

EEOP Utilization Report



Thu Dec 31 14:18:10 EST 2015

Step 1: Introductory Information

Grant Title: Edward Bryne Memorial Justice Assistance Grant **Grant Number:** 2015-DJ-BX-0945

Grantee Name: Pima County Sheriff's Department **Award Amount:** \$80,579.00

Grantee Type: Local Government Agency

Address: 1750 E. Benson Highway
Tucson, Arizona
85714

Contact Person: Teresa Wilson **Telephone #:** 520-351-6240

Contact Address: 1750 E. Benson Highway
Tucson, Arizona
85715

DOJ Grant Manager: Tahitia Barringer **DOJ Telephone #:** 202-598-7580

Grant Title: Edwrd Byrne Memorial Justice Assistance Grant **Grant Number:** 2012-DJ-BX-0877

Grantee Name: Pima County Sheriff's Department **Award Amount:** \$91,494.00

Grantee Type: Local Government Agency

Address: 1750 E Benson Hwy
Tucson, Arizona
85714

Contact Person: Teresa Wilson **Telephone #:** 520-351-6240

Contact Address: 1750 E Benson Hwy
Tucson, Arizona
85714

DOJ Grant Manager: Tahitia Barringer **DOJ Telephone #:** 202-598-7580

Grant Title: Edwrd Byrne Memorial Justice Assistance Grant **Grant Number:** 2013-DJ-BX-1165

Grantee Name: Pima County Sheriff's Department **Award Amount:** \$83,078.00

Grantee Type: Local Government Agency

Address: 1750 E Benson Hwy
Tucson, Arizona
85714

Contact Person: Teresa Wilson **Telephone #:** 520-351-6240

Contact Address: 1750 E Benson Hwy
Tucson, Arizona
85714

DOJ Grant Manager: Tahitia Barringer **DOJ Telephone #:** 202-598-7580

Grant Title: Edwrđ Byrne Memorial Justice Assistance Grant **Grant Number:** 2014-DJ-BX-1126

Grantee Name: Pima County Sheriff's Department **Award Amount:** \$91,438.00

Grantee Type: Local Government Agency

Address: 1750 E Benson Hwy
Tucson, Arizona
85714

Contact Person: Teresa Wilson **Telephone #:** 520-351-6240

Contact Address: 1750 E Benson Hwy
Tucson, Arizona
85714

DOJ Grant Manager: Tahitia Barringer **DOJ Telephone #:** 202-598-7580

Grant Title: Governor's Office of Children, Youth, Families - STOP Grant **Grant Number:** ST-WSD-12-2366-10Y3

Grantee Name: Pima County Sheriff's Department **Award Amount:** \$297,289.00

Grantee Type: Local Government Agency

Address: 1750 E Benson Hwy
Tucson, Arizona
85714

Contact Person: Teresa Wilson **Telephone #:** 520-351-6240

Contact Address: 1750 E Benson Hwy
Tucson, Arizona
85714

DOJ Grant Manager: Leah Meyers/Tammy Paz-Combs **DOJ Telephone #:** 602-542-1764

Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY Adopted by Sheriff's Department

Policy Number D 21.1

PURPOSE

The purpose of this document is to describe Pima County's Equal Opportunity and Affirmative Action Policy.

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

In reviewing the Utilization Analysis Chart, the Administrative Bureau of the Pima County Sheriff's Department (PCSO) made the following observations:

Given the small numbers in the job category of Officials / Administrators (4), it is difficult to interpret the level of underutilization in that job category as significant in relation to the relevant community labor market.

It is, however, noteworthy to address the underutilization of the following:

-6% White Males in Administrative Support

-6% Black or African American Males in Protective Services: Non-sworn

-2% American Indian or Alaska Native Males in Protective Services: Non-sworn

-6% White Females in Protective Services: Sworn - Patrol Officers

-17% White Females in Protective Services: Non-sworn

-13% White Females in Service / Maintenance

-14% Hispanic or Latino Females in Technicians

-5% Hispanic or Latino Females in Protective Services: Sworn - Officials

-18% Hispanic or Latino Females in Protective Services: Non-sworn

-2% American Indian or Alaska Native Females in Protective Services: Sworn - Patrol Officers

In keeping with the PCSO's commitment to having a workplace that reflects the community it serves, the PCSO will examine its recruitment and retention practices to see if there may be ways to attract more applicants from the relevant under-utilized populations for these positions.

