I. PURPOSE

In accordance with Board of Supervisors Policy D.23.15, these procedures establish requirements for departments to temporarily hire non-immigrants (foreign nationals) into a specialty occupation as a professional. These procedures may be modified to comply with any changes in applicable federal laws which control the employment of foreign nationals. These procedures may not, under any circumstances, override any applicable federal laws, which will control at all times. The requirements of the U.S. Department of Justice, Immigration and Naturalization Service, apply and no foreign national may be employed with Pima County without proof of authorization to work in the United States.

II. PROCEDURES

Approval for hiring a foreign national must be received from the County Administrator before beginning the employment process. Application for such approval must be made on the attached form. After written approval from the County Administrator is received to proceed with the process, the Appointing Authority must submit the signed request to hire a foreign national to the Human Resources Director with a copy to the Employment Unit of the Civil Division, County Attorney’s Office (CAO). The CAO will work with the Appointing Authority to complete the process and will notify Human Resources of the status of the request. Human Resources will ensure that the County Administrator’s final approval is obtained before the Appointing Authority is allowed to submit any documents to an outside agency.

Attachment

References: Board of Supervisors Policy D.23.15
Immigration and Naturalization Act
Illegal Immigration Reform and Immigrant Responsibility Act of 1996
PIMA COUNTY
REQUEST TO HIRE A NON-IMMIGRANT OR SPONSOR NON-IMMIGRANT
FOR PERMANENT RESIDENCY

Department Name: ___________________________ Submission ___________________________

I. Recruitment

Position for Recruitment: ___________________________ Position Control Number: __________

Cert Request Number: ___________________________

[ ] Check if recruitment requirements have been met; i.e., open and competitive for classified position.

[ ] Check if open and competitive process has been waived or met for unclassified position. If waived,
please attach a copy of the waiver granted by the County Administrator.

Will the handling or access to sensitive and dangerous materials be part of the job? [ ] Yes [ ] No

Has the position been advertised for U.S. Citizens to apply, if interested? [ ] Yes [ ] No If no, explain why the
job was not advertised for U.S. Citizens to apply. (A separate sheet may be attached.) If yes, did a qualified
U.S. Citizen express an interest? [ ] Yes [ ] No If yes, explain why a job offer was not made to the U.S.
Citizen.

II. Non-immigrant Information

Name of Non-immigrant: ___________________________

Country of Origin/Citizenship: ___________________________

Indicate which Visa is being honored or sought; (example: H-1B, F-1 (OPT), J-1, TN-1, etc.)

Is sponsorship being sought for non-immigrant to become permanent resident? [ ] Yes [ ] No

Indicate whether you or your designee saw an original of all documents attached? [ ] Yes [ ] No

If yes, date of review: __________ If no, except for a certified copy of the birth certificate, you must ask the party to bring in an original of all documents for your review.

List all documents which are attached to this form:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Indicate fee to be paid: ___________________________ Fund: __________ Account __________ Center

Appointing Authority Signature: ___________________________ Date ___________________________

County Administrator’s Approval to Proceed with Review: ___________________________ Date ___________________________

Human Resources’ Compliance Review: ___________________________ Date ___________________________

County Attorney’s Compliance Review: ___________________________ Date ___________________________

County Administrator’s Final Approval: ___________________________ Date ___________________________