,516 (14) 28,246-40,872	37,789 (28) 33,633-49,837
<b>PINAL</b>	Actual 38,526 (5) Range 37,566-51,957	58,716 (1) 48,119-66,497	48,162 (5) 39,442-54,537	35,135 (6) 32,577-45,113	37,885 (10) 35,690-49,356
<b>SANTA CRUZ</b>	N/A	41,486 (2) 39,207-52,930	N/A	33,495 (3) 29,152-39,357	40,164 (1) 32,984-44,530
<b>YAVAPAI</b>	Actual 24,405 (3) Range 24,405-33,223	58,143 (2) 47,559-64,744	41,398 (5) 39,305-53,507	33,500 (13) 32,483-44,220	39,953 (7) 35,731-48,643
<b>YUMA</b>	Actual 33,536 (3) Range 32,711-51,018	41,428 (2) 36,142-56,370	35,077 (2) 35,077-54,708	27,472 (2) 27,472-42,846	37,655 (3) 30,965-48,295

**Notes:** ‡ = dual appointment (-) = county did not provide data  
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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	Appraiser III	Environmental Health Specialist	Detention Nurse	Public Health Nurse	Community Nutrition Worker	
<b>APACHE</b>	Actual Range	Vacant 26,603-39,905	Vacant 30,852-46,278	50,554 (1) 50,554-75,831	Vacant 46,944-70,417	Vacant 20,276-30,413
<b>COCHISE</b>	Actual Range	41,579 (1) 33,313-49,615	Vacant 33,313-49,615	57,333 (1) 38,482-57,303	50,680 (4) 44,511-66,476	35,413 (1) 31,397-46,708
<b>COCONINO</b>	Actual Range	68,484 (2) 53,442-78,593	41,003 (3) 42,271-62,164	65,617 (3) 53,442-78,593	44,849 (3) 49,478-72,761	41,724 (3) 35,986-52,919
<b>GILA</b>	Actual Range	35,964 (4) 31,756-55,573	41,832 (2) 35,011-61,269	53,891 (2) 46,080-82,945	49,089 (3) 43,886-78,995	Vacant 38,600-67,549
<b>GRAHAM</b>	Actual Range	N/A	50,830 (2) 38,922-71,526	50,882 (3) 42,406-64,454	50,882 (2) 42,406-54,545	32,474 (2) 26,182-39,806
<b>GREENLEE</b>	Actual Range	N/A	49,920 (1) 50,003-50,003	N/A	43,680 (1) 44,117-44,117	31,408 (1) 31,408-31,408
<b>LA PAZ</b>	Actual Range	N/A	58,490 (1) 45,339-67,106	48,006 (1) 33,352-49,370	45,427 (1) 45,423-67,212	N/A
<b>MARICOPA</b>	Actual Range	48,900 (32) 36,026-58,074	48,333 (114) 41,142-66,206	79,311 (111) 55,723-88,005	71,522 (47) 53,685-77,854	N/A
<b>MOHAVE</b>	Actual Range	43,418 (5) 40,539-62,858	37,690 (4) 36,774-57,013	N/A	51,232 (6) 42,557-65,998	27,981 (4) 27,456-42,557
<b>NAVAJO</b>	Actual Range	N/A	41,382 (1) 37,551-46,939	60,296 (5) 64,647-80,809	51,418 (3) 41,449-51,812	24,678 (4) 24,678-30,848
<b>PIMA</b>	Actual Range	47,103 (15) 40,913-60,570	44,399 (17) 40,913-60,570	N/A	56,046 (24) 37,190-76,045	33,100 (16) 29,328-42,620
<b>PINAL</b>	Actual Range	41,469 (1) 39,442-54,537	45,818 (6) 43,578-60,229	61,722 (10) 58,737-81,101	61,722 (7) 58,737-81,101	23,560 (6) 22,983-31,831
<b>SANTA CRUZ</b>	Actual Range	N/A	43,846 (2) 42,224-57,003	80,267 (1) 54,049-72,964	N/A	N/A
<b>YAVAPAI</b>	Actual Range	46,549 (1) 39,305-53,507	45,792 (7) 43,235-58,858	N/A	49,424 (10) 47,559-64,744	38,951 (3) 32,483-44,220
<b>YUMA</b>	Actual Range	Vacant 35,784-55,810	55,704 (4) 37,564-60,146	69,257 (6) 54,134-84,430	58,874 (8) 44,788-69,854	30,696 (14) 27,472-42,846

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**BENCHMARK POSITIONS:** Office and Clerical (numbers in parentheses indicate number of incumbents)

