



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE****Policy
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PURPOSE

The purpose of this policy is to comply with the regulations applicable to the standards for a merit system of personnel administration as set forth by the Federal Office of Personnel Management and authorized in the Arizona Revised Statutes.

POLICY

It is the policy of the Board of Supervisors that:

1. Competitive Selection (Employment)

Positions covered by all merit systems will be filled by a competitive process which evaluates candidates on the basis of relative abilities, knowledge, and skills.

2. Equitable and Adequate Pay (Compensation)

Employees will be compensated with due regard to internal and external equity considerations as well as labor market competitiveness factors.

3. Essential Training

Appropriate training opportunities to include on-the-job training will be available to all employees commensurate with the needs of the County and service to the public.

4. Performance-Based Retention

Retention in and separation from County service will be based upon standards of performance designed to provide needed levels of service to the public.

5. Fair Treatment

A formal process/mechanism will be provided for complaint resolution.

6. Political Affiliation Protection

Employees have the right to participate in partisan political activities but those activities cannot influence or interfere with the conduct of official County business or activities.

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Notwithstanding this provision, County employees shall not: a) make a political contribution, and/or b) solicit or collect political contributions for any candidates for any elected County office. Nothing in this section shall prohibit Elected County officials from making contributions to political campaigns.

Key considerations for the procedures will include, but not be limited to:

1. Profile of the Pima County workforce.
2. Characteristics of the labor market.
3. Salary placement in the market.
4. Balance between benefits and wages.
5. Organizational design and structure of departments.
6. Proportionate distribution of management and non-management positions.
7. Public service staffing ratios.
8. Affirmative action expectations and accomplishments.
9. Retention standards and opportunities for upward mobility.
10. Decentralization vs. centralization of personnel administration.

RESPONSIBLE DEPARTMENTS

1. The Board of Supervisors
2. The County Administrator
3. Human Resources Department
4. All Appointing Authorities

REFERENCES

Ordinance No. 2000-81, 2000;
Title 2 of Pima County Code as amended
Pima County Merit System Rules
Pima County Personnel Policies
Arizona Revised Statutes §11-351, *et seq.*
Board of Supervisors Policy C.2.1 and D.23.9

Effective Date: October 30, 1990
Revised Date: July 7, 2009