



MEMORANDUM

Date: November 13, 2017

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

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: Retirement of Assistant County Administrator Ellen Wheeler

Assistant County Administrator Ellen Wheeler has informed me that she plans to retire as of December 23, 2017. Ms. Wheeler has served as the Assistant County Administrator for Justice and Law Enforcement since November 6, 2013. In that role, she has spearheaded several initiatives, including the reactivation of the Justice Coordinating Council; the County's efforts to reduce the jail population as part of the MacArthur Foundation-funded Safety & Justice Challenge; and the consolidation of indigent defense offices into the Department of Public Defense Services.

I have appointed Wendy Petersen, currently the deputy director of Human Resources for Pima County, to succeed Ms. Wheeler as Assistant County Administrator for Justice and Law Enforcement. Ms. Petersen has served Pima County for many years in a number of capacities, including as a deputy county attorney handling employment litigation and legal advisor to the Sheriff's Department. She also served as Director of Human Resources for Pinal County from 2011 to 2013.

Ms. Petersen's appointment will be effective December 4, 2017. Ms. Petersen's resume is attached for your review and information. Please contact me with any questions.

CHH/mp

Attachment

WENDY A. PETERSEN

1727 E. Hampton St. Tucson, AZ 85719 • 520.668.3179 •

wpetersen60@gmail.com

EDUCATION

The John Marshall Law School - Chicago, Illinois
J.D. June 10, 1984

Washington University in St. Louis, Missouri
A. B. in English and Political Science May 16, 1980

BAR MEMBERSHIPS

State Bar of Arizona – 1989, Active and in good standing

State Bar of Texas – 1985, Inactive and in good standing

WORK EXPERIENCE

Public/Government:

Deputy Director, Pima County Human Resources 2013–present
Tucson, AZ

- Project Manager for installation of ADP HR/Payroll System 2013-2014;
- Managed direct reports;
- Assisted with management of Pima County Merit System Commission and Law Enforcement Council;
- Assisted and advised staff on Public Records Requests;
- Prepared reports for EEO and Federal Bureau of Labor Statistics

Director, Pinal County Human Resources 2011-2013
Florence, AZ

- Managed HR staff of 14 staff;
- Responded to inquiries and requests from Department Directors and County Management;
- Revised County Merit rules and policies;
- Assisted with defending litigation brought against Pinal County

Deputy Pinal County Attorney 2010-2011
Florence, AZ

- Legal Advisor to Pinal County Sheriff; represented County Departments before the Pinal County Merit Commission and Pinal County Merit Council (created in 2012);
- Investigated EEO complaints;
- Revised Pinal County Merit System Rules; created Pinal County Law Enforcement Merit System Rules.

Deputy Pima County Attorney

1996-2010 and
1989-1990

- Handled employment litigation in Federal District Court, 9th Circuit Court of Appeals and Pima County Superior Court;
- Served as Legal Advisor to Sheriff Clarence Dupnik 2005-2010.

1989-90

- Represented Pima County Treasurer and Pima County Recorder;
- Defended Real Property Tax Appeals

Private Law Practice:

Contract Lawyer
Tucson, AZ

1994-1996

Contract legal work for law firms and solo practitioners, including preparation of Chapter 11 Reorganization plans; researched and wrote memoranda on topics including adverse possession and proscriptive easements; took and defended depositions, prepared and answered discovery; prepared and opposed Motions for Summary Judgment in employment cases.

Stompoly and Stroud, PC
Tucson, AZ

1990-1994

Handled Chapter 11 and 13 Creditor Bankruptcies for the Resolution Trust Corporation ("RTC") and local banks.

Johnston and Budner, PC
Dallas, TX

1985-1989

Handled complex business litigation for small private firm in Dallas, Texas,

VOLUNTEER ACTIVITIES

Pima County Bar Association – Lawyers for Literacy; Lohse YMCA Board of Directors; Big Brothers/Big Sisters