



# MEMORANDUM

Date: April 15, 2024

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Additional Materials for Addendum Agenda Item # 8 – Board of Supervisors Policy**

Attached is a draft of Administrative Procedure 22-84 Vacant Positions. This Administrative Procedure would be used to implement the Board Policy on Vacant Positions if the Board chooses to adopt this new policy.

JKL/anc

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Cathy Bohland, Director, Human Resources  
Ellen Moulton, Director, Finance and Risk Management

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# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-84

Effective Date: 07/01/2024

Revision Date: \_\_\_\_\_

\_\_\_\_\_  
County Administrator

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SUBJECT: **Vacant Positions**

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DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

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## 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 grant 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.
  - D. Communication

The County Administrator and Deputy County Administrators shall review quarterly data reports provided by the Human Resources Department for

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vacancies over 240 days. Positions identified in these reports will be communicated to Department Directors and Elected Officials 30 days prior to their scheduled elimination. This will allow ample time for Directors and Elected Officials to make the appropriate adjustments to their budgets and/or formally appeal to the appropriate authority a request to keep the position posted.

E. Appeal Process

There may be unique circumstances that may necessitate that a position posted for over 240 days not be eliminated.

1. Department Directors shall make their appeals request to their supervising Deputy County Administrator stating the rationale for the appeal. Denied appeals may be considered by the County Administrator for final approval or denial.
2. Elected Officials shall make their appeals request to the County Administrator stating the rationale for the appeal. Denied appeals may be considered by the Board of Supervisors for final approval or denial.