



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

**Subject:**

**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE –  
ESSENTIAL TRAINING**

**Policy  
Number**

D 23.6

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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**

A variety of human resource approaches are currently available to support training and development opportunities for all County employees. Among these are:

1. In-house training programs designed to introduce or enhance necessary job-related skills (i.e., management and supervisory training, employee workshops and computer training);
2. The Educational Reimbursement Program available to assist those individuals seeking technical/professional certification or academic pursuits, when funding is available;
3. Departmental financial support for attendance at job-related seminars and conferences;
4. The Trainee Program designed to assist departments with hard-to-fill positions or employees desiring upward movement;
5. The New Employee Orientation Program designed to enhance employee awareness about Pima County --- its services, programs, policies and rules, benefits, employee organizations, etc.;
6. Internal promotion opportunities as seen through County-only announcements and policies related to the employee application process; and
7. Other related approaches such as cross-training, job enrichment and informal mentor relationship opportunities with departments.

### **POLICY**

It is the policy of the Board of Supervisors that:

Appropriate training opportunities will be available to employees commensurate with the needs of the County, service to the public, and available funding.

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