	<b>Nutritionist Supervisor</b>	<b>Public Health Program Manager</b>	<b>Programmer / Analyst</b>
<b>APACHE</b>			
Actual	Vacant	25,274 (2)	N/A
Range	24,704-37,056	24,101-36,152	
<b>COCHISE</b>			
Actual	Vacant	N/A	57,246 (1)
Range	36,221-54,029		42,896-64,064
<b>COCONINO</b>			
Actual	77,164 (1)	54,786 (3)	48,853 (1)
Range	53,442-78,593	49,478-72,761	45,657-67,143
<b>GILA</b>			
Actual	47,767 (1)	45,447 (1)	N/A
Range	43,886-78,995	41,796-75,233	
<b>GRAHAM</b>			
Actual	64,454 (1)	43,940 (4)	Vacant
Range	42,406-64,454	34,320-52,156	42,000-63,000
<b>GREENLEE</b>			
Actual	56,160 (1)	N/A	N/A
Range	56,472-56,472		
<b>LA PAZ</b>			
Actual	N/A	53,995 (1)	N/A
Range		36,492-53-995	
<b>MARICOPA</b>			
Actual	N/A	44,457 (21)	68,466 (22)
Range		38,771-66,643	55,723-83,595
<b>MOHAVE</b>			
Actual	N/A	40,539 (1)	62,286 (2)
Range		40,539-62,857	49,254-76,419
<b>NAVAJO</b>			
Actual	N/A	43,307 (6)	50,501 (1)
Range		38,490-48,112	44,637-55,796
<b>PIMA</b>			
Actual	42,113 (4)	61,108 (13)	57,556 (12)
Range	39,062-57,804	53,539-123,136	53,539-80,330
<b>PINAL</b>			
Actual	41,469 (6)	81,742 (3)	60,143 (4)
Range	41,467-57,308	75,878-104,724	55,816-77,072
<b>SANTA CRUZ</b>			
Actual	N/A	N/A	56,618 (1)
Range			50,189-67,756
<b>YAVAPAI</b>			
Actual	52,535 (1)	65,271 (4)	64,009 (7)
Range	47,559-64,744	63,301-86,175	57,546-78,340
<b>YUMA</b>			
Actual	85,298 (1)	56,851 (1)	N/A
Range	56,057-87,430	52,801-82,351	

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## SALARIES OF CHIEF DEPUTIES

(Number in parentheses indicates years in position)

County	Assessor		Attorney		Clerk of the Superior Court		Recorder		School Superintendent		Sheriff		Treasurer	
APACHE	60,911	(2)	112,907	(1)	60,911	(10)	60,911	N/A	60,911	(<1)	79,283	(8)	60,911	(3)
COCHISE	56,034	(14)	99,770	(8)	52,051	(<1)	62,389	(26)	50,000	(<1)	85,600	(4)	55,253	(4)
COCONINO	70,392	(4)	125,243	(<1)	65,139	(1)	75,287	(3)	81,645	(6)	135,320	(11)	55,158	(2)
GILA	58,273	(1)	(-)		65,373	(11)	64,726	(3)	60,195	(3)	103,388	(3)	65,180	(9)
GRAHAM	51,040	(7)	109,520	(5)	46,852	(17)	51,040	(5)	51,040	(10)	67,680	(7)	51,040	(16)
GREENLEE	57,172	(2)	97,405	(2)	57,172	(5)	57,172	(14)	57,172	(23)	83,688	(3)	57,172	(3)
LA PAZ	53,040	(3)	94,827	(3)	53,040	(2)	53,040	(4)	53,040	(2)	80,746	(3)	53,040	(6)
MARICOPA	158,229	(10)	188,505	(<1)	144,678	(11)	(-)		156,015	(7)	192,096	(5)	137,370	(5)
MOHAVE	80,000	(2)	140,712	(31)	67,000	(4)	54,288	(2)	63,000	(<1)	112,944	(1)	69,500	(3)
NAVAJO	58,568	(7)	N/A		58,568	(2)	Vacant		58,568	(15)	81,599	(4)	57,419	(1)
PIMA	106,068	(3)	130,477	(4)	92,570	(<1)	116,856	(12)	96,900	(1)	168,144	(1)	125,599	(<1)
PINAL	72,297	(1)	144,082	(3)	78,287	(15)	58,140	(2)	75,964	(13)	124,979	(7)	99,969	(2)
SANTA CRUZ	52,104	(18)	98,155	(7)	42,182	(8)	(-)		(-)		(-)		43,181	(2)
YAVAPAI	69,523	(2)	142,989	(15)	57,547	(2)	68,154	(4)	78,340	(2)	111,325	(<1)	78,340	(10)
YUMA	57,893	(4)	122,791	(5)	79,974	(3)	52,123	(6)	N/A		N/A		62,344	(<1)

