

CLASSIFICATION ACTION REQUEST/POSITION DESCRIPTION FORM

Request to: Contact Name
 Contact Phone Contact Email

Position Number Title
 Job Code Grade Salary Schedule At Will Status
 Direct SPV Code SPV Link
 Process Level Department User Level/CK Locator
 Location Code Requested Effective Date

Expense Account
 Activity Law Enfcmt. Status

AGENCY SPECIFIC INFORMATION

I DO I DO NOT recommend this classification action.
 I DO I DO NOT certify that funds are available to finance increased costs for this and the subsequent fiscal year without additional legislative appropriation and that A.R.S. § 35-174, commonly known as the "Vacancy Savings" law, will not be violated.

FOR CLASS/COMP USE ONLY

Reason Code Position Number
 Title Job Code Salary Schedule
 Grade Exempt from Overtime FLSA Pay Plan
 Salary Range \$ to At Will Status
 Law Enfcmt. Status Ordinary Retirement Code
 Physical Required
 Analyst Signature Date Complete

Comments

POSITION DESCRIPTIONDS
JE**Responsibility For The Work Of Others**

This position has no regularly assigned supervisory responsibilities

Job Summary

Serve as the AzHOSA State Advisor Career and Technical student organization at the secondary level

- Provide leadership for the activities of the Arizona HOSA (AzHOSA) Career and Technical student organization
- Organize and coordinate the activities of the AzHOSA State Officers
- Prepare statistical, descriptive, and other reports as requested by the State and National HOSA Organizations
- Consult with business and industry for support of CTE Programs related to AzHOSA Health Career Education programs and AzHOSA to develop and/or continue linkages
- Collaborate with the CTE Program Specialist aligned with Health Careers, to evaluate and make recommendations for improvement, and technical assistance to enhance program quality and support AzHOSA chapters.
- Participate in the planning and implementation of Healthcare Career Education/AzHOSA in-service workshop(s), training and professional development events.
- Provide documentation and recommendation to the AZHOSA Board of Directors to implement the annual budget for AzHOSA
- Participate and provide leadership in national, regional, state and local conferences, workshops, and professional organizations to prepare and update instructional personnel for the integration of AzHOSA into Healthcare Career Education
- Consult with LEA's to ensure equal access to and success of special populations in Healthcare Career Education and AzHOSA
- Upon supervisory direction, serve as a consultant on task forces, committees, and special projects for ADE as a whole
- Organize and oversee the activities of any assigned support staff, assistants and/or interns

Major Responsibilities/Essential FunctionsDS
JE

Function	% Time Spent
Provide leadership for the activities of the Arizona HOSA (AzHOSA) career and technical student organization Provide technical assistance to the LEA's in developing and integrating AzHOSA organizations into Career Education programs Answer telephone questions, email correspondence, and respond to informal office visitations Serve as AzHOSA State Advisor Career and Technical student organization at the secondary level	35
Collaborate with the CTE Program Specialist aligned with Health Careers, to evaluate and make recommendations for improvement, and technical assistance to enhance program quality and support AzHOSA chapters.	10
Gather and analyze data, prepare statistical, descriptive and other reports for program planning and maintain a system of records for AzHOSA	5
Coordinate and organize workshops, regional meetings, conferences and state events for students in AzHOSA Coordinate, organize and participate in conferences, workshops, seminars and tours, and make in-depth visits to business and industry in order to update professional competence, and provide program improvement Help coordinate the activities for the statewide AZHOSA Advisory Board	25
Conduct AzHOSA and Healthcare Career Education program planning and development with business, industry and local education agencies	10

Plan, organize for and conduct statewide teacher in-service workshops for AzHOSA	5
Organize the activities of the statewide AzHOSA Officers.	5
Other duties as assigned as related to the position (typically 5% - 10%)	5
Total	100%

NOTE: Essential functions of all State positions include: regular and predictable attendance, adherence to State of Arizona and other applicable Standards of Conduct, and any agency-specific policies, procedures, and/or practices.

