



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE –
EQUITABLE AND ADEQUATE PAY**

**Policy
Number**

D 23.5

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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.

BACKGROUND

The County's compensation practices include the following consideration(s):

1. The internal relationship of classifications is determined by function and task analysis performed by Human Resources staff in order to ensure appropriate external and internal market comparisons are used in determining classifications values.
2. The function and task analysis also assists in maintaining internal relationships among classifications.
3. Both internal and external (market) equity factors are considered in developing salary grade recommendations.

In 2007, Pima County contracted with Hay Management to perform a comprehensive salary survey to determine the County's overall position relative to market. The Consultants verified that the basic structure of the County's classification and compensation system were sound and recommended only that market adjustments be considered to bring formal pay ranges in-line with those of competing jurisdictions. Periodic benchmark surveys will be used to maintain an up-to-date market profile.

POLICY

It is the policy of the Board of Supervisors to attract and retain a qualified workforce by maintaining a transparent compensation plan that is market competitive, internally equitable and fiscally responsible. The compensation plan will be objective and non-discriminatory in theory, application and practice.

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