Classification Description

PINAL COUNTY
Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: **SENIOR**

Class Code: TBD

Department: Varies

Pay Grade: Varies

FLSA Status: Varies

JOB SUMMARY

The senior level classification is a highly specialized level that may also include lead or full supervisory duties, depending upon the scope of the assignment. These positions are distinguished from journey level positions as they work under limited supervision, and perform advanced and highly specialized duties requiring considerable independent judgement and initiative.

Senior level classifications do not exist within all job classification series and should only be considered based upon the size, hierarchy, and needs of the office/department and when advanced and highly specialized duties are required. The level of senior is not a function of time in position (tenure) nor does it result from an increase in skills and duties that are expected to grow with tenure in a journey-level position. The majority of County positions are assigned to journey level classifications, with a small subset at the senior level.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Performs a variety of complex, specialized, and advanced level duties in a specialized discipline.
- Monitors and resolves complex issues by interpreting and applying policies and procedures.
- Serves as a subject matter expert to other staff and the public.
- Provides knowledge transfer, training, and guidance to lower level staff.
- Assists leadership in the development of policies and procedures.
- Formulates strategies and administers policies, procedures, and resources.
- Researches, collects, compiles, and analyzes complex data and information; and generate reports.
- May be responsible for budget monitoring and accountability.
- May be assigned to various teams and special projects.
- May supervise or act as a lead.
- Promotes and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.

- Performs other related duties as required.

POSITION SPECIFIC DUTIES:

- Varies by assignment.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Education and experience requirements are typically six (6) years of experience in the discipline **or** master's degree in discipline or related field **or** an equivalent combination of relevant education and/or experience may substitute for the minimum qualifications.

Knowledge, Skills and Abilities:

- In-depth knowledge of discipline or specialty and an understanding of how duties relate to the work of others in the organization.
- Knowledge of local, state, and federal rules, regulations, statutes, policies, and procedures relating to area of assignment.
- Advanced problem solving skills.
- Ability to effectively lead and manage a team.
- Ability to lead projects or initiatives under minimal supervision.
- Ability to communicate effectively and present complex information to a wide variety of audiences.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

PHYSICAL DEMANDS:

Varies by assignment.

WORK ENVIRONMENT:

Varies by assignment

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.