

STEP 2: Agency's Workforce

Attachment A to this plan contains the workforce statistics for Pima County according to the categories indicated.

STEP 3: Community Labor Statistics (CLS)

Attachment C to this plan contains the available workforce statistics for the community according to the categories indicated. Note: According to the U.S. Department of Justice, Attachment B will be inserted by them.

STEP 4a: Utilization Chart

Attachment D contains percentages obtained in Step 3 subtracted from those obtained in Step 2.

STEP 4b: Narrative Utilization Analysis

A review of the data contained in the Utilization Chart (Attachment D) has resulted in the establishment of corrective goals and objectives to address the underutilization of minorities in the County's workforce as compared to their availability in the community workforce. This availability is established by the 2000 Census data. Pima County consistently reviews our pay structure and completes a market analysis on certain classifications annually. Significant underutilization by race/ethnicity and gender is listed below. We have not listed areas that have utilization differences of less than one percent (1%), though we will take these differences into consideration when we plan any new recruitment strategies. NOTE: At this time and based on economic conditions, Pima County is in a hiring freeze and layoffs are occurring. Adverse impact analysis should occur during the layoff process. Also, further corrective action needed may occur in the future when recruitment efforts resume.

Discussion on Under Representation

White males show the most under representation when compared to the 2000 Community Labor Statistics, while Hispanic males show the most over representation using the same statistics. In general, the same occurs when comparing the under-representation for White and Hispanic females. As we get closer to the 2010 Census, this may be an indication that the demographics have changed for the community over the past nine years. For comparison purposes, statistics tend to be more meaningful in the years closest to the census attainment. Numbers and percentages are expected to change after the 2010 Census is accomplished and calculated. Significant under representation is determined to be those categories where under-representation is one percent (1.0%) or higher. Nevertheless, 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.

Table 1

Minorities Significantly Under-represented**Hispanic**

Male

Official/Administrator	-1.6%
Protective Services Unsworn	-13.1%
Administrative Support	-1.6%

Female

Technician	-2.0%
Skilled Craft	-1.6%

African American

Male

Protective Services Unsworn	-2.9%
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Female

Protective Services Unsworn	-1.4%
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Native American

Male

Protective Services Sworn	-1.6%
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Female

Technician	-1.5%
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Asian American

Male

Professional	-1.7%
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Table 2

Females Significantly Under-represented**Females**

White

Office/Administrator	-1.4%
Technician	-8.1%
Administrative Support	-3.0%
Service Maintenance	-11.5%

Hispanic

Technician	-2.0%
Skilled Craft	-1.6%

African American

Protective Services Unsworn	-1.4%
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Native American

Technician	-1.5%
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STEP 5: Objectives

Pima County will continue to enhance its efforts to attract minority and women candidates in those specific categories listed above and will evaluate our promotional and recruitment practices to ensure all groups receive equal opportunity to secure employment.

STEP 6: Steps to Achieve Objectives

The State of Arizona is very fortunate to have two major universities: the University of Arizona and Arizona State University. Pima County, located in southern Arizona, is the home of the University of Arizona. Both universities are known for their large diverse student populations. Another university, Northern Arizona University, located in Flagstaff, Arizona, is adjacent to one of the nation's largest American Indian Communities. Pima County will further create opportunities to draw recruits from these and other higher institutions for our professional and paraprofessional positions. Further, the County will attempt to make presentations to minority organizations and groups within these educational institutions to afford the County an opportunity to connect with more individuals from minority communities and improve upon our already significant outreach program.

Pima County is committed to making its workforce reflect the relevant available community workforce to ensure equal opportunity regardless of race, ethnicity, national origin, or gender. The information below summarizes specific objectives (Step 6) to assist Pima County in reaching this goal.

Action Steps:

- Contact state universities and other higher institutions for learning, particularly those with large minority populations mirroring Pima County so the likelihood of acceptance of a job offer, commitment to the job, and success at the job is increased.
- Visit local school authorities and community colleges on a regular basis to cultivate an interest in employment with Pima County for minority students.
- Identify, contact and advertise open positions in the various minority and ethnic media broadcasts and publications with allowable time frames.
- Continue to develop contacts and intensify the County's presence in minority communities by working with established groups and attending affairs. Further, the County will continue to participate in job fairs targeted toward minority groups.
- Solicit invitations, when appropriate, to generate goodwill within minority communities and amongst female groups.
- Review and update annually the County's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain African American, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and female objectives.
- Enhance upward mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority participation.

- Continue to publicize our employment and career opportunities with minority and female professional organizations.
- Continue to provide EEO training to supervisors and managers on EEO policies, documentation, interview processes and employment requirements.
- Continue to fund and support our Native American Employment Policy.

STEP 7: Dissemination

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 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 Offices of Elected Officials and County Administration.

External Distribution

1. Pima County includes the County's EEOP on the recruitment website.
2. Pima County's written job announcements, help wanted and other employment communiqués 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 office explaining how applicants, employees and members of the public may obtain a copy of the EEOP.