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(-) Indicates county did not provide information

## SHERIFFS INFORMATION

County	County furnishes	Tuition Reimbursement Program	Total FTE Employees	Total FTE Employees in Jails	Total AZ POST <sup>1</sup> Certified Officers
APACHE	Weapon; Uniform	Yes	75	40	30
COCHISE	Weapon; Annual cash allowance for weapon/uniforr	Yes	170	63	79
COCONINO	Weapon; \$1,000/yr uniform allowance	Yes	234	89	56
GILA	Weapon; Uniform; \$600 Annual cash allowance for weapon/uniform	No	135	63	47
GRAHAM	\$900 annual cash allowance for weapon/uniform	No	70	29	23
GREENLEE	Weapon; \$1,200/yr uniform allowance	No	47	29	13
LA PAZ	Weapon; \$1,200/yr uniform allowance	No	48	36	(-)
MARICOPA	\$800 annual cash allowance for weapon/uniform	Yes	3,396	1,593	706
MOHAVE	Weapon; Uniform; \$650 annual cash allowance for weapon/uniform	Yes	250	129	71
NAVAJO	Weapon; \$1,800/yr uniform allowance	No	151	79	59
PIMA	Weapon; Uniform; \$1,050 Annual cash allowance for weapon/uniform	No	1,519	618	525
PINAL	Weapon; Uniform	Yes	472	223	192
SANTA CRUZ	Weapon; Uniform	Yes	83	40	34
YAVAPAI	Weapon; Uniform; \$960 Annual cash allowance for weapon/uniform	Yes	378	175	125
YUMA	Weapon; Uniform	Yes	309	204	78

Notes: (1) AZ POST is the Arizona Peace Officers Standards and Training Board.  
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## PERSONNEL INFORMATION

County	Federally Approved Merit System	Written Position Classifications	Formal Supervisory Training	Flex Time	Tuition Reimbursement <sup>1</sup>	Pre-employ Physical <sup>2</sup>	Pre-employ Drug Test <sup>2</sup>	Drug Test for Current Employees	Physical or Drug Test for Promotion
APACHE	No	Yes	No	Yes	Yes	No	No	No	No
COCHISE	Yes	Yes	Yes	Yes	Yes	No	No	No	No
COCONINO	No	Yes	Yes	Yes	Yes	No	No	No	No
GILA	No	Yes	No	No	No	No	No	No	No
GRAHAM	Yes	Yes	Yes	No	No	No	No	No	No
GREENLEE	No	Yes	No	No	No	No	No	No	No
LA PAZ	No	Yes	No	No	No	No	No	No	No
MARICOPA	No	Yes	Yes	Yes	Yes	No	No	No	No
MOHAVE	No	Yes	Yes	No	Yes	No	No	No	No
NAVAJO	No	Yes	Yes	Yes	No	No	No	No	No
PIMA	No	Yes	Yes	No	Yes	No	No	No	No
PINAL	No	Yes	Yes	Yes	Yes	No	No	No	No
SANTA CRUZ	No	Yes	No	No	Yes	No	No	No	No
YAVAPAI	No	Yes	Yes	Yes	Yes	No	No	No	No
YUMA	No	Yes	No	No	Yes	No	No	No	No

Notes: (1) Reimbursement is contingent upon successful completion of course/class.

(2) Drug test & physical exam questions do **not** apply to law enforcement, criminal justice or positions which require a CDL.

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## VACATION & SICK LEAVE POLICIES