Step 5 & 6: Objectives and Steps

1. The Pima County Sheriff's Department will continue to enhance its efforts to attract White, Hispanic or Latino, and American Indian or Alaska Native female candidates in the Protective Services - Sworn Patrol Officer category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. Contact local high schools, technical colleges, and state universities (particularly those with populations mirroring that of Pima County) so the likelihood of individuals in the currently underutilized populations applying for a job, receiving a job offer, making a commitment to the job succeeding on the job is increased. Review and update annually PCSD's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.

b. The PCSO Recruitment Committee and/or EEO Coordinator will arrange to meet with new employees in the relevant categories to find out how they learned about the opportunity to become a PCSO employee, and to ask whether anything in the recruitment or training process might be changed to encourage more people in the relevant categories to apply or become successful in the job.

2. The Pima County Sheriff's Department will continue to enhance its efforts to attract Black or African American male candidates, American Indian or Alaska Native male candidates, and White female candidates in the Protective Services - Non-sworn category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. Contact local high schools, technical colleges, and state universities (particularly those with populations mirroring that of Pima County) so the likelihood of individuals in the currently underutilized populations applying for a job, receiving a job offer, making a commitment to the job succeeding on the job is increased. Review and update annually PCSD's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.

b. The PCSO Recruitment Committee and/or EEO Coordinator will arrange to meet with new employees in the relevant categories to find out how they learned about the opportunity to become a PCSO employee, and to ask whether anything in the recruitment or training process might be changed to encourage more people in the relevant categories to apply or become successful in the job.

3. The Pima County Sheriff's Department will continue to enhance its efforts to attract White male candidates in the Administrative Support category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. Contact local high schools, technical colleges, and state universities (particularly those with populations mirroring that of Pima County) so the likelihood of individuals in the currently underutilized populations applying for a job, receiving a job offer, making a commitment to the job succeeding on the job is increased. Review and update annually PCSD's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.

b. The PCSO Recruitment Committee and/or EEO Coordinator will arrange to meet with new employees in the relevant categories to find out how they learned about the opportunity to become a PCSO employee, and to ask whether anything in the recruitment or training process might be changed to encourage more people in the relevant categories to apply or become successful in the job.

4. The Pima County Sheriff's Department will continue to enhance its efforts to attract White female candidates in the Service / Maintenance category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. Contact local high schools, technical colleges, and state universities (particularly those with populations mirroring that of Pima County) so the likelihood of individuals in the currently underutilized populations applying for a job, receiving a job offer, making a commitment to the job succeeding on the job is increased. Review and update annually PCSD's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.

b. The PCSO Recruitment Committee and/or EEO Coordinator will arrange to meet with new employees in the relevant categories to find out how they learned about the opportunity to become a PCSO employee, and to ask whether anything in the recruitment or training process might be changed to encourage more people in the relevant categories to apply or become successful in the job.

5. The Pima County Sheriff's Department will continue to enhance its efforts to attract Hispanic female candidates in the Technicians category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. Contact local high schools, technical colleges, and state universities (particularly those with populations mirroring that of Pima County) so the likelihood of individuals in the currently underutilized populations applying for a job, receiving a job offer, making a commitment to the job succeeding on the job is increased. Review and update annually PCSD's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.

b. The PCSO Recruitment Committee and/or EEO Coordinator will arrange to meet with new employees in the relevant categories to find out how they learned about the opportunity to become a PCSO employee, and to ask whether anything in the recruitment or training process might be changed to encourage more people in the relevant categories to apply or become successful in the job.

6. The Pima County Sheriff's Department will continue to enhance its efforts to attract Hispanic female employees to apply for promotional opportunities within the department as relates to the Protective Services - Sworn Officials category and will evaluate our internal promotion practices to ensure all groups receive equal opportunity to enhance their career.

- a. Review and update annually PCSD's recruitment methods for internal promotional opportunities, in addition to its practices and policies to promote equal opportunity in promotional processes.
- b. Appropriate personnel within PCSO will arrange to meet with Hispanic female employees who are eligible to apply for internal promotions to the ranks of a Protective Services - Sworn Official, for the purpose of gathering information and analyzing how it might increase the number of Hispanic females who apply for promotional opportunities in this category.

Step 7a: Internal Dissemination

1. 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 who are subject to the rules and policies.
2. 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 electronic newspaper at least once a year.
3. Pima County conspicuously posts portions of the EEOP and policy on employee bulletin boards throughout the County.
4. Pima County periodically updates the County's commitment to the plan with managers, supervisors and employees. Coordination may occur between the Office of Elected Officials and County Administration.

