

# EEOP Utilization Report



Thu Dec 31 13:54:08 EST 2015

## Step 1: Introductory Information

### Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY Adopted Pima County  
POLICY

Pima County is committed to an equal employment opportunity policy and will take affirmative action to promote this policy. Public accountability requires that equal opportunity and diversity be our standard. Equal opportunity employment practices provide the best of government ideals. The following is confirmation of this commitment:

#### I. EQUAL EMPLOYMENT OPPORTUNITY

A. Pima County shall recruit, hire, train, promote, discipline and discharge persons without discrimination on the basis of race, color, religion, national origin, age, sex, disability, veteran's status, sexual orientation or results of a genetic test received by the County, when applicable. Pima County will conform to the spirit as well as the letter of all applicable laws and regulations.

B. The County shall review employment demographics bi-annually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits, and layoff.

#### RESPONSIBLE DEPARTMENTS

1. The Board of Supervisors
2. The County Administrator
3. The Human Resources Department
4. All Appointing Authorities
5. All Elected Officials

Effective Date: June 7, 1994

Revised Date: July 7, 2009

## **Step 4b: Narrative Underutilization Analysis**

A review of the data contained in the Utilization Chart has resulted in the establishment of corrective goals and objectives to address the underutilization of minorities in Pima County's workforce as compared to their availability established by the 2010 Census data. Pima County consistently reviews its pay structure and completes a market analysis on certain classifications annually. Significant underutilization by race/ethnicity and gender is listed in the Utilization Analysis Chart below. White and Asian females and White and Asian males show the most under representation. Pima County has compared our demographics with those in the community. Significant under representation is determined to be those categories where under representation is one percent (1%) or higher. Pima County will continue to ensure that recruitment for vacant positions is widespread and that minorities and women are provided an equal opportunity to employment and services.

## **Step 5 & 6: Objectives and Steps**

### **1. Encourage Asian and White Males and Female s to apply for vacancies in the Professional, Technicians, Administrative Support and Skilled Maintenance categories.**

a. Encourage Asian and White Females to apply for vacancies in the Professional, Technicians, Administrative Support and Skilled Maintenance categories. Pima County is fortunate to be the home of the University of Arizona and Pima Community College. Both institutions have large foreign student populations. Pima County's Economic Development Plan ("Plan") for 2015-2017 (adopted by the Pima County Board of Supervisors on August 11, 2015) outlines the County's plan to promote economic development, job growth and higher wages. Chapter 10 of that Plan sets out several Action Items to strengthen the County's ties to East Asia, to include: 1. increase economic involvement with East Asia by supporting the Port of Tucson in its expansion; 2. continue to work with the Honorary Consul of the Republic of Korea in Tucson to increase bilateral trade, increase the presence of South Korean companies.

### **2. Identify any barriers in recruitment that might deter White and Asian males to apply for vacancies in the Professionals, Protectives Services (Non-Sworn) and Administrative Suuport job categories.**

a. Identify any barriers in recruitment that might deter White males to apply for vacancies in the Professional, Protectives Services (Non-Sworn) and Administrative Support job categories. Pima County has a pipeline of skilled and reliable workers as a result of the Sequestration causing military branches to downsize. Pima County is home to Davis-Monthan Air Force Base which provides several highly skilled men and women separating from the military each year. Pima County 's OneStop Career Center opened the Kino Veterans' Workforce Center. Both programs work with Pima College to train skilled employees in the Tucson region. It is anticipated that the regions' proximity to the air base and the County's OneStop program will break down any barriers that may deter White and Asian male candidates from applying for Pima County positions.

## **Step 7a: Internal Dissemination**

Pima County includes the EEO Policy statement in the County's Merit System Rules and Personnel Policies, a copy of which is disseminated to Elected Officials, Appointing Authorities and all employees subject to the rules and policies;

Pima County includes the EEOP on the County website and will continue to seek other creative locations for inclusion that may include the website generated by the County's Employee Council and the County's on line newspaper (eScoop") at least once a year;

Pima County conspicuously posts portions of the EEOP and policy on employee bulletin boards throughout the County;

Pima County periodically updates the County's commitment to the plan with managers, supervisors and employees. Coordination may occur between the Offices of Elected Officials and County Administration.

## **Step 7b: External Dissemination**

Pima County includes the County's EEOP on the recruitment website;

Pima County's written job announcements, help wanted and other employment communiques using Pima County's letterhead contain the following statement: "provides equal access and equal opportunity in employment and services and does not discriminate";

Pima County reminds applicants, vendors and suppliers regularly and in writing of the County's EEOP and states that the plan is available for review;

Pima County posts a memo in the Human Resources office explaining how applicants, employees and members of the public may obtain a copy of the EEOP.

