



MEMORANDUM

Date: September 9, 2022

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

From: Jan Leshner 
County Administrator

Re: **Follow-up Information from September 6, 2022, Board of Supervisors Meeting –
Vacation Time Accruals – Agenda Item #17**

At the Board of Supervisors meeting on September 6, 2022, the Board requested a list of the departments and job classifications with the highest accrued vacation hours. As shown in Attachment 1, the County has 1,333 employees with 240 hours or more of accrued vacation as of September 5, 2022. Of these employees, over one third are from the Sheriff's Department and Superior Court.

As shown in Attachment 2, these same employees are included in over 360 different job classifications. Of these job classifications, the top five are Deputy Sheriff, Probation Officer, Corrections Officer, Sergeant, and Attorney 1 – Unclassified.

Prior to the new leave policies going into effect on January 1, 2023, staff will work with each of the departments to ensure compliance with the new annual leave cap requirement.

JKL/dym

Attachments

- c: Carmine DeBonis, Jr., Deputy County Administrator
- Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer
- Steve Holmes, Deputy County Administrator
- Ellen Moulton, Director, Finance and Risk Management
- Cathy Bohland, Director, Human Resources
- Michelle Campagne, Senior Advisor, Pima County Administrator's Office

ATTACHMENT 1

**Number of Employees by Department who have 240
hours or more of Accrued Vacation
As of 9-5-2022**

Department	Number of Employees
Sheriff (SD)	348
Superior Court (SC)	130
Regional Wastewater Reclamation (WW)	100
County Attorney (PCA)	81
Public Defense Services (PDS)	75
Transportation (TR)	51
Health (HD)	47
Juvenile Court (JU)	45
Information Technology (IT)	43
Facilities Management (FM)	40
County Free Library (LIB)	35
Natural Resources, Parks & Recreation (PR)	35
Finance & Risk Management (FN)	34
Community & Workforce Development (CR)	33
Clerk of the Superior Court (CC)	26
Pima Animal Care (PAC)	24
Development Services (DSD)	18
Justice Court Tucson (JCT)	14
Regional Flood Control District (FC)	13
Assessor (AS)	12
Human Resources (HR)	12
Medical Examiner (FSC)	12
Stadium District-Kino Sports Complex (KSC)	11
Behavioral Health (BH)	8
County Administrator (CA)	8
Procurement (PO)	7
Treasurer (TO)	7
Board of Supervisors (BOS)	6
Clerk of the Board (CL)	6
Fleet Services (FS)	6
Recorder (RE)	6
School Superintendent (SS)	6
Communications Office (CM)	5
Grants Management & Innovation (GMI)	5
Analytics & Data Governance (ADG)	3
Attractions & Tourism (ED)	3
Elections (EL)	3
Environmental Quality (DE)	3
Office of Emergency Management & Homeland Security (OEM)	3
Office of Sustainability & Conservation (SUS)	3
Real Property Services (RPS)	3
Capital Program Office (CPO)	1
Justice Court Ajo (JCA)	1
Justice Court Green Valley (JCG)	1
Total Number of Employees	1,333

