Equal Employment Opportunity Plan (EEOP)

Pima County

EEOP Utilization Report

December 24, 2019

2019 PIMA COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN

I. Policy Statement

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 excerpt from Pima County Board of Supervisors Policy D 21.1 - Equal Employment Opportunity and Affirmative Action Policy is confirmation of this commitment:

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, disability, veteran status, genetic information, pregnancy, sex, gender identity, gender expression or sexual orientation. 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.

II. Underutilization Analysis

Pima County reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market using 2010 Census data), and noted the following significant under-representations of one percent (1%) or greater:

A. White males were significantly underrepresented in the following job category: Skilled Craft (-2.44%)

B. Black females were significantly underrepresented in the following job category: Service / Maintenance (-1.40%)

C. Asian males were significantly underrepresented in the following job category: Service / Maintenance (-1.30%)

D. Asian females were significantly underrepresented in the following job category: Service / Maintenance (-1.20%)

In reviewing Pima County's 2017 EEOP Utilization Report, we saw significant improvements in the recruitment and retention of Black males in the Officials / Administrators job category and Asian females in the Technicians and Administration Support job categories.

We have formulated objectives and the steps to achieve them based on our successful recruitment efforts of the last two years. Pima County will continue to ensure that recruitment for vacant positions is widespread and that all applicants and employees are provided equal opportunities to employment and services.

III. Objectives and Steps

A. **To encourage White males to apply for vacancies in the Skilled Craft job category.**

1. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC). Pima County's 2019 – 2021 Economic Development Plan (the "Plan" – adopted by the Pima County Board of Supervisors), first published in 2012 and updated in 2015 and 2019, outlines Pima County's plan to promote economic development, job growth and higher wages. Chapter 2 of the Plan outlines Pima County's efforts in Job Training and Employment Based Development. The 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.

2. PCC 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.

3. PCC and Pima County One-Stop Career Center 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 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 are integral to preparing skilled employees in Tucson. Additionally, Pima County has partnered with the Arizona Coalition of Military Families in support of the Department of Defense's Career Skills Program known as SkillBridge.

5. Pima County Human Resources is currently developing a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

B. **To encourage Black females to apply for vacancies in the Service/Maintenance job category.**

1. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC). Pima County's 2019 – 2021 Economic Development Plan (the "Plan" – adopted by the Pima County Board of Supervisors), first published in 2012 and updated in 2015 and 2019, outlines Pima County's plan to promote economic development, job growth and higher wages. Chapter 2 of the Plan outlines Pima County's efforts in Job Training and Employment Based Development. The 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.

2. PCC 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.

3. PCC and Pima County One-Stop Career Center 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 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 are integral to preparing skilled employees in Tucson. Additionally, Pima County has partnered with the Arizona Coalition of Military Families in support of the Department of Defense's Career Skills Program known as SkillBridge.

5. Pima County Human Resources is currently developing a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

C. **To encourage Asian males to apply for vacancies in the Service/Maintenance job category.**

1. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC). Both institutions have large foreign student populations. Pima County's 2019 – 2021 Economic Development Plan (the "Plan" – adopted by the Pima County Board of Supervisors), first published in 2012 and updated in 2015 and 2019, outlines Pima County's plan to promote economic development, job growth and higher wages. Chapter 2 of the Plan sets out several action items to strengthen the County's ties to East Asia, to include:

   a. Continue efforts to increase economic involvement with Asia by supporting the Port of Tucson in its expansion and activities;
   b. Work with the U of A and PCC to attract more students from Asian nations and involve them in economic activities in Pima County;
   c. Continue to work with the Honorary Consul of the Republic of Korea in Tucson to increase the presence of South Korean companies.

2. The 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. Chapter 2 of the Plan outlines Pima County's efforts in Job Training and Employment Based Development.

3. PCC 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.

4. PCC and Pima County One-Stop Career Center 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.

5. 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 are integral to preparing skilled employees in Tucson. Additionally, Pima County has partnered with the Arizona Coalition of Military Families in support of the Department of Defense's Career Skills Program known as SkillBridge.

6. Pima County Human Resources is currently developing a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

D. **To encourage Asian females to apply for vacancies in the Service/Maintenance job category.**

1. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC). Both institutions have large foreign student populations. Pima County's 2019 – 2021 Economic Development Plan (the "Plan" – adopted by the Pima County Board of Supervisors), first published in 2012 and updated in 2015 and 2019, outlines Pima County's plan to promote economic development, job growth and higher wages. Chapter 2 of the Plan sets out several action items to strengthen the County's ties to East Asia, to include:

   a. Continue efforts to increase economic involvement with Asia by supporting the Port of Tucson in its expansion and activities;
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   c. Continue to work with the Honorary Consul of the Republic of Korea in Tucson to increase the presence of South Korean companies.

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5. 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 are integral to preparing skilled employees in Tucson. Additionally, Pima County has partnered with the Arizona Coalition of Military Families in support of the Department of Defense's Career Skills Program known as SkillBridge.

6. Pima County Human Resources is currently developing a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

IV. Internal Dissemination

A. Send a County-wide email informing employees that an updated copy of the EEOP Utilization Report is available on the County's intranet, as well as the internet (provide links).

B. Include the Board of Supervisors Equal Employment Opportunity and Affirmative Action Policy (D 21.1) in the annual Directives Acknowledgment series, where employees read selected items and acknowledge having done so.

C. Have the Communications Office do a brief story in eScoop on the County's EEOP Utilization Report after the 2019 version is posted on the intranet and internet.

V. External Dissemination

A. Post the EEOP Utilization Report on the Pima County website under Human Resources.

B. Continue to include the EEOP Utilization Report on the County's recruitment site.

C. Continue to include in Pima County job announcements, help wanted, and other employment communications using Pima County's letterhead the following statement, "provides equal access and equal opportunity in employment and services and does not discriminate."

