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# MEMORANDUM

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Date: September 19, 2014

To: The Honorable Chair and Members  
Pima County Board of Supervisors  
Presiding Judge, Superior Court  
Elected Officials  
Appointing Authorities

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Hiring Moratorium/Position Control Freeze: September 25 through October 19, 2014**

In preparation for Pima County's rapidly approaching transition to our new ADP HR/Payroll System, it is necessary to place a hiring moratorium and position control freeze beginning Thursday, September 25, through and including Sunday, October 19, 2014.

During this hiring moratorium, departments may not hire any new employees or promote, transfer, reappoint, voluntary demote or change the employment status of any current employees. Departments may continue to conduct recruitment activities (i.e. preparing requisitions, reviewing applications, interviewing) leading up to the selection of candidates for positions to be filled. However, no start dates may occur during the moratorium period. The position control freeze will include a moratorium on moving any Position Control Numbers (PCNs) from their current unit, cost center or department. No PCNs will be reallocated, and no employees will be reclassified.

This hiring moratorium and position control freeze is necessary for our Human Resources and Finance Departments to ensure a smooth and accurate transition of their current divergent databases into our new integrated system.

Personnel Action Forms (PAFs) received by the Human Resources Department for any of the personnel actions identified above with an effective date during the hiring moratorium/position control freeze period will be returned unprocessed to the preparing department.

Questions regarding this hiring moratorium may be addressed to Wendy Petersen, Human Resources Deputy Director or Tom Burke, Finance and Risk Management Director.

CHH/mjk

c: Allyn Bulzomi, Director, Human Resources  
Tom Burke, Director, Finance and Risk Management  
Department Personnel Representatives