ATTACHMENT 2

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
3211 - Deputy Sheriff	144
8114 - Probation Officer	52
3291 - Corrections Officer	38
3212 - Sergeant	29
7670 - Attorney I - Unclassified	29
7150 - Program Manager Unclas	26
1845 - Program Coordinator	22
7120 - Program Coordinator Unclas	20
7672 - Attorney II - Unclassified	19
0912 - Trades Maintenance Specialist	18
3115 - Attorney	18
3221 - Lieutenant	18
1847 - Program Manager	17
8110 - Probation Unit Supervisor	17
8116 - Surveillance Officer	16
0913 - Trades Maintenance Supervisor	14
8112 - Lead Probation Officer	14
0030 - Office Support Level III	13
3530 - Public Safety Support Spec	13
1171 - Admin Supp Specialist	12
1812 - Administrative Specialist	12
3143 - Legal Secretary	12
3294 - Corrections Sergeant	12
7110 - Spec Staff Asst Senior Unclas	12
2780 - WW Ops and Maint Tech	11
2784 - WW Ops and Maint Tech Supervis	11
3145 - Paralegal	11
3411 - Animal Care Technician	10
5693 - Litigation Support Lvl 2 Crts	10
1821 - Admin Services Mgr	9
0915 - Trades Maint Specialist Senior	8
1168 - Admin Suppt Specialist Senior	8
1356 - Finance Acct Prin CF Treasr	8
2222 - Equipment Operator I	8
2232 - PW Crew Supervisor	8
3139 - Legal Processing Support CAT	8
7485 - Admin Suppt Svs Mgr Unclas	8
1102 - Program Specialist	7
2233 - PW Supervisor	7
3526 - Sheriff's 911 Dispatch Supvr	7
4743 - IT Applications Engineer	7
7303 - Division Manager Unclassified	7
7674 - Attorney Supervisor - Unclas	7

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
7730 - Captain Unclassified	7
2344 - Public Works Mgr	6
3162 - Admin Svs Spec CAT	6
4232 - Program Manager Senior	6
6105 - Library Associate	6
6120 - Librarian I	6
6124 - Librarian III	6
7136 - Program Specialist Unclas	6
8900 - Courtroom Clerk 1	6
0914 - Trades Maintenance Foreman	5
1814 - Admin Specialist Senior	5
3146 - Victim Advocate CAT	5
5213 - Finance Analyst Supvr CF	5
5215 - Finance Analyst Principal CF	5
7020 - Special Staff Asst Unclas	5
7580 - Department Director	5
0911 - Trades Maintenance Technician	4
1212 - Supply Technician Senior	4
1386 - Fin Acct Supvr CF Treasr	4
1456 - ITD GIS Analyst	4
1722 - Workforce Development Spec	4
1863 - Special Staff Assistant Senior	4
2648 - Site Review Project Manager	4
2701 - WW Planner Scheduler	4
3133 - Paralegal Public Defense Srvs	4
3147 - Criminal Investigator AZPC CAT	4
3161 - Admin Svs Support CAT	4
3249 - Defense Investigator	4
3295 - Corrections Lieutenant	4
4143 - Public Health Nurse	4
4361 - Corrections Cook	4
4719 - ITD Tech Support Engineer	4
4741 - IT Apps Developer Senior	4
7427 - Forensic Pathologist UC	4
8160 - Probation Support Specialist	4
8443 - ITSD Software Engineer I	4
8719 - Pretrial Services Officer	4
8820 - Supp Spec 1 Courts	4
8840 - Support Spec 2 Courts	4
8860 - Unit Supervisor Courts	4
1199 - Intake Support Supervisor	3
1257 - Purchasing Warehouse Supvr	3
1358 - Finance Accountant Principal	3

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
1457 - ITD GIS Analyst Senior	3
2103 - Facil Mgt Spclty Trade Spec	3
2223 - Equipment Operator II	3
2312 - Engineering Assistant	3
2313 - Engineering Asst Senior	3
2314 - Engineer I	3
2343 - Maintenance Ops Mgr	3
2364 - Planner Principal	3
2466 - PW Construction Insp Senior	3
2727 - WW HD Maintenance Mechanic	3
3253 - Evidence Technician	3
3256 - Forensic Technician	3
4443 - Medicolegal Death Investigator	3
4535 - Environmental Health Spec I	3
4717 - IT Tech Support Analyst Senior	3
4745 - IT Applications Analyst	3
4761 - ITD Business System Analyst Sr	3
6123 - Librarian II	3
7060 - Exec Asst BoS Unclas	3
7105 - Deputy Director	3
7130 - Program Coord Sheriff Unclas	3
7676 - Attorney Bureau Chief-Unclass	3
7732 - Bureau Chief	3
8409 - ITSD Business Syst Analyst Sr	3
8604 - Juvenile Detention Supervisor	3
9000 - Administration 1 Courts	3
0052 - Records Archiving Specialist	2
0054 - Document Imaging Spec-RE	2
1186 - Intake Support Specialist	2
1196 - Specialized Office Supt Supvr	2
1211 - Supply Technician	2
1355 - Financial Ops Tech CF	2
1357 - Financial Accountant - Senior	2
1368 - Finance Analyst Supervisor	2
1484 - IT Systems & Programming Mgr	2
1524 - HR Supervisor	2
1575 - Community Services Manager	2
1822 - Admin Services Mgr Senior	2
1856 - ITD GIS Manager	2
2107 - Facil Mgt Spclty Trade Sup	2
2315 - Engineer III	2
2359 - Permit Regul Compl Coord	2
2371 - Architect	2

