

Non-Permanent Terms of Employment and Special Pay Categories

Purpose: To create limited non-permanent position classifications and more flexible work arrangements in order to expand the potential applicant pool for difficult to fill positions, create more opportunities for candidates to learn on the job, and provide learning and advancement opportunities for existing employees to grow their careers.

Use of any of the below non-permanent terms of employment or special pay categories may be considered:

- 1) To fill positions which have not been able to be filled through open competitive recruitment processes (critical recruitment issues), or
- 2) When the purpose for the position is limited in duration and requires the skill of a highly qualified or experienced subject matter expert, or
- 3) When the duties required are non-permanent, require higher level authority or expertise, and continued service is solely subject to the discretion of the elected official or the appointing authority.

All non-permanent terms of employment and special pay categories are subject to County Manager approval.

I. New Classifications:

A. Trainee:

Job Summary:

Under close supervision, receives on-the-job training and performs entry level functions to develop the skills and knowledge needed in order to qualify for advancement into a journey or professional level position within the County. Performs a variety of increasingly difficult duties as skills are acquired during the course of the training period to ensure the incumbent is fully qualified to perform required duties and advance in the specific field.

On-the-job training is provided and the position is distinguished from the journey or professional entry-level classification by reduced experience requirements, greater degree of supervision received, and the limited breadth of duties performed. The trainee positions are designed to provide a means of employing persons who do not meet the minimum experience and/or education requirements necessary to qualify for hard-to-fill County positions but who would with on-the-job training normally not to exceed two (2) years. This classification permits the County to recruit and train employees in the specified areas of assignment and upon successful completion of the training period, provide for a non-competitive promotion. The classification of Trainee is "at-will" meaning not covered by the Pinal County Merit System rules.

The pay grade for the trainee classification depends on comparable market data, if applicable. If no such trainee position exists in the market, the pay grade shall generally be one grade below that of the relevant journey or entry-level position (setting the entry salary at approximately eight (8) percent lower).

Current Related County Classifications:

Heavy Equipment Operator, Trainee

Deputy Clerk of the Superior Court, Trainee

II. Non-Permanent Employment and Assignment Opportunities:

A. Limited Term Offer of Employment and Agreement

At-will professional level employee hired to work for a defined purpose or project and for a defined period of time (typically six months or more but not to exceed three years). The Limited Term Offer of Employment and Agreement requires a budgeted position with sufficient budget capacity. The employee may be eligible for healthcare benefits and a leave bank not normally afforded employees hired without term limits. No leave is accrued during the term of employment and no payout is authorized at the end of the employment term.

Related Term Limited Offer of Employment and Agreement

Deputy County Attorney, Senior (Project Focus: Employment Law Compliance; Professional Standards, Rights and Responsibilities: Policy and Practice Review, Development, and Implementation; Merit System Revisions and Scope).

B. Management Detail Appointment (MDA)

A non-permanent assignment into a higher level professional or management role. The MDA is distinguished from an “at-will” position in that the assignment is subject to the discretion of the appointing authority, however, the employee retains their budgeted position and whatever privileges are associated with its terms of employment.

A Management Detail Appointment (MDA) is similar to the Job Detail Assignment (JDA) as detailed in Pinal County Merit Rule 7.5, Temporary Promotional Appointments, with respect to its general purpose, however, it differs in that MDAs can be for an indefinite period of time, and are not covered by any merit system.

Current Related Job Detail Assignments

Capital Attorney

Appeals Attorney

C. Career Development and Advancement Pathways (CDAP)

This program is designed to create internal advancement opportunities for County employees specifically to fill critical, hard-to-fill positions across the County. The intent of the program is to authorize hiring authorities to advance County employees who may not fully meet minimum qualifications into hard-to-fill positions. An individual development plan will be created to address gaps in experience and training and after a set period of time established by the department (no less than 6 months but not to exceed 2 years), CDAP candidates who successfully complete the development plan and can demonstrate they can successfully fulfill the duties required for the position, will be given a non-competitive permanent appointment.

The CDAP is distinguished from the Trainee classification in that participation is limited to county employees and is typically used for mid or professional level positions and career development and advancement opportunities. The former, Trainee classification, is typically used at the entry level of a profession or career pathway.

Current Related Program or Classification: Not applicable.

D. General Guidelines:

Use of any of the above non-permanent terms of employment or special pay categories to address critical recruitment or retention challenges, requires a written justification or plan; sufficient budget capacity within the department's authorized budget; competitive recruitment (unless waived for the Term Employment Agreement); review by the Human Resources and Office of Budget and Finance departments; and County Manager approval.

All Non-Permanent and Special Pay Categories shall be reviewed on a semi-annual basis by the County Human Resources Department.