

Douglas A. Ducey
Governor



Kathy Peckardt
Interim Director


ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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TO: Agency Heads of Executive Agencies, Boards and Commissions

FROM: Kathy Peckardt, Interim Director 

DATE: January 16, 2015

RE: Hiring Freeze Implementation

As you are aware, the Governor announced in his State of the State Address that he would be instituting a state government hiring freeze. On January 15, 2015, the Governor directed the Arizona Department of Administration (ADOA) to implement a hiring freeze for all executive agencies, boards, and commissions. In accordance with this directive, I am implementing a hiring freeze effective February 1, 2015.

Agencies shall not fill any positions that are currently vacant or become vacant after February 1, except those vital to and directly involved in providing for the health or safety of the public or our employees, or directly involved in the collection or investment of state revenues or are otherwise deemed "mission critical". Agencies will be provided with an initial list of job classifications that may meet the criteria to be excluded from the hiring freeze. The ADOA Human Resources Division will work with your agency to finalize the list. When this list is finalized, agencies will have the discretion to fill these positions as necessary to deliver vital public services.

Requests to fill a position subject to the hiring freeze and considered "mission critical" will require justification and agency Director or Deputy Director review and approval. All agencies are advised to immediately review all open positions currently posted on the azstatejobs.gov website and any other job boards. During the hiring freeze, the filling of vacancies will be closely monitored by the ADOA Human Resources Division. Reports will be prepared and shared with the Governor's Office and the respective agency management.

Recognizing that you may have questions regarding the implementation of this hiring freeze, attached is a list of questions and answers that provide additional information. In addition, attached is the "Justification to Fill" form to be used in justifying the need to fill positions deemed "mission critical". These documents and other detailed information will also be distributed to your agency's human resources staff.

Hiring Freeze Implementation
January 16, 2015
Page 2

Given the State's economic situation, it is expected that each agency and its leadership will continue to exercise careful hiring decisions until the freeze begins. State agencies to which the hiring freeze does not apply are encouraged to voluntarily comply with this hiring freeze and to restrict hiring to mission critical positions.

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

c: Marie Isaacson, Human Resources Director

Attachment(s): Hiring Freeze Questions/Answers
Justification to Fill Form