

# ADMINISTRATIVE PROCEDURES



Procedure Number: 23-20

Effective Date: 09/11/2002

Revision Date: 11/15/2003

*C. Dubelbay*  
County Administrator

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SUBJECT: **Procedures for Hiring Non-Immigrants Into Specialty Occupations**

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DEPARTMENT RESPONSIBLE: **County Administrator**

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## 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 \_\_\_\_\_