ADMINISTRATIVE PROCEDURES

SUBJECT: REALLOCATION OF VACANT POSITIONS IN THE UNCLASSIFIED SERVICE

DEPARTMENT RESPONSIBLE: HUMAN RESOURCES DEPARTMENT

I. PURPOSE

The purpose of this procedure is to provide a standardized process for a department to follow when requesting reallocation of a vacant position assigned a classification in either the classified or unclassified service to another classification in the unclassified service to more closely address the operational needs of both the County and the requesting department.

II. BACKGROUND

Pima County Merit System Rules and Law Enforcement Merit System Rules assign the Human Resources Department responsibility for maintaining the County’s position classification systems assigned a classification in either the classified or unclassified service to another classification in the unclassified service. Coordination is required between the position’s assigned department, the Budget Division of the Finance and Risk Management Department and the Human Resources (HR) Department. This coordination is necessary to ensure the requested classification is the most appropriate classification based on the intended use of the position, that adequate funding exists within the requesting department’s current adopted budget to cover any additional costs resulting from the reallocation, and the County is adhering to Board of Supervisor mandate regarding the use of unclassified positions.

III. DEFINITIONS

A. Reallocation: A change in the classification assigned to an existing position.

IV. PROCEDURES

The following procedures shall be followed when a department identifies a need to request the reallocation of a vacant position assigned a classification in either the classified or unclassified service to another classification in the unclassified service. For all other reallocations of a vacant position please see references below:

A. The requesting department identifies that a vacant position’s classification does not meet the operational needs of the department, based on its intended use of the position, and identifies a more appropriate classification from within the current list of classifications available for use. (Note – assistance is available from the Human
Resources Department if the requesting department is uncertain which classification would be most appropriate, or is available for their use.)

B. The requesting department, following applicable County administrative procedures, obtains confirmation from the Budget Division of the Finance & Risk Management Department that monies are available to fund the reallocation of the position to the desired classification. Reallocation requests in the unclassified service received by the Budget Division without Human Resources confirmation of review shall be returned to the requesting department without action.

C. For requests for reallocation of vacant positions assigned a classification in either the classified or unclassified service to another classification in the unclassified service, the requesting department completes the Vacant Position Reallocation Request (classified or unclassified service to another classification in the unclassified service) form (Attachment 1) and forwards the request to the Human Resources Department, Attn: Classification and Compensation Team.

D. Human Resources staff reviews the request to determine if the requested classification is the most appropriate classification for the position, based on the intended use of the position. Human Resources must confirm the availability of an unclassified position within the County’s current number of available unclassified positions. Human resources will complete its review of the reallocation request and will notify the Budget division of the Finance Department accordingly.

E. The Human Resources Department Records Unit will update the HRIS/payroll system (EV5) to reflect the new classification assigned to the vacant PCN.

IV. RESPONSIBILITY

A. The Human Resources Department is responsible for reviewing reallocation requests for vacant positions assigned a classification in either the classified or unclassified service to another classification in the unclassified service.

B. A department requesting reallocation of a vacant position is responsible for acquiring confirmation from the Finance and Risk Management Department, Budget Division that there is sufficient funding available within its operating budget prior to requesting reallocation of a vacant position. If additional funding is required, the requesting department must obtain county administrator approval.

References:

Administrative Procedure 22-81 Personnel Services – Operating Budget Adjustments
**ATTACHMENT 1**

Vacant Position Reallocation Request Assigned a Classification In Either The Classified Or Unclassified Service To Another Classification In The Unclassified Service

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<th>PCN:</th>
<th>Current Class Code:</th>
<th>Current Class Title:</th>
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<th>Requested Class Code:</th>
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Department Name: ____________________________

Contact Name: ________________________________ CONTACT NUMBER: ______

Please Complete Validation/Justification For Request:

1. Position Background, including division/unit:

2. Reason for this reallocation:

3. Benefit achieved by the department, County and the public:

4. Are there available metrics to measure performance or expected outcome(s):

5. Associated costs estimated with the reallocation:

6. Operational impact to the department if the request is not approved:

Appointing Authority Or Designee Signature* ____________________________ Date ___________

*Designee should be a Deputy Director, Division Manager or Command Staff.

Send/Return To: Human Resources Department, 150 West Congress Street, 4th Floor, Attn: Classification Team