Equal Employment Opportunity Plan (EEOP)
Pima County
EEOP Utilization Report

December 2021
I. Policy Statement

Pima County is committed to equal employment opportunity 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 for the execution of 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 2020 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 (-1.26%)

B. American Indian males were significantly underrepresented in the following job category:

   Skilled Craft (-1.42%)

C. Asian males were significantly underrepresented in the following job categories:

   Officials/Administrators (-1.20%)
   Professionals (-2.90%)
   Technicians (-2.90%)
   Administration Support (-1.00%)
   Service/Maintenance (-1.30%)

D. American Indian females were significantly underrepresented in the following job category:

   Service/Maintenance (-1.40%)
E. Asian females were significantly underrepresented in the following job categories:

   Officials/Administrator (-1.10%)
   Professionals (-2.40%)
   Technicians (-2.10%)
   Administrative Support (-1.30%)
   Service/Maintenance (-1.20%)

In reviewing Pima County’s 2019 EEOP Utilization Report, we have seen significant improvements in the recruitment and retention of Black females in the Service/Maintenance job category and American Indian females in the Officials/Administrators, Technicians and Professionals 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 Human Resources is currently recruiting for our Diversity, Equity and Inclusion Manager who will partner with our Talent Acquisition Program Manager assisting in the development of our Pima County brand and strengthen the relationships with our educational community to recruit talent, and create a strategy to attract and hire diverse candidates for our varied classifications.

2. We will continue to build our relationship with Pima Community College (PCC), which 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 workers 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 has developed a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

B. To encourage American Indian males to apply for vacancies in the Skilled Craft job category.

1. Pima County Human Resources is currently recruiting for our Diversity, Equity and Inclusion Manager who will partner with our Talent Acquisition Program Manager assisting in the development of our Pima County brand and strengthen the relationships with our educational community to recruit talent, and create a strategy to attract and hire diverse candidates for our varied classifications.

2. Pima County will continue to build and expand our contractual relationship with Tucson Indian Center, which provides support to the County’s Native American employment policy and promotes the recruitment and retention of Native Americans in the Pima County workforce.

3. Pima County will continue to build our relationship with Pima Community College (PCC), which 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 has developed 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 following job categories; Officials/Administrators, Professionals, Technicians, Administration Support and Service/Maintenance.
1. Pima County Human Resources is currently recruiting for our Diversity, Equity and Inclusion Manager who will partner with our Talent Acquisition Program Manager assisting in the development of our Pima County brand and strengthen the relationships with our educational community to recruit talent, and create a strategy to attract and hire diverse candidates for our varied classifications.

2. Pima County is committed to Diversity, Equity and Inclusion (DEI), in all facets of employment from applicant recruitment, talent acquisition and employment development. Pima County Human Resources will conduct a more detailed workforce analysis to identify County departments and positions that represent significant underutilization of Asian males in Office/Administrators, Professionals, Technicians, Administrative Support and Service/Maintenance categories.

3. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC) both institutions have a large foreign student population. Pima County and will continue to build upon our relationships to create a strategy to attract students from Asian nations for our varied classifications.

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 has developed a centralized County-wide training and development program which will provide employees with classes to enhance their overall career development opportunities.

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

1. Pima County Human Resources is currently recruiting for our Diversity, Equity and Inclusion Manager who will partner with our Talent Acquisition Program Manager assisting in the development of our Pima County brand and strengthen the relationships with our educational community to recruit talent, and create a strategy to attract and hire diverse candidates for our varied classifications.

2. Pima County will continue to build and expand our contractual relationship with Tucson Indian Center, which provides support to the County's Native American employment policy and promotes the recruitment and retention of Native Americans in the Pima County workforce.

3. We will continue to build our relationship with Pima Community College (PCC), who 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.

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

E. To encourage Asian Females to apply for vacancies in the following job categories; Office/Administrators, Professionals, Technicians, Administration Support and Service/Maintenance.

1. Pima County Human Resources is currently recruiting for our Diversity, Equity and Inclusion Manager who will partner with our Talent Acquisition Program Manager assisting in the development of our Pima County brand and strengthen the relationships with our educational community to recruit talent, and create a strategy to attract and hire diverse candidates for our varied classifications.

2. Pima County is committed to Diversity, Equity and Inclusion (DEI), in all facets of employment from applicant recruitment, talent acquisition and employment development. Pima County Human Resources will conduct a more detailed workforce analysis to identify County departments and positions that represent significant underutilization of Asian females in Office/Administrators, Professionals, Technicians, Administrative Support and Service/Maintenance categories.

3. Pima County is fortunate to be the home of the University of Arizona (U of A) and Pima Community College (PCC) both institutions have a large foreign student population. Pima County will continue to build upon our relationships to create a strategy to attract students from Asian nations for our varied classifications.

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5. Pima County Human Resources has developed 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 2021 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 2021 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.

Jan Lesher, Acting Pima County Administrator  
R 30 2021
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<th>Job Categories</th>
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CERTIFICATION FORM

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

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<tr>
<th>Recipient's Name:</th>
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<tbody>
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<td>Address:</td>
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<td>Name of Contact Person:</td>
<td>Martha P. Gamez</td>
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<tr>
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<td>IIR Information Systems Spec</td>
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<tr>
<td>E-Mail Address:</td>
<td><a href="mailto:pattymartha.gamez@pima.gov">pattymartha.gamez@pima.gov</a></td>
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Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

*The following exemptions apply:*

- Receive a single award(s) less than $25,000

1. **Patty Gamez** (authorized official), certify that **Pima County Government** (recipient organization), is not required to prepare an EEOP Utilization Report during 2021 (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, IIR Information Systems Spec

7/6/2021

Print or Type Name and Title | Signature | Date

| Patty Gamez | | |