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
2383 - Hydrologist Principal	2
2419 - WW Conv Sys Monitor Senior	2
2457 - Utility Locator	2
2704 - Industrial Electrician	2
2732 - WW Mech Maintenance Tech	2
2742 - WW Laboratory Chemist	2
2755 - WW Treatment Plant Mgr	2
2771 - WW Instr Process Cntrl Supvr	2
2835 - Park Manager I	2
3159 - Admin Svs Tech Suppt CAT	2
3262 - Info Recrds Supvr Sheriff Dept	2
3414 - Animal Care Shelter Supvr	2
3535 - Public Safety Data Technician	2
3537 - Pub Safety Transcription Tech	2
4147 - Patient Care Svs Level III	2
4512 - Health Educator	2
4527 - Epidemiologist	2
4538 - Environmental Health Spec II	2
4716 - IT Technical Support Analyst	2
4718 - IT Tech Systems Administrator	2
4750 - IT Information Engineer	2
4757 - ITD Business Systems Manager	2
4760 - ITD Business Systems Analyst	2
6127 - Library Services Manager	2
7125 - Spec Staff Assis-El Off-Un	2
7345 - Reg WW Recl Dept Dep Dir	2
7490 - Fac Mgmt Deputy Director	2
7557 - Senior Advisor Unclassified	2
7573 - Finance Risk Mgmt Dep Dir	2
7615 - Deputy County Administrator	2
7702 - ITD Tech Infrs Cntr Mgr Unclas	2
8108 - Office Supervisor	2
8303 - Supervisor Human Resources	2
8430 - ITSD Info Tech Specialist	2
8707 - Supervisor Pretrial Services	2
8884 - Director	2
0010 - Office Support Level I	1
0050 - Records Technician	1
0910 - Trades Maintenance Helper	1
0916 - Kino Sports Complex Ground Mgr	1
1106 - Medical Claims Examiner	1
1116 - HR Benefits Financial Analyst	1

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
1127 - HR Support Specialist -Sr	1
1140 - Treasurers Comm Scv Spec	1
1158 - Services Translator	1
1173 - Info Processing Supt Spec	1
1178 - Accounting Support Specialist	1
1179 - Acctg Suppt Spec Senior	1
1188 - Community Svs Intake Spec	1
1194 - Office Support Supervisor	1
1213 - Supply Technician Principal	1
1224 - Fleet Services Supp Supervisor	1
1231 - Buyer	1
1233 - Buyer Principal	1
1236 - Procurement Officer	1
1352 - Grant Account and Compl Spec	1
1397 - Business Intel Analyst Senior	1
1431 - Printing Production Technician	1
1451 - EDP Tech Suppt Specialist	1
1521 - Human Resources Coordinator	1
1525 - Division Manager	1
1528 - HR Division Manager	1
1530 - HR Nurse Liaison	1
1554 - Environmental Services Officer	1
1558 - Occupational Medical Manager	1
1559 - Loss Control Manager	1
1566 - HR Support Specialist	1
1568 - Employment Rights Compl Off	1
1593 - Elections Unit Supervisor	1
1841 - Program Services Specialist	1
1853 - Contracts Grants Manager	1
2153 - Central Plnt Sys Tech	1
2155 - Central Plnt Supvr FM	1
2171 - Custodian	1
2230 - Utility Maintenance Worker III	1
2234 - PW Supervisor Senior	1
2283 - Van Bus Mobile Svs Driver	1
2353 - Regul Compl Data Analyst	1
2360 - Permit Regul Compl Officer	1
2363 - Planner Senior	1
2368 - Env Planning Manager	1
2372 - Architectural Manager	1
2418 - Wastewater Conv Sys Monitor	1
2429 - Design Specialist	1
2451 - Graphic Design Specialist	1

