



# MEMORANDUM

Date: May 16, 2022

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

From: Jan Leshner   
County Administrator

Re: **Position Reports including Recruitment Data**

Some questions were raised during the Budget Hearings related to positions, vacancies and recruitment. Pima County uses ADP as the system for managing positions, both filled and vacant, and NeoGov as the system for managing formal recruitment within the County. There are two separate instances of NeoGov use: one within Human Resources that supports the majority of Pima County departments including all the Elected Officials and the second within the Courts system, which includes Superior and Juvenile Court and the Clerk of the Court. Analytics & Data Governance (ADG) receives a nightly, automated feed from both Human Resources' and the Courts' NeoGov instances which is then integrated with position data, both for filled and vacant positions, from ADP.

There are two distinct issues with regards to the Vacancy Reports discussed at the Budget Hearing:

1. The interface from the Courts' instance
2. The recruiting strategy being used by various departments

On February 10, 2022, the automated feed from the Courts' NeoGov instance failed. The download continued to fail over the weekend. The vendor was notified on February 14, 2022, and Pima County (HR, Superior Courts and ADG) have been in contact with the vendor on a weekly basis. The impact of the failure of the automated feed from the NeoGov system has resulted in the inaccuracy of the recruiting information for the Pima County Courts system only. To date, the vendor has not been able to resolve the issue completely. ADG has updated the reports manually to reflect the most current data from the Courts.

The NeoGov system allows Departments to recruit for multiple positions of the same job classification on the same requisition. Many departments have taken advantage of this process and when this happens all positions listed on a requisition are noted as being "under recruitment" on the Vacancy Reports. Other departments have chosen to recruit for individual positions and if multiple candidates are selected, the departments then opens additional requisitions later in the process. Both are viable recruitment strategies, however only the first strategy will result in all positions being listed as under recruitment.

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The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **Position Reports including Recruitment Data**  
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Attached is an updated Position Vacancy Report which more accurately reflects the recruiting efforts by the Courts.

JKL/mp

Attachments

c: Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,  
Health and Community Services  
Ellen Moulton, Director Analytics & Data Governance  
Cathy Bohland, Director Human Resources  
Michelle Campagne, Director Finance & Risk Management

**Pima County Vacant Position Report**  
**As of May 16, 2022**

<b>Department Name</b>	<b>Number of Positions</b>	<b>Vacant Positions</b>	<b>Number of Positions Under Recruitment</b>
Analytics & Data Governance (ADG)	29	8	5
Assessor (AS)	143	36	15
Attractions & Tourism (ED)	18	4	-
Behavioral Health (BH)	28	3	2
Board of Supervisors (BOS)	23	-	-
Capital Program Office (CPO)	10	3	1
Clerk of the Board (CL)	19	2	2
Clerk of the Superior Court (CC)	194	24	-
Communications Office (CM)	33	3	1
Community & Economic Development Administration (CED)	4	2	-
Community & Workforce Development (CR)	195	58	29
Constables (CO)	14	-	-
County Administrator (CA)	23	3	-
County Attorney (PCA)	399	100	28
County Free Library (LIB)	373	70	51
Development Services (DSD)	56	8	4
Elections (EL)	37	22	2
Environmental Quality (DE)	42	8	4
Facilities Management (FM)	201	42	34
Finance & Risk Management (FN)	157	29	22
Fleet Services (FS)	62	19	5
Grants Management & Innovation (GMI)	62	14	8
Health (HD)	452	120	49
Human Resources (HR)	67	9	4
Information Technology (IT)	232	43	24
Justice Court Ajo (JCA)	9	-	-
Justice Court Green Valley (JCG)	8	1	1
Justice Court Tucson (JCT)	105	17	5
Juvenile Court (JU)	339	59	16
Medical Examiner (FSC)	41	1	-
Natural Resources, Parks & Recreation (PR)	493	84	26
Office of Emergency Management & Homeland Security (OEM)	8	-	-
Office of Sustainability & Conservation (SUS)	17	2	-
Pima Animal Care (PAC)	133	30	14
Procurement (PO)	31	3	2
Public Defense Services (PDS)	322	51	29
Public Works Administration (PW)	2	-	-
Real Property Services (RPS)	11	1	1
Recorder (RE)	54	16	10
Regional Flood Control District (FC)	59	10	3
Regional Wastewater Reclamation (WW)	405	46	26
School Superintendent (SS)	21	2	2
Sheriff (SD)	1,490	208	64
Stadium District-Kino Sports Complex (KSC)	58	7	3
Superior Court (SC)	668	59	29
Transportation (TR)	199	28	12
Treasurer (TO)	32	5	2
Wireless Integrated Network (WIN)	12	-	-
<b>Grand Total</b>	<b>7,390</b>	<b>1,260</b>	<b>535</b>