



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

**PERSONNEL ADMINISTRATION - UNCLASSIFIED SERVICE –
SELECTION AND APPOINTMENT**

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PURPOSE

This Policy sets forth the manner in which the Board of Supervisors and the County Administrator conduct recruitment, selection and appointment for the unclassified positions in County government.

BACKGROUND

Under Arizona law and the terms of the Pima County Code, the Board of Supervisors and the County Administrator are responsible for recruitment, selection, appointment, assignment, and termination of employees in certain unclassified positions in County government.

All unclassified positions are exempt from the County Merit System Rules, that provide for the recruitment, selection and appointment of employees in the classified service. This policy is designed to standardize hiring practices in the unclassified service.

POLICY

Board of Supervisors

1. The Board shall select and appoint its office staff, the Clerk of the Board, the County Administrator, and other positions as specified by statute or Board action, in a manner that ensures the appointment of qualified individuals who meet the administrative and operational needs of the County.
2. Compensation, assignment, supervision, and termination of these Board-appointed employees are at the discretion of the Board.

County Administrator

1. Subject to the direction of the Board of Supervisors and the provisions of this Policy, the County Administrator is responsible for the recruitment, selection, appointment, compensation, assignment, supervision, and termination of all unclassified positions reporting directly or indirectly to the County Administrator.
2. For all non-clerical unclassified positions, the following recruitment and selection process shall be used:
 - A. The County Administrator shall develop a recruitment plan that assures open competition or an executive level search and addresses the administrative and operational needs of the County. The plan may include:

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1. A job description specifying the preferred qualifications and other criteria for the position;
 2. Public announcement of the position in local, state-wide and/or national publications for at least five business days, when necessary;
 3. An application/resumé process which may include a written examination;
 4. A interview panel consisting of at least two members with one subject matter expert from inside or outside County employment and an EEO representative. The panel will at a minimum conduct interviews of the top candidates, and recommend selective options to the County Administrator. The County Administrator has the option to designate panel members for any of these recruitments.
 5. Competitive process may be waived, at the direction of the County Administration for hard-to-fill specialized positions after a competitive process has been unsuccessful for filling the position, and the position is critical to continued operations.
 6. Specific unclassified recruitment procedures may be developed and implemented by the County Administrator.
 7. Recruitments for unclassified positions under the authority of the County Administrator will require a request for certificate to be approved by the County Administrator and submitted to the Human Resources Department.
- B. For all clerical unclassified positions, recruitment and selection shall be conducted in a manner that ensures appointment of qualified individuals who meet the administrative and operational needs of the County.

Responsible Departments

Board of Supervisors
County Administrator

References

A.R.S. §11-351 et seq.
Ordinance 2000-81, 2000;
Title 2 of Pima County Code

Effective Date: February 11, 1997
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