



MEMORANDUM

Date: February 29, 2024

To: Melissa Manriquez
Clerk of the Board of Supervisors

From: Jan Lester 
County Administrator

Re: **Additional Materials for the March 5, 2024 Board of Supervisors Meeting**

Please include the attached draft document as additional materials to Item 12 on the March 5, 2024 Board of Supervisors Meeting.

JKL/anc

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator
Steve Holmes, Deputy County Administrator

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FEB 29 2024 PM 03:02 PC CLK OF BD

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-84

Effective Date: 03/05/2024

Revision Date: _____

County Administrator

SUBJECT: **Vacant Positions**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

1. **PURPOSE**

The purpose of this procedure is to outline the County's management of vacant positions and resulting vacancy savings.

2. **STATEMENT**

In the interests of responsible fiscal administration and sound management practices, departments will eliminate vacant positions after a specified duration to reincorporate budget authority into a contingency fund to best support the County's needs.

3. **DEFINITIONS**

Vacant Position – A budgeted position that does not currently have an incumbent, regardless of the recruitment status.

Vacancy Savings – The budgetary savings achieved when positions within the department remain unfilled for a period of time.

4. **PROCEDURE**

A. General Fund and Non-General Fund Positions

1. On the first day of each quarter (Oct 1, Jan 1, Apr 1, July 1), all positions that have remained vacant for more than 240 days will be eliminated.

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- a. Vacant positions which are currently in the interview stage, as denoted by their status in the Countywide applicant tracking system, will be permitted to complete the recruitment process. If no candidate is selected the position will be eliminated.
 - b. The reallocation of a position does not reset the number of days the position has been vacant.
2. Vacancy savings from General Fund positions are moved to Contingency within the General Fund.
 3. Vacancy savings from non-General Fund positions are moved to a contingency fund within the Fund.
- B. Grant-Funded Positions
1. On the first day of each quarter (Oct 1, Jan 1, Apr 1, July 1), grant-funded PCNs vacant for more than 240 days will be eliminated.
 - a. Vacant positions which are currently in the interview stage, as denoted by the status in the Countywide applicant tracking system, will be permitted to complete the recruitment process. If no candidate is selected the position will be eliminated.
 - b. The reallocation of a position does not reset the number of days the position has been vacant.
 2. Vacancy savings from eliminated grant-funded positions can be reallocated only if in compliance with grant-specific guidelines and regulations, including but not limited to, the need for written funder approval.
 3. Positions funded by an expired grant will be eliminated as soon as the grant expires.
 4. Persons occupying expired positions may be laid-off in accordance with [Pima County Merit System Rule 11.4 – Layoffs](#).
- C. Future Base Budgeting
- Base budgets for the next fiscal year will be reduced by any position(s) eliminated during the previous quarters.