ATTACHMENT A - AGENCY'S WORKFORCE

1/18/2009

MALE

Job Category	Total M/F	White	Hispanic	Black	Indian	Asian	NHOPI	2+ races
Official/Administrator	368	184	29	2	3	6	0	1
		50.0%	7.9%	0.5%	0.8%	1.6%	0.0%	0.3%
Professional	1625	487	124	30	7	7	1	1
		30.0%	7.6%	1.8%	0.4%	0.4%	0.1%	0.1%
Technician	273	116	32	6	3	5	0	2
		42.5%	11.7%	2.2%	1.1%	1.8%	0.0%	0.7%
Protective Svc Sworn	1150	561	323	38	5	16	4	6
		48.8%	28.1%	3.3%	0.4%	1.4%	0.3%	0.5%
Officials	157	93	26	6	1	4	0	1
		59.2%	16.6%	3.8%	0.6%	2.5%	0.0%	0.6%
Deputies & Cos	993	468	297	32	4	12	4	5
		47.1%	29.9%	3.2%	0.4%	1.2%	0.4%	0.5%
Protective Svc Unsworn	85	7	1	0	0	0	0	0
		8.2%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	1249	144	76	11	4	2	0	0
		11.5%	6.1%	0.9%	0.3%	0.2%	0.0%	0.0%
Skilled Craft	587	298	233	14	7	0	0	7
		50.8%	39.7%	2.4%	1.2%	0.0%	0.0%	1.2%
Service Maintenance	313	48	91	10	7	1	0	1
		15.3%	29.1%	3.2%	2.2%	0.3%	0.0%	0.3%

FEMALE

Job Category	Total M/F	White	Hispanic	Black	Indian	Asian	NHOPI	2+ races
Official/Administrator	368	108	28	3	1	3	0	0
		29.3%	7.6%	0.8%	0.3%	0.8%	0.0%	0.0%
Professional	1625	671	217	33	14	23	1	9
		41.3%	13.4%	2.0%	0.9%	1.4%	0.1%	0.6%
Technician	273	72	28	4	0	5	0	0
		26.4%	10.3%	1.5%	0.0%	1.8%	0.0%	0.0%
Protective Svc Sworn	1150	128	56	8	1	1	2	1
		11.1%	4.9%	0.7%	0.1%	0.1%	0.2%	0.1%
Officials	157	20	5	1	0	0	0	0
		12.7%	3.2%	0.6%	0.0%	0.0%	0.0%	0.0%
Deputies & Cos	993	108	51	7	1	1	2	1
		10.9%	5.1%	0.7%	0.1%	0.1%	0.2%	0.1%
Protective Svc Unsworn	85	51	24	2	0	0	0	0
		60.0%	28.2%	2.4%	0.0%	0.0%	0.0%	0.0%
Administrative Support	1249	514	424	34	22	10	1	7
		41.2%	33.9%	2.7%	1.8%	0.8%	0.1%	0.6%
Skilled Craft	587	24	4	0	0	0	0	0
		4.1%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Service Maintenance	313	38	99	9	3	6	0	0
		12.1%	31.6%	2.9%	1.0%	1.9%	0.0%	0.0%

ATTACHMENT B – NOT REQUIRED – See Step 3

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ATTACHMENT C - COMMUNITY LABOR STATISTICS (CL S)

MALE compared to total workforce

Job Category	Total A	White B	Hispanic C	Black/AA D	AIAN E	Asian F	NHOPI G	2+ races H
Official/Administrator	50024	22775	4775	580	295	480	65	475
		45.5%	9.5%	1.2%	0.6%	1.0%	0.1%	0.9%
Professional	79865	31770	4485	785	475	1700	25	610
		39.8%	5.6%	1.0%	0.6%	2.1%	0.0%	0.8%
Technician	10463	3295	1120	125	70	210	10	125
		31.5%	10.7%	1.2%	0.7%	2.0%	0.1%	1.2%
Protective Svc Sworn	9715	5460	1655	340	195	40	35	100
		56.2%	17.0%	3.5%	2.0%	0.4%	0.4%	1.0%
Prot Svc: Non-Sworn	523	155	75	15	0	0	0	4
		29.6%	14.3%	2.9%	0.0%	0.0%	0.0%	0.8%
Administrative Support	100310	21350	7675	1325	575	430	45	680
		21.3%	7.7%	1.3%	0.6%	0.4%	0.0%	0.7%
Skilled Craft	41147	22200	14215	650	770	290	25	420
		54.0%	34.5%	1.6%	1.9%	0.7%	0.1%	1.0%
Svc Maintenance	97170	28605	20145	1970	1670	995	65	1035
		29.4%	20.7%	2.0%	1.7%	1.0%	0.1%	1.1%