Step 7b: External Dissemination

1. Pima County includes the County's EEOP on the recruitment website.
2. Pima County's written job announcements, help wanted and other employment communiques using County letterhead contain the following statement: "Provides equal access and equal opportunity in employment and services and does not discriminate."
3. Pima County reminds applicants, vendors and suppliers regularly and in writing of the County's EEOP and indicates that the plan is available for review.
4. Pima County posts a memo in the Human Resources Department 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
Officials/Administrators																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	1/20%	0/0%	0/0%	0/0%	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 #/%	17%	-10%	-1%	-1%	-1%	-0%	-1%	-0%	-10%	11%	-1%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	32/41%	8/10%	0/0%	0/0%	2/3%	0/0%	1/1%	0/0%	25/32%	7/9%	0/0%	0/0%	2/3%	0/0%	1/1%	0/0%
CLS #/%	28,805/35%	5,250/8%	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 #/%	6%	4%	-2%	-1%	-0%	-0%	1%	-0%	-6%	-1%	-1%	-1%	0%	-0%	1%	-0%
Technicians																
Workforce #/%	20/59%	3/9%	0/0%	1/3%	0/0%	0/0%	1/3%	0/0%	8/24%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	3,400/27%	1,380/11%	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 #/%	32%	-2%	-2%	3%	-3%	0%	2%	-1%	-13%	-14%	-2%	-1%	-2%	0%	2%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	74/67%	19/17%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%	13/12%	1/1%	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 #/%	17%	-7%	-0%	-2%	-1%	-0%	-1%	-1%	1%	-5%	-1%	-1%	-0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	255/54%	121/25%	10/2%	5/1%	8/2%	2/0%	5/1%	0/0%	47/10%	18/4%	2/0%	1/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	9,150/25%	10,650/29%	585/2%	750/2%	245/1%	0/0%	275/1%	49/0%	5,790/16%	7,980/21%	325/1%	855/2%	240/1%	70/0%	145/0%	95/0%
Utilization #/%	29%	-3%	1%	-1%	1%	0%	0%	-0%	-6%	-18%	-0%	-2%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	214/36%	204/34%	28/5%	4/1%	6/1%	3/1%	9/2%	0/0%	52/9%	53/9%	8/1%	5/1%	0/0%	0/0%	5/1%	1/0%
CLS #/%	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 #/%	-2%	22%	-6%	-2%	1%	1%	2%	0%	-17%	-2%	1%	1%	0%	0%	1%	0%
Administrative Support																
Workforce #/%	73/17%	42/10%	5/1%	1/0%	2/0%	0/0%	4/1%	0/0%	176/41%	100/23%	11/3%	6/1%	4/1%	0/0%	4/1%	0/0%
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%
Utilization #/%	-6%	-0%	-0%	-0%	-1%	-0%	1%	-0%	4%	2%	1%	-0%	-1%	-0%	0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	18,745/48%	16,450/42%	755/2%	765/2%	340/1%	65/0%	300/1%	35/0%	1,265/3%	375/1%	40/0%	25/0%	115/0%	0/0%	50/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	11/19%	15/26%	5/9%	1/2%	0/0%	0/0%	0/0%	0/0%	4/7%	20/34%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	25,770/24%	26,065/25%	2,300/2%	1,190/1%	1,500/1%	55/0%	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%
Utilization #/%	-5%	1%	6%	1%	-1%	-0%	-1%	-0%	-13%	14%	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
Technicians										✓						
Protective Services: Sworn-Officials										✓						
Protective Services: Sworn-Patrol Officers									✓	✓		✓				
Protective Services: Non-sworn			✓	✓					✓							
Administrative Support	✓															
Service/Maintenance									✓							

Law Enforcement Category Rank 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
Bureau Chief																
Workforce #/%	3/75%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	4/50%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	16/70%	3/13%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeants																
Workforce #/%	51/68%	12/16%	1/1%	0/1%	1/1%	0/0%	0/0%	0/0%	9/12%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	255/54%	121/25%	10/2%	5/2%	8/2%	2/0%	5/1%	0/0%	47/10%	18/4%	2/0%	1/0%	1/0%	0/0%	0/0%	0/0%

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Pima County Sheriff's Department</u>	
Address: <u>1750 E. Benson Hwy, Tucson AZ 85715</u>	
Is agency a: <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: <u>781639049</u>	Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Jennifer Maldonado, EEO Coordinator</u>	
Telephone Number: <u>520-351-8080</u>	E-Mail Address: <u>Jennifer.Maldonado@sheriff-pima.gov</u>

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.

I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Jeff Coper [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Pima County Human Resources
[organization],
150 W. Congress # 4, Tucson AZ, 85701
[address].

Jeff Coper, Staff Services Commander [Signature] 12-31-2015 [Date]

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____

[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date