



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

**Subject:**

**PERSONNEL ADMINISTRATION – CLASSIFIED SERVICE –  
COMPETITIVE SELECTION**

**Policy  
Number**

D 23.4

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**PURPOSE**

The purpose of this policy is to comply with the regulations applicable to the standards for a merit system of personnel administration as set forth by the Federal Office of Personnel Management and authorized in the Arizona Revised Statutes.

**BACKGROUND**

Pima County has complied with federal and state laws and regulations pertaining to competitive selection and promotion. These laws and regulations are the basis of the County's merit systems, the merit systems' rules, and the personnel policies. This body of requirements, along with key court decisions, provides guidance and direction on very specific areas within this subject, such as EEO/Affirmative Action, overtime, and labor relations. The purpose of classification is to properly identify positions and group them into like jobs to enable effective management, personnel development, and compensation. While providing a structure, it must simultaneously allow the flexibility to handle individual departmental differences, reflective of their needs.

**POLICY**

It is the policy of the Board of Supervisors that:

Positions covered by all of its merit systems will be filled by a competitive process which evaluates candidates on the basis of relative abilities, knowledge and skills as set forth in the Pima County Merit System rules and Personnel Policies.

Effective Date: October 30, 1990  
Revised Date: July 7, 2009