



MEMORANDUM

Date: September 29, 2021

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 read "C.H. Huckelberry", is written over the typed name and title.

Re: **Fiscal Year 2021/2022 Employee Compensation Effective October 10, 2021**

On September 21, 2021, the Pima County Board of Supervisors approved a County-wide 5 (five) percent salary adjustment for all eligible employees. These adjustments are effective October 10, 2021, and will be reflected in employees' pay on October 29, 2021.

The following employment class and job classifications are ineligible for the 5 (five) percent salary adjustment:

- Elected Officials
- Judges, Judges Pro Tem, and Court Commissioners (Classification Codes 0303, 0305 and 0167)
- Part-time Judges (Classification Code 8094)
- Hearing Officers (Classification Code 8067)
- Election Workers (Classification Code 9994)
- AmeriCorps (Classification Code 8143)
- Sheriff's 911 Call Taker (Classification Code 3528)
- Sheriff's 911 Dispatch Supervisor (Classification Code 3526)
- Sheriff's 911 Dispatcher (Classification Code 3527)
- Sheriff's 911 Dispatch Manager (Classification Code 3554)
- Fingerprint Technician (Classification Code 3252)
- Evidence Technician (Classification Code 3253)
- Lead Evidence Technician (Classification Code 3255)
- Forensic Technician (Classification Code 3256)
- Forensic Tech Senior (Classification Code 3236)
- Latent Print Examiner (Classification Code 3257)
- Admin Svs Support CAT (Classification Code 3161)
- Legal Off Suppt Specialist (Classification Code 1181)
- Legal Processing Support CAT (Classification Code 3139)
- Legal Secretary (Classification Code 3143)
- Admin Svs Tech Suppt CAT (Classification Code 3159)
- Investigative Supt Spec CAT (Classification Code 3136)
- Paralegal (Classification Code 3145)
- Paralegal Public Defense Srvs (Classification Code 3133)
- Social Worker (Classification Code 5233)
- Law Clerk Unclassified (Classification Code 7656)
- Probation Officers (Classification Code 8114) who have received a pay increase of 5% or more since the start of the fiscal year.

The Honorable Chair and Members, Pima County Board of Supervisors
Re: **Fiscal Year 2021/2022 Employee Compensation Effective October 10, 2021**
September 29, 2021
Page 2

- Superior and Juvenile Court employees who have received a pay increase of 5% or more since the start of the fiscal year.

In addition, Supervisor Christy has asked that the Supervisorial District 4 not receive this pay increase.

The Forensic Supervisor (3259) classification will receive a 3% salary adjustment while the Victim Advocate CAT (3146) classification will receive a 2% salary adjustment. Superior and Juvenile Court employees and Probation Officers who have not received a pay increase since the start of the fiscal year will receive 5% and those that received less than a 5% pay adjustment, will receive an additional adjustment up to 5%.

Pay adjustments will be automatically processed by Human Resources for eligible employees for the 5 (five), 3 (three), or 2 (two) percent salary adjustments. Two copies of each employee's pay adjustment notice will be provided to every department, one for the department personnel file and one for the employee. An electronic copy of every employee's pay adjustment notice will also be provided to Human Resources to be filed in the official personnel file (OPF).

In addition, in order to remain competitive in the challenging job market, salary grade minimums and maximums for all job classifications included in this salary adjustment will be increased by the applicable percentages provided above.

Finally, I will be placing the subject of this raise on the October 5 Agenda, to allow the Board to make any adjustments that you believe are necessary since we will likely have the final tally of vaccinated versus unvaccinated employees by department or agency as well as the latest list of COVID-19 infections by department or agency as well. Please note this communication also now includes Superior and Justice Court employees.

Based on a recent conversation with the Sheriff he is concerned about unvaccinated Correction Officers possibly contributing to a recent COVID-19 outbreak in the Adult Detention facility and has suggested, and I agree, that perhaps the 5 (five) percent raise be withheld until the unvaccinated employees become vaccinated. If the Board were to consider this option, I would recommend apply to all unvaccinated employees not just correction officers.

c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Mark Napier, Assistant County Administrator for Justice and Law Enforcement
Yves Khawam, Assistant County Administrator for Public Works
Cathy Bohland, Director, Human Resources
Michelle Campagne, Director, Finance & Risk Management