**Utilization Analysis Chart**  
**Relevant Labor Market: Pima County, Arizona**

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	173/39%	56/13%	3/1%	0/0%	3/1%	0/0%	1/0%	0/0%	147/33%	45/10%	5/1%	2/0%	6/1%	0/0%	0/0%	0/0%
CLS #/%	20,310/43%	4,555/10%	650/1%	260/1%	665/1%	100/0%	430/1%	50/0%	14,275/30%	4,140/9%	510/1%	215/0%	520/1%	30/0%	280/1%	15/0%
Utilization #/%	-4%	3%	-1%	-1%	-1%	-0%	-1%	-0%	3%	1%	0%	-0%	0%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	649/30%	212/10%	43/2%	6/0%	22/1%	0/0%	10/0%	0/0%	757/36%	305/14%	51/2%	16/1%	33/2%	2/0%	25/1%	1/0%
CLS #/%	28,805/35%	5,250/6%	1,320/2%	435/1%	2,330/3%	95/0%	515/1%	195/0%	31,490/38%	8,030/10%	1,170/1%	690/1%	1,860/2%	35/0%	355/0%	205/0%
Utilization #/%	-4%	4%	0%	-0%	-2%	-0%	-0%	-0%	-3%	5%	1%	-0%	-1%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	87/35%	51/20%	3/1%	0/0%	8/3%	0/0%	5/2%	0/0%	61/24%	32/13%	4/2%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	3,400/27%	1,360/11%	265/2%	25/0%	320/3%	0/0%	59/0%	70/1%	4,730/37%	1,830/14%	235/2%	90/1%	270/2%	0/0%	80/1%	50/0%
Utilization #/%	8%	10%	-1%	-0%	1%	0%	2%	-1%	-13%	-2%	-0%	-1%	-2%	0%	-0%	-0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,580/50%	2,665/24%	230/2%	180/2%	160/1%	20/0%	130/1%	155/1%	1,205/11%	675/6%	70/1%	65/1%	40/0%	0/0%	15/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	21/17%	11/9%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	64/52%	24/19%	1/1%	0/0%	2/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	240/38%	75/12%	65/10%	15/2%	0/0%	0/0%	0/0%	0/0%	160/26%	69/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-22%	-3%	-10%	-2%	1%	0%	0%	0%	26%	8%	1%	0%	2%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	431/14%	487/16%	61/2%	27/1%	23/1%	3/0%	38/1%	1/0%	893/29%	875/29%	99/3%	30/1%	31/1%	6/0%	49/2%	1/0%
CLS #/%	26,075/23%	11,615/10%	1,405/1%	430/0%	1,235/1%	75/0%	355/0%	230/0%	41,850/37%	24,310/21%	1,825/2%	1,655/1%	1,855/2%	110/0%	775/1%	415/0%

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	%	%	1%	1%	-0%	0%	1%	-0%	%	%	2%	-0%	-1%	0%	1%	-0%
	-9%	6%	1%	1%	-0%	0%	1%	-0%	-7%	7%	2%	-0%	-1%	0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	273/44%	296/48%	14/2%	7/1%	0/0%	0/0%	7/1%	0/0%	18/3%	3/0%	0/0%	2/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,745/48%	16,450/42%	755/2%	340/1%	65/0%	300/1%	35/0%	1,265/3%	375/1%	40/0%	25/0%	115/0%	0/0%	0/0%	50/0%	0/0%
Utilization #/%	-4%	6%	0%	-1%	-1%	0%	-0%	-0%	-0%	-0%	0%	0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	82/23%	152/43%	12/3%	8/2%	0/0%	6/2%	1/0%	41/12%	43/12%	2/1%	5/1%	1/0%	1/0%	1/0%	2/1%	0/0%
CLS #/%	25,770/24%	26,065/25%	2,300/2%	1,190/1%	1,500/1%	605/1%	175/0%	21,225/20%	21,870/21%	1,335/1%	1,400/1%	1,310/1%	85/0%	455/0%	130/0%	0/0%
Utilization #/%	-1%	18%	1%	1%	-1%	1%	0%	-9%	-9%	-1%	0%	-1%	0%	0%	0%	-0%

### Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals	✓				✓			✓	✓				✓			
Technicians									✓				✓			
Protective Services: Non-sworn	✓		✓													
Administrative Support	✓							✓	✓		✓		✓			✓
Skilled Craft																
Service/Maintenance					✓				✓							

I understand the regulatory obligation under 28 C.F.R. § 42.301-308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

*C. Dubucay* <sup>County</sup> Administrator 12/30/15  
[signature] [title] [date]