



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-27

Effective Date: 06/07/2006

Revision Date: 07/31/2013

C. Dunkelberg

County Administrator

SUBJECT: **Request for Salary Studies for Individual Employees, Classifications, or Groups of Classifications**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. PURPOSE

The purpose of this procedure is to ensure uniformity in salary studies and to ensure that and all studies are approved by the County Administrator before proceeding.

II. BACKGROUND

Over the past couple of years, there has been a barrage of requests to study pay for individuals, classifications or groups of classifications. More and more frequently, these requests require a significant amount of staff time and the requests come at or around the same time. This practice, in essence, has allowed departments to establish the workload for the Human Resources Department prior to the County Administrator approving the parameter for the study and/or establishing a study date. Also, most requests come from the department with an urgent request for adoption prior to budget implementation or with unsupported documentation and justification.

III. PROCEDURE

In addition to the standard memorandum containing at a minimum the background and justification for the request, the attached Salary Study Request form must be completed in detail. The memorandum and completed form(s) are to be addressed to the County Administrator with the original sent to the Human Resources Director for discussion with and presentation to the County Administrator. The Human Resources Department will advise you of the County Administrator's approval to proceed. Also, approved studies will be placed in a queue and will be handled in order of receipt, unless the County Administrator approves otherwise. Responses to individual requests may be expedited dependent upon the justification and conditions. Requests for changes to the minimum qualifications only may be submitted directly to the Human Resources Director and may not require the County Administrator's approval. These requests must be submitted under a separate cover and do not apply to this procedure.

Emphasis will continue to be placed on hiring and retention issues for classifications. Hiring difficulties may require an adjustment in the minimum hiring authority for that particular classification.

**HUMAN RESOURCES DEPARTMENT
SALARY STUDY REQUEST FORM**

To: C.H. Huckelberry
County Administrator

Date: _____

Through: Allyn Bulzomi,
Human Resources Director

From: _____
Appointing Authority

Department

1. List the Classification or Groups of Classifications or incumbent/applicant salary requested to be studied.
- One Classification
 - Two or more classifications*
*A separate form must be attached for each classification and numbered accordingly.
 - Applicant's salary
 - Incumbent's salary

Page 1 of _____
Classification Code/Title

Page 1 of _____
Applicant's Name, Classification Code/Title

Page 1 of _____
Incumbent's Name, Classification Code/Title

2. Reason for Request. (Please check one or boxes below).
- Hiring difficulties
 - Retention difficulties
 - Other (explain below)

3. Number of employees in the classification with a mark next to any that need special attention for compensation with a reason why. (You may attach a separate document. If so, indicate "attached" below).

4. Complete turnover information for each classification, if applicable, for the past one or more fiscal years. Place all information in chronological order by term or transfer date listing the most current first.

Employee Name Date of Hire Date of Term/Transfer Reason (ex. Retired, promoted, demoted, transferred to another County department, left Pima County for other employment, left area). Indicate whether the position remains vacant or is filled.

Employee Name	Date of Hire	Date of Term/Transfer	Reason Employee Left	Position Currently Vacant or Filled

5. Hiring Difficulties encountered (if any):

6. Attach any other relevant information. (Indicate "None" by checking this box)

- COUNTY ADMINISTRATOR ACTION:
- Approved to proceed with study
 - Denied
 - Place on hold (Date TBD by the County Administrator)
 - Place on hold, need more information
 - Place on hold indefinitely

Date of County Administrator's Action: _____

- HUMAN RESOURCES STATUS:
- Placed in queue
 - Expedited per County Administrator's direction
 - On hold per County Administrator's direction (_____)
 Est. Begin Date
 - Denied by County Administrator, returned to department

Estimated completion date: _____

For any questions, please contact Human Resources at 724-8467.