

EEO Utilization Report

Organization Information

Name: Pima County Sheriff's Department

City: Tucson

State: AZ

Zip: 85714

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

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 is confirmation of this commitment:

1. 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 confirm 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.

Step 4b: Narrative of Interpretation

Underutilization Categories:

Officials/Administrators:

White females -18%

Professionals:

White females -13%

Technicians:

White females -16%

Hispanic or Latino females -14%

Protective Services Sworn Police Officers:

Hispanic or Latino females -17%

White females -11%

Protective Services Non-sworn:

White females -20%

White males -10%

Service/Maintenance:

Hispanic or Latino males -12%

The numbers represent significant underutilization of females, specifically White and Hispanic or Latino females, in the Technicians and Protective Services: Sworn Police Officers category. As a matter of fact, White females are underutilized in all categories except for Protective Services: Sworn Officials. Hispanic or Latino males are underutilized in the Service/Maintenance field, and White males are underutilized in the Protective Services: Non-sworn category.

In 2018, PCSD implemented a recruiting team to establish active recruiting efforts in the community in an attempt to attract candidates to the field of Protective Services Sworn and Non-Sworn, and civilian employees, and as of October 2021, PCSD has enlisted an outside recruiting agency to help with their recruiting efforts.

PCSD will continue to ensure that recruitment for all vacant positions is widespread and will examine its efforts to see if there may be ways to attract more White and Hispanic or Latino females to apply for civilian technician, and for Protective Services: Sworn positions, White male and female for the position of Protection Services; Non-Sworn, and Hispanic males for the position of Service/Maintenance.

Step 5: Objectives and Steps

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

- a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to community colleges and state universities to encourage White female candidates to apply for vacancies in the Professional category.
- b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.
- c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices,

and policies to promote equal opportunity through recruitment efforts.

d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process for Professional positions.

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

a. a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to, trade schools, community colleges and state universities to encourage White female and Hispanic or Latino female candidates to apply for vacancies in the Technicians category.

b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.

c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices, and policies to promote equal opportunity through recruitment efforts.

3. The Pima County Sheriff's Department will continue to enhance its efforts to attract White female and Hispanic or Latino candidates in the Protective Services: Sworn job category and continue our recruitment practices to ensure all groups receive equal opportunity to secure employment.

a. a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage White female and Hispanic or Latino candidates to apply for vacancies in the Protective Services: Sworn category.

b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.

c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices, and policies to promote equal opportunity through recruitment efforts.

d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process for Protective Services: Sworn positions.

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

a. a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage Hispanic or Latino male candidates to apply for vacancies in the Service/Maintenance category.

b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.

c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices, and policies to promote equal opportunity through recruitment efforts.

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

a. a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to community colleges and state universities to encourage White female candidates to apply for vacancies in the Officials/Administrative category.

b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.

c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices, and policies to promote equal opportunity through recruitment efforts.

d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process for Officials/Administrative positions.

6. The Pima County Sheriff's Department will continue to enhance its efforts to attract White male and female candidates in the Protective Services: Non-Sworn job category and continue our recruitment practices to ensure all groups receive equal opportunity to secure employment.

- a. The PCSD recruiting team, along with the outside recruiting agency, will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage White male and female candidates to apply for vacancies in the Protective Services: Non-Sworn category.
- b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.
- c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices, and policies to promote equal opportunity through recruitment efforts.
- d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process for Protective Services: Non-Sworn positions.

Step 6: Internal Dissemination

- 1) Pima County includes its 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's 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 per 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 the Elected Officials and County Administration.

Step 7: 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 advertisements 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 in writing of the County's EEOP, and states that the plan is available for review.
- 4) 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
Officials/Administrators																
Workforce #/%	5/62%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	1/12%	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%	520/1%	30/0%	280/1%	150/0%	150/0%
Utilization #/%	19%	3%	-1%	-1%	-1%	-0%	-1%	-0%	-18%	4%	-1%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	22/35%	5/8%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%	16/25%	14/22%	1/2%	0/0%	1/2%	0/0%	1/2%	0/0%
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%	350/0%	355/0%	205/0%
Utilization #/%	0%	2%	2%	-1%	-1%	-0%	-1%	-0%	-13%	13%	0%	-1%	-1%	-0%	1%	-0%
Technicians																
Workforce #/%	7/37%	2/11%	1/5%	1/5%	0/0%	0/0%	1/5%	0/0%	4/21%	0/0%	0/0%	1/5%	0/0%	0/0%	2/11%	0/0%
CLS #/%	3,400/27%	1,360/11%	265/2%	250/0%	320/3%	0/0%	590/0%	70/1%	4,730/37%	1,830/14%	235/2%	90/1%	270/2%	0/0%	80/1%	50/0%
Utilization #/%	10%	-0%	3%	5%	-3%	0%	5%	-1%	-16%	-14%	-2%	5%	-2%	0%	10%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	62/65%	15/16%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	16/17%	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 #/%	15%	-8%	-1%	-2%	-1%	-0%	-1%	-1%	6%	-5%	-1%	-1%	-0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	195/48%	130/32%	14/3%	4/1%	5/1%	2/0%	7/2%	2/0%	20/5%	19/5%	0/0%	1/0%	0/0%	0/0%	3/1%	1/0%
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 #/%	24%	4%	2%	-1%	1%	0%	1%	0%	-11%	-17%	-1%	-2%	-1%	-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 #/%	129/29%	200/44%	15/3%	4/1%	2/0%	1/0%	8/2%	0/0%	24/5%	56/12%	3/1%	4/1%	0/0%	1/0%	2/0%	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 #/%	-10%	32%	-7%	-2%	0%	0%	2%	0%	-20%	1%	1%	1%	0%	0%	0%	0%	
Administrative Support																	
Workforce #/%	47/17%	31/11%	3/1%	2/1%	2/1%	0/0%	1/0%	1/0%	101/37%	68/25%	3/1%	3/1%	3/1%	0/0%	4/1%	3/1%	
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%	1%	-0%	0%	-0%	-0%	0%	0%	0%	4%	-0%	-0%	-1%	-0%	1%	1%	
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 #/%	9/29%	4/13%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	4/13%	11/35%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	
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%	-12%	1%	-1%	-1%	-0%	-1%	-0%	-7%	15%	-1%	-1%	-1%	-0%	3%	3%	

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									✓							
Protective Services: Sworn-Officials										✓						
Protective Services: Sworn-Patrol Officers									✓	✓		✓				
Protective Services: Non-sworn	✓		✓	✓					✓							
Administrative Support	✓															

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
Protective Services: Sworn-Captain																
Workforce #/%	5/62%	1/12%	1/12%	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%
Protective Services: Sworn-Lieutenant																
Workforce #/%	12/60%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Sergeant																
Workforce #/%	45/67%	11/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/15%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	195/48%	130/32%	14/3%	4/1%	5/1%	2/0%	7/2%	2/0%	20/5%	19/5%	0/0%	1/0%	0/0%	0/0%	3/1%	1/0%

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 EEO Utilization Report.

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

Certified As Final By: Sharlene Reis

Lieutenant

12-20-2021

[signature]

[title]

[date]