D. Remind vendors and suppliers that do business with Pima County that a copy of Pima County's EEOP Utilization Report is available on request.

E. Have the Communications Office do a short piece in Pima County FYI (public online newsletter) on the County's EEOP Utilization Report after the 2019 version is posted on the internet.

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. Huckelberry — 12/24/19

C.H. Huckelberry, Pima County Administrator — Date

Utilization Chart PC 2019

Job Categories	Criteria	Hispanic Male	White Male	Black Male	Am Ind Male	Asian Male	Haw/ OPI Male	Two or More Races Male	Not Specific
Officials/Administrators	Workforce	30.05%	63.55%	3.45%	0.49%	1.48%	0%	0%	0.99%
	CLS	9.70%	42.90%	1.60%	0.50%	1.40%	0.20%	0.80%	
	Utilization	*20.35%*	*20.65%*	*1.85%*	*-0.01%*	*0.08%*	*-0.20%*	*-0.80%*	
Professionals	Workforce	22.93%	65.76%	4.13%	1.30%	2.50%	0%	0%	1.63%
	CLS	6.40%	34.80%	1.60%	0.50%	2.70%	0.10%	0.60%	
	Utilization	*16.53%*	*30.96%*	*2.53%*	*0.80%*	*-0.20%*	*-0.10%*	*-0.60%*	
Technicians	Workforce	29.70%	55.45%	0.99%	4.95%	1.98%	0%	0%	1.98%
	CLS	10.50%	27.80%	1.90%	0.20%	2.40%	0%	0.40%	
	Utilization	*19.20%*	*27.65%*	*-0.91%*	*4.75%*	*-0.42%*	*0.00%*	*-0.40%*	
Administration Support	Workforce	41.27%	41.68%	6.88%	2.06%	1.93%	0%	0%	1.51%
	CLS	10.50%	22.70%	1.20%	0.40%	1.00%	0.10%	0.40%	
	Utilization	*30.77%*	*18.98%*	*5.68%*	*1.66%*	*0.93%*	*-0.10%*	*-0.40%*	
Skilled Craft	Workforce	50.55%	44.36%	1.27%	2.00%	0.18%	0%	0%	0.18%
	CLS	42.20%	46.80%	1.80%	2.40%	0.80%	0.10%	0.90%	
	Utilization	*8.35%*	*-2.44%*	*-0.53%*	*-0.40%*	*-0.62%*	*-0.10%*	*-0.90%*	
Service/Maintenance	Workforce	52.00%	37.00%	5.50%	2.50%	0%	0%	0%	1.00%
	CLS	25.00%	24.00%	2.10%	1.50%	1.30%	0%	0.50%	
	Utilization	*27.00%*	*13.00%*	*3.40%*	*1.00%*	*-1.30%*	*0.00%*	*-0.50%*	

Job Categories	Criteria	Hispanic Female	White Female	Black Female	Am Ind Female	Asian Female	Haw/ OPI Female	Two or More Races Female	Not Specific
Officials/Administrators	Workforce	22.93%	65.76%	4.13%	1.30%	2.50%	0%	0%	1.63%
	CLS	9.10%	30.10%	1.20%	0.60%	1.10%	0.10%	0.60%	
	Utilization	*13.83%*	*35.66%*	*2.93%*	*0.70%*	*1.40%*	*-0.10%*	*-0.60%*	
Professionals	Workforce	29.00%	60.19%	3.90%	0.97%	2.19%	0%	0%	1.38%
	CLS	9.90%	38.00%	1.40%	0.70%	2.30%	0.10%	0.50%	
	Utilization	*19.10%*	*22.19%*	*2.50%*	*0.27%*	*-0.11%*	*-0.10%*	*-0.50%*	
Technicians	Workforce	22.93%	65.76%	4.13%	1.30%	2.50%	0%	0%	1.63%
	CLS	14.00%	36.60%	1.70%	0.70%	2.30%	0%	0.80%	
	Utilization	*8.93%*	*29.16%*	*2.43%*	*0.60%*	*0.20%*	*0.00%*	*-0.80%*	
Administration Support	Workforce	45.17%	39.88%	5.91%	2.03%	2.15%	0%	0%	0.92%
	CLS	21.90%	36.00%	1.50%	1.50%	1.60%	0.10%	0.70%	
	Utilization	*23.27%*	*3.88%*	*4.41%*	*0.53%*	*0.55%*	*-0.10%*	*-0.70%*	
Skilled Craft	Workforce	22.22%	77.78%	0.00%	0.00%	0.00%	0%	0%	0.00%
	CLS	1.10%	3.30%	0.10%	0.10%	0.30%	0%	0.10%	
	Utilization	*21.12%*	*74.48%*	*-0.10%*	*-0.10%*	*-0.30%*	*0.00%*	*-0.10%*	
Service/Maintenance	Workforce	52.94%	37.65%	0.00%	3.53%	0%	0%	0%	3.53%
	CLS	21.00%	19.70%	1.40%	1.40%	1.20%	0%	0.50%	
	Utilization	*31.94%*	*17.95%*	*-1.40%*	*2.13%*	*-1.20%*	*0.00%*	*-0.50%*	

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:	Martha P. Gamez	Title of Contact Person:	HR Information Systems Spec
Telephone Number:	520-724-2751	E-Mail Address:	pattymartha.gamez@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		

I, **Patty Gamez** (*authorized official*), certify that **Pima County Government** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2019** (*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.

Patty Gamez, HR Information Systems Spec	7/23/2019	*Patty Gamez*
Print or Type Name and Title	Signature	Date