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# MEMORANDUM

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Date: May 18, 2022

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Personnel Action Form for Chuck Huckelberry**

At the May 17 Board of Supervisors meeting, Supervisor Steve Christy requested a copy of Personnel Action Form (PAF) for former County Administrator Chuck Huckelberry. Attached is the PAF signed by Chair Bronson for Mr. Huckelberry effective April 6, 2022.

JKL/dym

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,  
Health and Community Services  
Cathy Bohland, Director, Human Resources



# PERSONNEL ACTION/CHANGE FORM COUNTY

### Personal Information

|   |  |   |
|---|--|---|
| <input type="text" value="4/6/2022"/><br>Effective Date | <input type="text" value="TER Termination - Resignation"/><br>Action + Action Reason | <input type="text" value="000490"/><br>PCN                          |
| <input type="text" value="Charles"/><br>First Name      | <input type="text" value="Huckelberry"/><br>Last Name                                | <input type="text" value="103172"/><br>EIN                          |
|   |  | <input type="text" value="County Administrator"/><br>Position Title |

### Position

|  |  |   |  |  |
|--|--|---|--|--|
| <input type="text" value="-"/><br>Department                     | <input type="text" value=""/><br>Unit #            | <input type="text" value=""/><br>Job Code | <input type="text" value=""/><br>Job Title | <input type="text" value=""/><br>Std. Work Week Hrs. |
| <input type="text" value="Program PPC - G L String"/><br>Program | <input type="text" value=""/><br>Reports To        | <input type="text" value=""/><br>EIN      | <input type="text" value=""/><br>PCN       |  |
| <input type="text" value=""/><br>Location                        | <input type="text" value=""/><br>Supervisor Change | <input type="text" value=""/><br>EIN      | <input type="text" value=""/><br>PCN       |  |

*\*Note: Must fill in Supervisor Change for any reporting structure change.*

### Person Type

|   |   |   |                                     |
|---|---|---|-------------------------------------|
| <input type="text" value="-"/><br>Employee Class    | <input type="checkbox"/> Exempt                                       | <input type="checkbox"/> Non-Exempt                                       | <input type="checkbox"/> Supervisor |
| <input type="text" value="-"/><br>Union Eligibility | <input type="text" value="-"/><br>Type of Employee Exempt/ Time Entry | <input type="text" value="-"/><br>Type of Employee Non-Exempt/ Time Entry |                                     |

### Compensation

|  |   |   |  |   |
|--|---|---|--|---|
| <input type="text" value=""/><br>Compensation Rate | <input type="text" value=""/><br>Pay Rule               | <input type="checkbox"/> Y<br>SAP Partial Hours             | <input type="checkbox"/> N                               | <input type="text" value=""/><br>SAP Amount |
| <input type="text" value=""/><br>Salary Grade      | <input type="text" value=""/><br>Type of Additional Pay | <input type="text" value=""/><br>Additional Pay Hourly Rate | <input type="text" value=""/><br>Additional Pay End Date |   |

### Other Information

|  |   |   |   |   |
|--|---|---|---|---|
| <input type="text" value=""/><br>Hire date                 | <input type="text" value=""/><br>Anniversary Date | <input type="text" value=""/><br>Probation Start Date | <input type="text" value=""/><br>Probation End Date | <input type="text" value=""/><br>Probation Type                         |
| <input type="text" value="04/05/2022"/><br>Last Day Worked | <input type="text" value=""/><br>Termination Date | <input type="text" value=""/><br>Retirement Date      | <input type="text" value=""/><br>Retirement Plan    | Y <input type="checkbox"/> N <input type="checkbox"/><br>Return To Work |

### Comments:

### Signatures and Approvals

|  |   |            |   |       |                                       |
|--|---|------------|---|-------|---------------------------------------|
| Prepared By:                             | <input type="text" value="Trina Bergen"/> <small>Digitally signed by Trina Bergen<br/>Date: 2022.04.06 13:19:55 -0700</small> | Phone No.: | <input type="text" value="520-724-2719"/> | Date: | <input type="text" value="4-6-2022"/> |
| Approved By:                             | <input type="text" value="Sharon Benson"/>  | Date:      | <input type="text" value="04/08/2022"/>   |       |                                       |
| HR Review By:                            | <input type="text" value=""/>   | Date:      | <input type="text" value=""/>             |       |                                       |
| County Administrator:<br>(When Required) | <input type="text" value=""/>   | Date:      | <input type="text" value=""/>             |       |                                       |

*\*When completed, please print and collect all signatures required for approval,  
then scan to HR.Records@pima.gov*