County	Eligibility for annual leave after	Number of hours of annual leave accrued after						Max hours annual leave accruable	Annual medical leave hours	Max hours medical leave accruable	Average # of medical leave hours taken per employee	Incentive plan for unused medical leave
		1 yr	3 yr	5 yr	10 yr	15 yr	20 yr					
APACHE	6 months	130.0	130.0	208.0	234.0	234.0	234.0	360.0	130.0	1,500.0	N/A	No
COCHISE	Immediately	104.0	104.0	130.0	161.2	208.0	208.0	240.0	96.2	1,040.0	65.5	No
COCONINO	6 months	104.0	120.0	144.0	160.0	200.0	240.0	240.0	96.0	1,040.0	N/A	Yes
GILA	6 months	80.0	80.0	120.0	160.0	160.0	160.0	240.0	80.0	Unlimited	72.0	Yes
GRAHAM	6 months	96.0	96.0	120.0	144.0	168.0	168.0	320.0	96.0	1,500.0	N/A	Yes
GREENLEE	Immediately	104.0	104.0	130.0	130.0	156.0	156.0	160.0	104.0	1,920.0	62.0	No
LA PAZ	(-)	80.0	80.0	120.0	160.0	160.0	160.0	160.0	80.0	Unlimited	(-)	Yes
MARICOPA	Immediately	111.6	111.6	133.2	189.6	204.0	211.2	270.0	up to 56	N/A	49.0	Yes
MOHAVE	Immediately	120.0	160.0	185.0	210.0	240.0	240.0	300.0	N/A	N/A	N/A	N/A
NAVAJO	6 months	96.0	120.0	120.0	144.0	168.0	168.0	240.0	96.0	N/A	57.9	No
PIMA	6 months	96.0	120.0	120.0	144.0	168.0	168.0	240.0	96.0	1,920.0	N/A	Yes
PINAL	6 months	80.0	80.0	120.0	144.0	160.0	160.0	360.0	96.0	N/A	(-)	No
SANTA CRUZ	6 months	104.0	104.0	128.0	152.0	152.0	152.0	320.0	0	N/A	N/A	No
YAVAPAI	Immediately	120.0	128.0	136.0	152.0	176.0	192.0	400.0	48.0	520.0	24.7	No
YUMA	(-)	192.0	200.0	224.0	248.0	256.0	264.0	0.0	96.0	(-)	N/A	Yes

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## JOB CLASSIFICATION & COMPENSATION POLICIES

## TRAVEL POLICIES

County	Positions Covered by Compensation Policy	Number of Job Classifications Covered	Number of Positions Covered	Number of Exempt Employees	Automatic Salary Increase After Probation	Automatic Salary Increase at Anniversary Date	Last Year's Salary Adjustment	Last Year's Merit Adjustment	Reimbursement for Mileage	Per diem Allowance (excluding Lodging)	Lodging (in-state): Metro	Lodging (in-state): Non-metro	Lodging (out-of state)
					Yes	No	2.5%	0.0%					
APACHE	N/A	(-)	(-)	(-)	Yes	No	2.5%	0.0%	0.540	Per DOA Guidelines			
COCHISE	99%	322	846	168	No	No	0.0%	0.0%	0.540	\$34	\$141	\$66	N/A
COCONINO	(-)	297	(-)	254	No	No	2.5%	2.5%	0.540	State Per Diem Schedule			
GILA	98%	233	576	86	No	No	1.8%	1.0-3.0%	0.510	\$25	GSA rate	\$91	GSA rate
GRAHAM	100%	115	269	80	Yes	No	0.0%	0.0%	0.440	\$36	\$80/90	\$75	Actual cost
GREENLEE	100%	49	152	26	No	No	2.0%	0.0%	0.445	\$50	Per DOA Guidelines		
LA PAZ	100%	220	252	27	No	No	2.0%	2.0%	0.375	\$36	N/A	N/A	N/A
MARICOPA	100%	627	15,489	3,836	No	No	0.0%	0.0%	0.540	Follows GSA Guidelines			
MOHAVE	100%	275	859	198	No	No	0.0%	0.0%	0.540	\$55	N/A	N/A	N/A
NAVAJO	94%	212	601	144	No	No	0.0%	0.0%	0.445	\$50	State Per Diem Schedule		
PIMA	78%	511	6,394	1,604	No	No	0.0%	2-6%	0.445	\$39	Single government rate		
PINAL	100%	(-)	(-)	(-)	No	No	0.0%	0.0%	0.540	Follows GSA Guidelines			
SANTA CRUZ	99%	127	396	51	No	No	5.0%	0.0%	0.445	\$46	N/A	\$83.00	N/A
YAVAPAI	98%	489	1,634	310	No	No	2.0%	0.0%	0.445	\$44	\$113	\$89	\$89
YUMA	100%	(-)	1,439	(-)	No	No	(-)	0.0%	0.540	Varies Depending on Destination and Date			

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## COUNTY WORK FORCE

County	Full-time Positions		Part-time Positions		New Hires 8/31/15 to 9/01/16	Turn over rate in F/T positions
	Authorized	Filled	Authorized	Filled		
APACHE	457	348	51	26	91	27.50%
COCHISE	844	762	87	38	181	17.68%
COCONINO	1,062	926	(-)	(-)	138	15.44%
GILA	619	528	23	13	114	22.37%
GRAHAM	241	229	32	27	43	12.0%
GREENLEE	155	149	20	18	22	11.9%
LA PAZ	252	252	50	50	125	(-)
MARICOPA	15,173	13,125	438	414	1,109	10.46%
MOHAVE	1,248	1,027	21	19	192	19.5%
NAVAJO	(-)	599	(-)	36	187	23.7%
PIMA	6,972	6,071	422	212	1,164	12.8%
PINAL	1,839	1,790	(-)	145	318	11.46%
SANTA CRUZ	360	334	18	16	93	12.0%
YAVAPAI	1,532	1,458	64	56	349	19.8%
YUMA	1,402	1,264	37	29	210	11.61%

