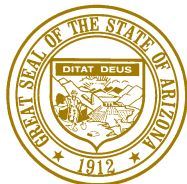


JANET NAPOLITANO
Governor



WILLIAM BELL
Director

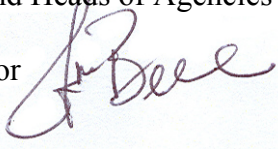
ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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(602) 542-1500

M E M O R A N D U M

TO: Cabinet Members, and Heads of Agencies in the ADOA Personnel System

FROM: William Bell, Director 

DATE: February 25, 2008

RE: Hiring Freeze

As you know, the Governor has ordered a hiring freeze for all Cabinet Agencies, and has asked all other agencies, boards, and commissions to give strong consideration to a similar hiring freeze. As the Director of the Department of Administration, I am imposing the hiring freeze upon all agencies in the ADOA Personnel System. Recognizing that you may have questions regarding the implementation of this hiring freeze, I have attached a list of questions and answers that provide additional information. Please distribute this information to your human resources staff and others involved in hiring and personnel actions.

All agencies shall immediately review all open positions currently posted on the azstatejobs.gov web site and any other job boards. Job openings for positions that are not vital to, and directly involved in providing for the health and safety of the public or our employees or the collection or investment of state revenues should be immediately removed.

Agencies may have already submitted classification actions or other personnel actions to the Human Resources Division for processing prior to implementation of the hiring freeze. ADOA staff will be contacting your human resources staff to address the processing of these actions on a case-by-case basis.

Thank you for your patience and cooperation as we implement the hiring freeze. Please let me know if you have any questions.

Attachments: Hiring Freeze Q & A
Justification to Fill Form

Hiring Freeze Questions and Answers

General

1. Are all state agencies required to participate in this hiring freeze?

The Governor has ordered all Cabinet agencies to implement a hiring freeze. The ADOA Director has imposed the hiring freeze upon all agencies within the ADOA Personnel System. Non-Cabinet agencies that are not included in the ADOA Personnel System have been asked to give strong consideration to implementing a hiring freeze and restricting hiring to mission critical positions.

2. When does the hiring freeze begin?

It is effective immediately.

3. How long will the hiring freeze last?

Until further notice.

Hiring and Recruitment

4. What positions can be filled?

Only positions that are vital to, and directly involved in providing for the health or safety of the public or our employees or the collection or investment of state revenues will be exempt from the freeze.

5. What happens if an agency has other positions it considers “mission critical”?

Requests to fill a position that is considered “mission critical” but not originally approved as a position exempt from the freeze should be submitted to ADOA Director William Bell for approval. These requests should include a brief explanation of the mission critical nature of the position. Recruiting for these positions may occur only after approval. The attached form has been developed for your use in requesting these exceptions.

6. What about positions that are not General funded? Or partially General funded?

At this time, all positions are included in the hiring freeze.

7. What about uncovered positions? Clerical pool positions?

At this time, all positions are included in the hiring freeze.

Hiring Freeze Questions and Answers

8. What should we do with those positions we are currently recruiting for and we consider to be “directly involved in providing for the health or safety of the public or our employees or the collection or investment of state revenue”?

Recruitment (including job announcements, interviewing, reference checks) can continue for those positions that your agency will include in the list of positions directly involved in providing for the health or safety of the public or our employees or the collection or investment of state revenues. However, no offers for employment should be made until this list has been approved by ADOA.

9. What should we do with those positions we are currently recruiting for and we do not consider to be “directly involved in providing for the health or safety of the public or our employees or the collection or investment of state revenue”?

Recruitment for these positions should stop immediately. If it is later determined that the position is a “mission critical” position, a request should be submitted to William Bell as indicated in Question #5. Upon approval, recruitment may begin again.

10. What if we have already interviewed for non-mission critical positions?

Interviewing should stop immediately and no offers for employment should be made.

11. What happens if an offer for employment has already been made for a non-mission critical position?

If an offer has been made and accepted, the applicant may begin employment. If an offer has not been accepted, the offer should be rescinded.

12. If a position is approved for hire and it is a Pay Grade 25 or above, do we still have to request approval for the appointment from the Governor’s Office through ADOA?

Yes – the same approval process for these positions will apply. As previously required, approval shall be obtained before an offer of employment is extended.

13. Will agencies be required to report hiring activity?

Yes, additional information will be forthcoming on the reporting requirements.

Hiring Freeze Questions and Answers

Classification and Other Personnel Actions

14. Does this impact transfers, promotions and voluntary grade decreases?
- Yes – Transfers, promotions, and voluntary grade decreases are included in the hiring freeze and may only occur when filling a position that has been approved as exempt from the hiring freeze.
15. Can employees be placed on a mobility assignment or detail to special duty during the hiring freeze?
- Only if the employee is being placed into a position that has been approved as an exception to the hiring freeze.
16. Can an agency process a salary increase for an uncovered employee during the hiring freeze?
- No, all personnel and salary actions for uncovered employees will require ADOA approval on an exception basis.
17. Will ADOA process other personnel actions such as reclassifications, administrative adjustments, etc, during the hiring freeze?
- No, only on an exception basis.

**JUSTIFICATION TO FILL
DURING THE HIRING FREEZE**
(To be completed by the agency)

Agency Name: _____

Position Title: _____

Position Number: _____ Job Code: _____

Length of Time Position Has Been Vacant: _____ Grade: _____

Anticipated Hiring Rate: _____ Funding Source: _____

Please provide a brief explanation of the mission critical nature of this position and the expected impact to the agency's mission if this position remains vacant:

Agency Head or Authorized Designee

Date

Please provide a return email address: _____

ADOA Use Only

William Bell, ADOA Director

Approved

Denied

Please submit this form electronically:

**Arizona Department of Administration
Director's Office
Email: DirectorsOffice@azdoa.gov**

February 25, 2008