

EEO Utilization Report

Pima County
Equal Employment Opportunity Plan (EEO Plan)

December 31, 2017

2017 PIMA COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN

I. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Adopted by Pima County government

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

EQUAL EMPLOYMENT OPPORTUNITY

- A. Pima County shall recruit, hire, train, promote, discipline and discharge persons without discrimination based on race, color, religion, national origin, sex, disability, Veteran's status, sexual orientation or results of a genetic test received by the County, when applicable.
- 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

II. UNDERUTILIZATION ANALYSIS

Pima County reviewed the data in the Utilization Chart, which resulted in the establishment of corrective goals and objection addressing the underutilization of minorities in Pima County's workforce as compared to those same persons' availability established in the 2016 Census.

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 Under Utilization Chart (attached). Pima County has compared its demographics with those in the community. Significant under representation is determined to be those categories where under representation is one percent (1%) or higher. Asian females show the most under representation. While Black and American Indians do not quite reach the 1 % level, Pima County will monitor that representation as well.

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.

III. OBJECTIVES AND STEPS

A. Encourage Asian Females and Black Males to Apply for Vacancies in the Technicians Category and American Indian Males to Apply in the Skilled Craft Categories

1. 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 for 2015-2017 (the "Plan" – adopted by the Pima County Board of Supervisors on August 11, 2015) outlines Pima 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:
 - a. Increase economic involvement with East Asia by supporting the Port of Tucson in its expansion;
 - b. Continue to work with the Honorary Consul of the Republic of Korea in Tucson to increase the presence of South Korean companies.
2. Pima County's Economic Development Plan is designed to continue guiding the County's investments and policy actions to grow the local economy, increase jobs and income, and increase overall community wealth. Pima County is dedicated to training the existing workforce in technology through the use of short-term, technically focused training programs. Chapter 12 of the Plan outlines Pima County's efforts in Job Training and Employment Base Development.
3. Pima Community College and Pima County On-Stop have already begun to utilize Integrated Education Programs, including AZ-IBEST. IBEST is a nationally recognized, innovative program model integrating content knowledge with basic academic skills to support students transitioning into their occupational pathway.
4. Pima Community College is a major provider of training certificates and degrees for technician -level occupations including automotive, aviation, building and construction, machine tooling, surface mining and welding.

B. Identify any barriers in Recruitment that might deter Asian Females and Black Males to apply for vacancies in the Technician Job Categories and American Indian Males from applying in the Skilled Craft Category.

1. Pima County has a pipeline of skilled and reliable workers because of the Sequestration causing military branches to downsize. Pima County is home to Davis-Monthan Air Force Base, which provides highly skilled men and women separating from the military each year. Pima County's One Stop Career Center opened the Kino Veteran's Workforce Center. Both programs work with Pima County to train skilled employees in the Tucson

region. It is anticipated that the region's proximity to the air base and the County's One Stop program will break down any barriers that may deter White and Asian male candidates from applying for Pima County positions.

2. A comparison to the last reporting period (2015) demonstrates improvement in Pima County is recruiting efforts in most categories.

IV. 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 of those Pima County employees subject to the rules and policies.

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

Pima County conspicuously posts portions of the EEO Plan 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.

V. EXTERNAL DISSEMINATION

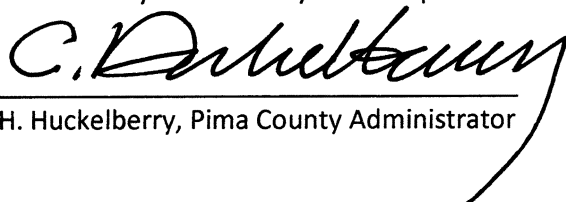
Pima County includes the EEO Plan on the recruitment website.

Pima County's job announcements, help wanted, and other employment communications 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 EEO Plan and avers 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 EEO Plan.

As the Administrator of Pima County and its entities, I have reviewed the EEO Plan and Utilization Report and can certify the accuracy of the reported workforce data and our organization's employment policies.


C.H. Huckelberry, Pima County Administrator

12/19/17
Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Pima County Government		
Address:	150 W Congress St. 4th Floor, Tucson, AZ, 85730		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:	187221742	Vendor Number (only if direct recipient):	
Name of Contact Person:	Carmen R Thomas	Title of Contact Person:	HR Special Projects Coord
Telephone Number:	(520)-404-0744	E-Mail Address:	carmen.thomas@pima.gov
Subrecipients:	No		

Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

The following exemptions apply:

Receive a single award(s) less than \$25,000		
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I, **Carmen Thomas** (*authorized official*), certify that **Pima County Government** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2017** (*fiscal year*) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that **Pima County Government** (*recipient organization*), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Carmen Thomas, HR Special Projects Coord

8/22/2017

Carmen Thomas

Print or Type Name and Title

Signature

Date