

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-2

Effective Date: 04/18/1983

Revision Date: 11/15/2003

C. D. Dubinsky
County Administrator

SUBJECT: **DISCRIMINATION CLAIMS FILED WITH OUTSIDE AGENCIES**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. STATEMENT

The Human Resources Department has been designated as liaison to outside agencies in handling discrimination complaints. The agencies which may be involved in receiving and processing such complaints are:

1. Equal Employment Opportunity Commission
2. Office of Federal Contract Compliance Programs
3. Department of Labor
4. LEAA/Justice Department
5. Arizona Civil Rights Division

II. PROCEDURE

In order to coordinate discrimination complaints filed against the County, all Appointing Authorities (or designees) should direct complaints to the Human Resources Department. This will enable the Board of Supervisors and the County Administrator to be better advised about the progress of the Affirmative Action Program and the effects of our compliance procedures. Whenever complaints are received directly by Human Resources, the County Attorney's Office will be notified immediately. The County Attorney's Office will notify the department.

III. COMMENT

Pima County internal grievance procedures are set forth in Merit System Rule 13.3.