



MEMORANDUM

Date: September 21, 2020

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

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

Re: Elimination of County Vacant Positions Over 365 Days

I have directed the Finance and Risk Management Department to eliminate PCNs that have been vacant for more than 365 days as of September 17, 2020, while ensuring that these same PCNs remain unfilled for the balance of the current fiscal year and are eliminated from the upcoming Fiscal Year 2021/22 Budget. Attached please find a list of the affected PCNs.

This list of eliminated PCNs does not include those positions that are currently under active recruitment nor does it include temporary, detailed, Grant, or Health Department positions. Since these eliminated positions were budgeted in the current fiscal year, Finance staff will allow the departments to add new PCNs only after the departments have filled all of their vacant PCNs.

CHH/mp

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Michelle Campagne, Director, Finance and Risk Management
Patrick McGee, Budget Manager, Finance and Risk Management

**Vacant PCNs over 365 Days
As of September 17, 2020**

Department	Position Number	Job Classification	Vacant Days	FTEs
Community Workforce	987381	7010 - Clerk Senior Unclassified	392	1
Community Workforce Total				1
County Attorney	290037	7660 - Attorney Unclassified	564	1
	290039	7660 - Attorney Unclassified	434	1
	910024	7110 - Special Staff Assistant Senior Unclassified	726	1
	980878	7020 - Special Staff Assistant Unclassified	466	1
County Attorney Total				4
Facilities Management	003811	1559 - Loss Control Manager	551	1
Facilities Management Total				1
Flood Control	956485	2411 - Public Works Engineering Aide	862	1
Flood Control Total				1
Justice Court Tucson	291803	5696 - Administrative Technician Level 2 Courts	424	1
	320325	5695 - Administrative Technician Level 1 Courts	452	1
	320998	9000 - Administration 1 Courts	444	1
Justice Court Tucson Total				3
Juvenile Court	321065	8612 - Corrections Cook	402	1
	321066	8612 - Corrections Cook	402	1
	933764	8160 - Probation Support Specialist	453	1
Juvenile Court Total				3
Library District	267611	6101 - Library Technical Assistant	886	1
	267625	6101 - Library Technical Assistant	410	1
	267635	6101 - Library Technical Assistant	886	1
	267637	6101 - Library Technical Assistant	642	1
	267654	6101 - Library Technical Assistant	494	1
	267668	6101 - Library Technical Assistant	886	1
	267684	6110 - Library Technical Assistant Supervisor	467	1
	267690	6123 - Librarian II	788	1
	267694	6101 - Library Technical Assistant	564	1
	267695	6101 - Library Technical Assistant	564	1
	267697	6101 - Library Technical Assistant	438	1
	267732	6123 - Librarian II	424	1
	267754	6101 - Library Technical Assistant	655	1
	267761	6101 - Library Technical Assistant	576	1
	267780	6120 - Librarian I	473	1
	267794	6120 - Librarian I	648	1
	267811	6101 - Library Technical Assistant	564	1
	267813	6101 - Library Technical Assistant	704	1
	267831	6101 - Library Technical Assistant	494	1
	267845	6123 - Librarian II	788	1
	267848	6101 - Library Technical Assistant	452	1
	267873	6101 - Library Technical Assistant	564	1
	267876	6101 - Library Technical Assistant	564	1
	318625	6101 - Library Technical Assistant	521	1
	318626	6101 - Library Technical Assistant	732	1
	318630	6101 - Library Technical Assistant	1082	1
	320844	1812 - Administrative Specialist	431	1
Library District Total				27
Public Works Administration	224101	7150 - Program Manager Unclassified	712	1
Public Works Administration Total				1
School Superintendent	321035	7136 - Program Specialist Unclassified	397	1
	321043	7150 - Program Manager Unclassified	435	1
School Superintendent Total				2
Sheriff's Department	260010	3530 - Public Safety Support Specialist	732	1
Sheriff's Department Total				1
Stadium District	205907	0916 - Kino Sports Complex Grounds Manager	491	1
	320820	1812 - Administrative Specialist	536	1
Stadium District Total				2
Superior Court	880124	8160 - Probation Support Specialist	489	1
Superior Court Total				1
Treasurer's Office	003856	0030 - Office Support Level III	754	1
	963511	4743 - IT Applications Engineer	662	1
Treasurer's Office Total				2
Grand Total				49