Decision Making Authority

Select One

Knowledge, Skills, and Abilities (KSAs)

Knowledge	Skill	Ability
Knowledge of the CTSO, AzHOSA <ul style="list-style-type: none"> • Knowledge of organization and management of a Career and Technical Education Student Organization • Knowledge of the Health Career Education program areas • Knowledge of CTE instructional materials and their availability and applicability to curriculum as appropriate to Health Career Education and how the CTSO is integral to the CTE classroom • Knowledge of principles and practices of public school organization and administration and how they relate to CTE and CTSO's • Knowledge of Classroom Management Teaching, Techniques utilized in CTE • Knowledge of appropriate Overseeing Techniques 	Speaking, presenting, Interviewing, motivating <ul style="list-style-type: none"> • Team Building, Leadership, Counseling • Fiscal budgeting, accounting, inventorying • Computing, Evaluating, analyzing, synthesizing data reports • Organizing, prioritizing, follow through to completion • Decision making, negotiation • Creating, writing, and editing • Proper written and verbal communications • Intermediate skill in using Microsoft Outlook 360, Word, Excel, web browsers, cloud-based files 	<ul style="list-style-type: none"> • Prioritize, organize, implement and coordinate multiple projects and people simultaneously • Lead teachers, students and CTE Administrators • Establish and maintain effective working relationships, organizing, and leading • Plan, coordinate, analyze, and establish priorities • Develop effective operating procedures • Counsel, team building, leadership, decision making • Establishing and maintaining effective internal and external working relationships • Working effectively internally and externally with both technical and non-technical individuals

Licenses / Certifications

Teaching experience in an approved CTE program area related to the position or an advisor for a Career and Technical Student Organization related to the position

- Must have a fingerprint card or the ability to get one at the time of hire
- Valid Arizona Drivers License or the ability to get one at the time of hire

NOTE: If position is required to drive on state business, the position will require the possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any driver training (see Arizona Administrative Code R2-10-207.12).

Selective Preferences

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Additional Job Demands (essential job functions)

This position functions in a standard office environment

Additional Physical Demands

Activity	Select from the dropdown box
Balancing	NA
Climbing	NA
Crawling	Rarely (less than 10%)
Driving	Occasionally (10-33%)
Foot Controls	Occasionally (10-33%)
Hearing	Continuously (greater than 66%)
Kneeling / Crouching / Bending	Frequently (34-66%)
Manual Dexterity	Frequently (34-66%)
Lifting / Carrying (select number of pounds using dropdown)	25-30 lbs
Reaching	Occasionally (10-33%)
Sitting	Continuously (greater than 66%)
Standing	Frequently (34-66%)
Talking	Continuously (greater than 66%)
Twisting	Continuously (greater than 66%)
Upper Extremity Repetitive Motion	Continuously (greater than 66%)
Seeing	Continuously (greater than 66%)
Walking / Running (include distance using dropdown)	0-.25 miles

Additional Mental Demands

Activity	Select from the dropdown box
Analysis / Reasoning	Continuously (greater than 66%)
Math / Mental Computation	Continuously (greater than 66%)
Reading	Continuously (greater than 66%)

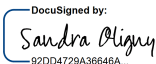
Activity	Select from the dropdown box
Sustained Mental Activity	Continuously (greater than 66%)
Composing Written Material	Continuously (greater than 66%)


Additional Environmental

Hazard	Select from the dropdown box
Asbestos	NA
Dust	NA
Frequent Task Changes	Continuously (greater than 66%)
High Volume Public Contact	Frequently (34-66%)
Loud Noise	Occasionally (10-33%)
Physical Danger	NA
Tedious / Exacting Work	Occasionally (10-33%)
Temperature Extremes	NA
Toxic Substances	NA


7/27/2022

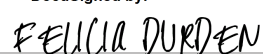
Signatures

Employee Signature:  Sandra Oligny

Supervisor Signature:  Julie Ellis 5/10/2022

Director:

DAS:  Cathie Raymond 5/10/2022

Associate:  FELICIA DURDEN 5/10/2022

TO THE EMPLOYEE: Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the job. Refusal to sign does not release an employee from performing the responsibilities outlined herein.

TO THE SUPERVISOR: By signing you attest that you have followed your agency's approval protocol.

Please attach an organization chart clearly identifying each position's official classification title, position number, job code, and pay grade. Include at least two levels of supervision above this position, this position's co-workers, and if applicable, subordinates. If requesting a reallocation, please include a CURRENT and PROPOSED organization chart.