



HUMAN RESOURCES DEPARTMENT
SALARY STUDY REQUEST FORM
Administrative Procedure 23-27

To: C.H. Huckelberry
County Administrator

Date: _____

Through: Human Resources Director

From: _____
Appointing Authority

Department

1. List the Classification or Groups of Classifications or incumbent/applicant salary requested to be studied.

- One Classification
Two or more classifications (A separate form must be attached for each classification and numbered accordingly.)
Applicant's salary
Incumbent's salary

Page 1 of _____
Classification Code/Title

Page 1 of _____
Applicant's Name, Classification Code/Title

Page 1 of _____
Incumbent's Name, Classification Code/Title

2. Reason for Request. (Please check one or boxes below).

Hiring difficulties Retention difficulties Other (explain below)

3. Number of employees in the classification with a mark next to any that need special attention for compensation with a reason why. (You may attach a separate document. If so, indicate "attached" below).

4. Complete turnover information for each classification, if applicable, for the past one or more fiscal years. Place all information in chronological order by term or transfer date listing the most current first.

Employee Name, Date of Hire, Date of Term/Transfer, Reason (ex. Retired, promoted, demoted, transferred to another County department, left Pima County for other employment, left area). Indicate whether the position remains vacant or is filled.

Employee Name	Date of Hire	Date of Term/Transfer	Reason Employee Left	Position Currently Vacant or Filled

5. Hiring Difficulties encountered (if any):

6. Attach any other relevant information. (Indicate "None" by checking this box)

COUNTY ADMINISTRATOR ACTION:

Approved to proceed with study

Denied

Place on hold (Date TBD by the County Administrator)

Place on hold, need more information

Place on hold indefinitely

Date of County Administrator's Action: _____

HUMAN RESOURCES STATUS:

Placed in queue

Expedited per County Administrator's direction

On hold per County Administrator's direction (_____) Est. Begin Date

Denied by County Administrator, returned to department

Estimated Completion Date: _____

For any questions, please contact Human Resources at 724-8467.