

Douglas A. Ducey  
Governor



Kathy Peckardt  
Interim Director

**ARIZONA DEPARTMENT OF ADMINISTRATION**

HUMAN RESOURCES DIVISION

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**TO:** Chief Human Resources Officers, Agency HR Administrators

**FROM:** Marie Isaacson, Human Resources Director

**DATE:** January 16, 2015

**RE:** Hiring Freeze Implementation

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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, 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, Kathy Peckardt, Interim Director, is implementing a hiring freeze effective February 1, 2015. Please see the attached letter to agency heads announcing its implementation.

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." Given the state's current economic situation, those state agencies to which the hiring freeze does not apply are strongly encouraged to voluntarily comply with this hiring freeze.

Attached is a draft list of job classifications, by agency, that will be excluded from the hiring freeze. Please confirm that they meet the exclusion criteria and let us know if any classifications need to be added or deleted from the list by Friday, January 30. If there are any classifications that need to be added or deleted from the list, the agency should forward the attached "Hiring Freeze Exclusion Request" form to the ADOA HR mailbox: [HumanResources@azdoa.gov](mailto:HumanResources@azdoa.gov) for review. The list will be finalized and published on the 2015 Hiring Freeze website shortly thereafter.

Requests to fill a position subject to the hiring freeze should only be considered for "mission critical" positions and will require justification and approval of the agency Director or Deputy Director. The attached "Justification to Fill" form has been developed for your agency's use in requesting and approving these exceptions. Your agency is required to use and retain this form. Agencies may develop an addendum to the form for any additional information and/or approvals. Recruiting for these positions may occur only after approval has been obtained by the agency Director or Deputy Director. A copy of the "Justification to Fill" form must be uploaded into the

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Talent Acquisition system when the requisition is created. Agency human resources staff will be able to designate the position as “mission critical” by marking the appropriate field in Talent Acquisition.

Also attached is a list of questions and answers that provide specific information related to the hiring freeze. Please distribute this document to your human resources staff and others involved in hiring and processing of personnel actions. For more information regarding the hiring freeze, please visit the hiring freeze web page located at: <http://www.hr.az.gov>; then click on the red button labeled “2015 Hiring Freeze.”

Agencies are advised to immediately review all open positions currently posted on the [azstatejobs.gov](http://azstatejobs.gov) website and any other job boards. Job openings subject to the hiring freeze should be removed unless the agency has determined them to be mission critical. During the hiring freeze, the filling of vacancies will be monitored and information will be reported to the Governor’s Office and agency management.

Thank you for your cooperation as we implement the hiring freeze. Please contact Martha Sesmas, Senior Human Resources Project Manager, with any questions. Martha may be reached at 602-542-5266 or at [Martha.Sesmas@azdoa.gov](mailto:Martha.Sesmas@azdoa.gov).

c: Nancy Gomez, HR Deputy Director, Operations  
Martha Sesmas, HR Project Manager  
Christine Bronson, Policy and Legislative Affairs Manager  
Greg Carmichael, Classification & Compensation Manager

Attachment(s):

Hiring Freeze Questions/Answers  
Justification to Fill Form  
Draft List of Job Classifications  
Hiring Freeze Exclusion Request Form  
Memorandum to Agency Heads of Executive Agencies, Boards and Commissions