



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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PURPOSE

The purpose of this document is to impose departmental guidelines for effective position control of vacancies exclusive of the budget approval process.

BACKGROUND

In the interests of responsible fiscal administration and sound management practices, persons authorized to make appointments shall review and evaluate the need to fill vacant positions for feasibility of eliminating the position after it is vacated, or an opportunity to better utilize the position, prior to initiating requests to fill them. Such a review should take into consideration: 1) the mandated or assigned mission of the department; 2) the limited financial resources available; and 3) options available to maintain or improve service levels.

It is the Board of Supervisors' and the County management's desire to have the Appointing Authorities/administrators take advantage of the opportunities created by vacancies to improve the efficiency of departmental operations and to improve utilization of human resources.

POLICY

It is the policy of the Board of Supervisors that:

Appointing Authorities and Department Directors will consider available options for approval by the County Administrator or his designee(s) prior to initiating a request to fill a vacant position.

RESPONSIBLE DEPARTMENT

1. The County Administrator
2. All County Department Heads