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
2459 - Utility Coordinator	1
2460 - Traffic Eng Tech Senior	1
2469 - Human Resources Coordinator Sr	1
2475 - Survey Coordinator	1
2477 - Survey Manager	1
2515 - Real Property Appraiser Senior	1
2533 - Property Appraiser Senior	1
2534 - Property Appraisal Supervisor	1
2535 - Property Appraisal Manager	1
2542 - Title Examiner Specialist	1
2548 - Regression Modeler	1
2665 - Building Trades Plans Tech	1
2674 - Plans Exam Site Rev Prj Mgr Pr	1
2741 - WW Laboratory Tech	1
2743 - WW Laboratory Chemist Spec	1
2748 - WW Technical Svs Mgr	1
2751 - WW Operations Asst Mgr	1
2752 - Field Operations Manager	1
2753 - Environmental Quality Manager	1
2843 - Parks Ops Maint Asst Mgr	1
2845 - Parks Superintendent	1
3152 - Victim Advocate Spec PCAO	1
3163 - Legal Administrator	1
3164 - LAN Administrator CAT	1
3232 - Fingerprint Tech Senior	1
3236 - Forensic Tech Senior	1
3255 - Lead Evidence Technician	1
3257 - Latent Print Examiner	1
3259 - Forensic Supervisor	1
3415 - Animal Care Field Officer	1
3417 - Animal Care Field Supervisor	1
3522 - Animal Care Dispatcher	1
3528 - Sheriff's 911 Call Taker	1
3554 - Sheriffs 911 Dispatch Mgr	1
4131 - Licensed Practical Nurse	1
4249 - Forensic Autopsy Technician	1
4348 - Clinical Dietician Senior	1
4362 - Corrections Cook Senior	1
4440 - Morgue Supvr ME Office	1
4447 - Medicolegal Death Invst Supvr	1
4537 - Consumer Hlth Food Safety Mgr	1
4540 - Environmental Health Supv	1
4545 - Dept Train and Education Coord	1

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
4547 - Comm Hth Dietetic Svs Coord	1
4551 - Comm Nutrition Specialist	1
4555 - Nutrition Services Coord	1
4701 - IT Service Support Specialist	1
4703 - IT Service Support Analyst	1
4721 - ITD Computing Engineer	1
5224 - Case Manager	1
5698 - Mgt Supvr Level 1 Crts	1
5699 - Mgt Supvr Level 2 Crts	1
6101 - Library Technical Assistant	1
6110 - Library Tech Assistant Supvr	1
6242 - Neibrhd Rec Center Coord	1
6262 - Recreation Program Coord	1
7066 - Guardian/Estate Admininstr Unc	1
7101 - Project Manager Unclas	1
7115 - Education Service Coord	1
7118 - Fin Adminstrtr Schools Unclas	1
7155 - Development Services Director	1
7157 - Dev Srvs Deputy Director	1
7205 - Chief of Veterinary Svcs Uncl	1
7310 - Deputy Clerk of the Board	1
7340 - Trans and Fld Cnt Dist Dep Dir	1
7353 - ITD Deputy Director	1
7368 - Office of Emerg Mgmt Director	1
7415 - Clerk of the Board	1
7425 - Risk Manager	1
7428 - Forensic Anthropologist UC	1
7435 - Human Resources Director	1
7450 - Chf Invest County Attny Unclas	1
7455 - Fleet Services Dept Director	1
7460 - Off of Crt Apptd Cnsl Director	1
7463 - Public Defense Srvs Director	1
7501 - Communications & Graph Svs Dir	1
7507 - Procurement Director	1
7510 - Facilities Management Director	1
7519 - Parks and Rec Deputy Dir	1
7524 - Conservation Sust Director	1
7534 - Behavioral Health Director	1
7535 - Health Department Director	1
7545 - Reg WW Reclamation Director	1
7555 - Medical Director	1
7560 - Division Mgr RFCD Unclas	1
7585 - Library Deputy Director	1

