

## RESOLUTION 15-\_\_

### **Establishing a Confidentiality Policy Regarding Recruitment Of County Administrator and Delegating Authority to the Human Resources Director to Adopt a Similar Policy for Recruitment of Other Key Positions**

#### **Recitals:**

1. Michael Ortega has announced that he will be retiring as County Administrator, and the Cochise County Board of Supervisors is seeking a new County Administrator.
2. The Board wants to encourage as many qualified candidates to apply for this position as possible.
3. If applications, letters of interest, resumes and the like are open to public inspection, some potential qualified candidates, especially those who are currently employed, might choose not to apply for the position, thereby weakening the pool of candidates.
4. In accordance with *Arizona Bd. of Regents v. Phoenix Newspapers, Inc.* 167 Ariz. 254, 806 P.2d 348 (Sup. Ct. 1991), and after balancing the public's interest in knowing who the candidates are and their qualifications against the County's legitimate interest in preserving candidates' confidentiality, the Board resolves to adopt the following policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Cochise County, Arizona, that:

1. All applications, letters of interest, resumes, correspondence and other documents submitted to Cochise County by persons interested in the position of County Administrator, all correspondence or other documents from the County to such persons, and all critiques and notes evaluating such persons, shall not be open to public inspection except: when the Board has narrowed the pool of candidates to a final list, and has scheduled a Board meeting to discuss candidates with the possibility of making a hiring decision, then the resumes, curriculum vitae, letters of interest, applications and similar documents submitted by applicants in that final list, shall be available for public inspection.
2. When advertising for the position, and in corresponding with any potential candidate, the Clerk of the Board, County Administrator, and other County personnel involved in recruitment for County Administrator should mention this confidentiality policy when appropriate.

3. The County Human Resources Director, in consultation with the County Administrator and County Attorney, may adopt a similar policy for recruitment of other key positions.

**PASSED AND ADOPTED this \_\_\_\_\_ day of January, 2015.**

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Pat Call, Chair  
Cochise County Board of Supervisors

**ATTEST:**

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Arlethe G. Rios,  
Clerk of the Board

**APPROVED AS TO FORM:**

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Britt W. Hanson,  
Chief Civil Deputy County Attorney