




MEMORANDUM

Date: August 22, 2017

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator 

Re: **Chief Administrative Assistant to the County Administrator – Notice of Retirement**

My Chief Administrative Assistant, Maura Kwiatkowski, has advised me of her intent to retire from Pima County to relocate this fall to Eugene, Oregon. I very much appreciate her nine years of service to Pima County.

I have asked Ms. Kwiatkowski to lead the recruitment process to fill the vacancy created by her retirement. An open and competitive process will be conducted based on the schedule outlined below.

Date	Activity
Friday, August 25	Position will be opened and posted by Human Resources
Thursday, August 31	Position Posting Closes
Wednesday, September 6	Selected Candidates Panel Interviews
Friday, September 8	Extension of Offer to Preferred Candidate
Monday, September 25 or Tuesday, September 26	New Chief Administrative Assistant Onboard
Friday, September 29	Maura Kwiatkowski Last Workday

The position description is currently posted on the Human Resources Classification and Compensation webpage (Code 7030), although it is being updated. The revised position description will be posted by Friday, August 25, when the position is opened for recruitment.

CHH/mjk