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## HEALTH INSURANCE

County	Self Insured	Program Administrator	Limit (\$ 000's)	Excess (\$ 000's)	Provider	Premium for Employee only	Employee Share	Premium for Family Coverage	County Share for Family Coverage
APACHE	Yes	Erin P. Collins	(-)	(-)	BC/BS - TPA Gilsbar	550.00	20.00	1,268.00	1,038.00
COCHISE	Yes	Cochise Combined Trust	160	240	Cochise Combined Trust - TPA AmeriBen	550.00	0.00	1,063.40	796.00
COCONINO	Yes	Northern Arizona Public Employer Benefit Trust	150	(-)	BlueCross BlueShield of Arizona	502.15	20.00	1,246.16	982.20
GILA	Yes	Erin P. Collins	200	100	Gilsbar	501.86	62.50	1,176.43	876.93
GRAHAM	Yes	AZLGEBT	125	2,000	AZLGEBT PPO/AZLGEBT HDHP	548.48	50.00	1,267.68	1,017.68
GREENLEE	Yes	AZLGEBT	2,000	1,800	Gilsbar	501.86	28.86	1,176.44	970.56
LA PAZ	Yes	Gilsbar	(-)	(-)	Gilsbar	537.35	(-)	1,255.55	911.36
MARICOPA	Yes	(-)	(-)	(-)	Cigna HMO/ United Healthcare PPO	637.34/660.14	80.78/103.58	1,608.06/1,708.52	1,395.24
MOHAVE	Yes	Meritain	137	145	Meritain Health	585.51	57.66	1,729.19	1,478.03
NAVAJO	Yes	CBIZ	250	(-)	Meritain Health	528.02	52.80	1,321.80	1057.44
PIMA	Yes	Aetna	375	200	Aetna	382.68	70.00	1,246.29	1,114.23
PINAL	Yes	Erin P. Collins	240	1,000	Ameriben/BCBS of AZ	474.84	22.46	1,259.00	952.72
SANTA CRUZ	Yes	Gilsbar	200	(-)	Arizona Local Government Employee Benefit Trust	551.15	41.84<28,000	1,275.05	1,027.41
YAVAPAI	Yes	Summit, Inc.	250	Unlimited	Yavapai Combined Trust	657.96	0.00	1,518.96	873.21
YUMA	Yes	Blue Cross/Blue Shield AZ	150	(-)	Blue Cross/Blue Shield AZ	617.59	0.00	1,623.94	1,410.02

Notes: # Indicates county did not participate in survey. Data is more than one year old.

(-) Indicates county did not provide information

## EXTRA MEDICAL BENEFITS

County	Life Insurance (000's) <sup>1</sup>	Supplemental Accident Expenses	Short term Disability Plan	Eye Care	Dental Care	Employee Assistance Program	Wellness Program
APACHE	50/10/10	No	Included	Included	Included	N/A	Included
COCHISE	1 x annual salary	No	Included	Optional	Optional	Included	Included
COCONINO	40/ N/A / N/A	No	Optional	Included	Included	Included	Included
GILA	20/5/5	No	Included	Included	Included	N/A	Included
GRAHAM	40/5/5	No	Included	Included	Included	N/A	Included
GREENLEE	40/5/5	No	Included	Included	Included	N/A	N/A
LA PAZ	10/5/5	No	Included	Included	Included	N/A	Included
MARICOPA	1 x annual salary	Yes	Optional	Optional	Optional	Optional	Included
MOHAVE	Salary up to 50	No	Included	Optional	Optional	Included	Included
NAVAJO	50/2/(-)	No	Optional	Optional	Optional	Included	N/A
PIMA	50/10/10	Yes	Optional	Optional	Optional	Optional	Optional
PINAL	50/5/2.5	Yes	Included	Included	Included	Included	Optional
SANTA CRUZ	1 x annual salary/5/5	No	Included	Included	Included	Included	Included
YAVAPAI	1 x annual salary/2/1	Yes	Included	Included	Included	Included	Included
YUMA	1 x annual salary	No	Optional	Optional	Optional	Included	N/A

Notes: (1) Figures are for employee / spouse / children [over 6 months]. Amount is for basic plan only; some counties allow higher amounts at employee option.

# Indicates county did not participate in survey. Data is more than one year old.

(-) Indicates county did not provide information