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
7610 - County Administrator	1
7685 - Chief Building Official	1
7704 - ITD Comp Architect Unclas	1
7714 - ITD Busnes Systm Mgr Sr Unclas	1
7826 - Treasurers Investment Mgr	1
8017 - Juv Justice Data Specialist	1
8018 - Contracts/Procurement Manager	1
8020 - Admin Asst to Deputy Admin JV	1
8040 - Director Law Library	1
8047 - Library Specialist	1
8075 - Supervisor Warehouse	1
8076 - Facilities and Maint Tech	1
8085 - Court Interpreter Credentialed	1
8087 - Interpreter Services Coordinat	1
8089 - Court Security Officer	1
8093 - Train and Education Director	1
8102 - Adult Probation Div Director	1
8103 - Asst Director Juvenile Probati	1
8104 - Prob Edu Prog Coord	1
8117 - Community Restitution Supvsr	1
8128 - Cognitive Skills Instructor	1
8130 - Project Coordinator	1
8136 - Employment Spec Resources Coor	1
8140 - Dispatcher I	1
8148 - Adm Asst to the Div Director	1
8151 - Admin Support Spec Case Anlyst	1
8152 - Comm Restitution Program Spec	1
8154 - Admin Srvs Spec Field Off Sprt	1
8163 - Admin Suppt Spec JIPS	1
8164 - Admin Support Spec - Court Svc	1
8180 - Victim Liaison	1
8202 - Manager Accounting	1
8208 - Accountant Senior	1
8212 - Accounting Specialist	1
8309 - Human Resources Analyst	1
8410 - ITSD Mgr Syst Infrast Networki	1
8411 - ITSD Mgr BusSystAnlysReport	1
8418 - ITSD - Systems Administrator	1
8428 - ITSD Business Analytics Develo	1
8444 - ITSD Software Engineer II	1
8445 - ITSD Software Engineer III	1
8517 - Juvenile Court Data Specialist	1
8520 - Court & Calendar Serv Supv	1

**Number of Employees by Job Classification who
have 240 hours or more of Accrued Vacation
As of 9-5-2022**

Job Classification	Number of Employees
8526 - Dispute Resolution Prog Spec	1
8602 - Assistant Director Detention	1
8606 - Juvenile Detention Officer	1
8612 - Corrections Cook	1
8700 - Director Pretrial Services	1
8705 - Asst Director Pretrial Svcs	1
8708 - Pretrial Svcs Spcial Proj Coord	1
8723 - PreTrial STEPs Diver Spec	1
8725 - Pretrial Services Support Spec	1
8727 - Pretrial Services Clerk Recept	1
8785 - Jury Clerk	1
8800 - Support Clerk Courts	1
8870 - Manager CC	1
8890 - Director HR an Training Courts	1
8902 - Courtroom Clrk Special-Adult	1
8906 - Adminstrator CrtRm Svcs CC	1
8932 - Acctg Supp Spec Courts	1
8933 - Accountant COC	1
9001 - Administration 2 Courts	1
Total Employees	<u>1,333</u>