

# Market Range Detail - County Policy, Compliance, and Program Advocacy Director

## Effective Date

May 13, 2013

## Market Range Title Description

### PURPOSE STATEMENT

Positions in this market range title are responsible for consulting, coordinating, and managing activities related to the development, implementation, and maintenance of both the Office of Program Advocacy and the Office of Policy and Compliance. This position will work closely with requested or affected organizational units to provide advanced project management and policy consultation services to promote consistency and alignment of overall County goals.

### PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Analyze, research, and resolve difficult and complex issues related to departmental compliance and consistency with approved policies, plans, programs, and management strategies.
- Manage highly complex, sensitive, and difficult projects related to complex policy analyses.
- Provide review, corrective action implementation, training, direction and, in some cases, direct supervision in instances of noncompliance with policies, plans, and programs.
- Understand, interpret, and communicate compliance issues to County Administration related to County policies, plans, and programs.
- Analyze existing County policies for their comprehensiveness and clarity, and recommend modifications to County Administration.
- Coordinate and review the work of independent professionals contracted to perform special studies and analyses.
- Coordinate with other central and internal service agencies to monitor policy compliance Countywide.
- Work with central service agencies to identify deficiencies in current practices and identify solutions.
- Provide a central point of leadership to support the successful delivery of enterprise, high risk projects as requested by County offices.
- Build project management competency and maturity within Maricopa County.
- Provide a communication platform to inform County management and Elected Office leadership on the status on enterprise and high risk projects.
- Serve as a unified repository for Project management practices and procedures.
- Advocate for the role of project managers and the process(es) of project management.
- Mentor and consult with identified staff in best practice

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$38.57	\$48.79	\$59.01

## Likely Minimum Qualifications

- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- Bachelor's Degree focusing on Finance, Public Administration, Information Systems or a related field and Five years of progressively responsible technology, budgetary, or financial experience.

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.