FEMALE compared to total workforce

Job Category	Total A	White B	Hispanic C	Black/AA D	AIAN E	Asian F	NHOPI G	2+ races H
Official/Administrator	50024	15360	4095	405	275	245	0	199
		30.7%	8.2%	0.8%	0.5%	0.5%	0.0%	0.4%
Professional	79865	30870	5885	825	640	1120	35	640
		38.7%	7.4%	1.0%	0.8%	1.4%	0.0%	0.8%
Technician	10463	3605	1285	175	160	200	4	79
		34.5%	12.3%	1.7%	1.5%	1.9%	0.0%	0.8%
Protective Svc Sworn	9715	1115	535	95	35	30	10	70
		11.5%	5.5%	1.0%	0.4%	0.3%	0.1%	0.7%
Prot Svc: Non-Sworn	523	150	100	20	4	0	0	0
		28.7%	19.1%	3.8%	0.8%	0.0%	0.0%	0.0%
Administrative Support	100310	44355	17980	1890	1730	1025	75	1175
		44.2%	17.9%	1.9%	1.7%	1.0%	0.1%	1.2%
Skilled Craft	41147	1350	955	45	85	110	4	28
		3.3%	2.3%	0.1%	0.2%	0.3%	0.0%	0.1%
Svc Maintenance	97170	22970	15265	1155	1090	1320	50	835
		23.6%	15.7%	1.2%	1.1%	1.4%	0.1%	0.9%

- A = Total Work Force to include Male and Female
- B = White
- C = Hispanic
- D = Black/African American
- E = American Indian/American Native
- F = Asian
- G = Native Hawaiian/Other Pacific Islander
- H = Two Races or more

ATTACHMENT D - UTILIZATION CHART

MALE

Job Category	Total M/F	White	Hispanic	Black	Indian	Asian	NHOPI	2+ races
Official/Administrator	Workforce	50.0%	7.9%	0.5%	0.8%	1.6%	0.0%	0.3%
	CLS	45.5%	9.5%	1.2%	0.6%	1.0%	0.1%	0.9%
	Utilization	4.5%	-1.6%	-0.7%	0.2%	0.6%	-0.1%	-0.6%
Professional	Workforce	30.0%	7.6%	1.8%	0.4%	0.4%	0.1%	0.1%
	CLS	39.8%	5.6%	1.0%	0.6%	2.1%	0.0%	0.8%
	Utilization	-9.8%	2.0%	0.8%	-0.2%	-1.7%	0.1%	-0.7%
Technician	Workforce	42.5%	11.7%	2.2%	1.1%	1.8%	0.0%	0.7%
	CLS	31.5%	10.7%	1.2%	0.7%	2.0%	0.1%	1.2%
	Utilization	11.0%	1.0%	1.0%	0.4%	-0.2%	-0.1%	-0.5%
Protective Svc Sworn	Workforce	48.8%	28.1%	3.3%	0.4%	1.4%	0.3%	0.5%
	CLS	56.2%	17.0%	3.5%	2.0%	0.4%	0.4%	1.0%
	Utilization	-7.4%	11.1%	-0.2%	-1.6%	1.0%	-0.1%	-0.5%
Officials		breakout in CLS is unavailable						
Deputies & Cos								
Protective Svc Unsworn	Workforce	8.2%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%
	CLS	29.6%	14.3%	2.9%	0.0%	0.0%	0.0%	0.8%
	Utilization	-21.4%	-13.1%	-2.9%	0.0%	0.0%	0.0%	-0.8%
Administrative Support	Workforce	11.5%	6.1%	0.9%	0.3%	0.2%	0.0%	0.0%
	CLS	21.3%	7.7%	1.3%	0.6%	0.4%	0.0%	0.7%
	Utilization	-9.8%	-1.6%	-0.4%	-0.3%	-0.2%	0.0%	-0.7%
Skilled Craft	Workforce	50.8%	39.7%	2.4%	1.2%	0.0%	0.0%	1.2%
	CLS	54.0%	34.5%	1.6%	1.9%	0.7%	0.1%	1.0%
	Utilization	-3.2%	5.2%	0.8%	-0.7%	-0.7%	-0.1%	0.2%
Service Maintenance	Workforce	15.3%	29.1%	3.2%	2.2%	0.3%	0.0%	0.3%
	CLS	29.4%	20.7%	2.0%	1.7%	1.0%	0.1%	1.1%
	Utilization	-14.1%	8.4%	1.2%	0.5%	-0.7%	-0.1%	-0.8%

ATTACHMENT D - UTILIZATION CHART (CONT)

FEMALE

Job Category	Total M/F	White	Hispanic	Black	Indian	Asian	NHOPI	2+ races
Official/Administrator	Workforce	29.3%	7.6%	0.8%	0.3%	0.8%	0.0%	0.0%
	CLS	30.7%	8.2%	0.8%	0.5%	0.5%	0.0%	0.4%
	Utilization	-1.4%	-0.6%	0.0%	-0.2%	0.3%	0.0%	-0.4%
Professional	Workforce	41.3%	13.4%	2.0%	0.9%	1.4%	0.1%	0.6%
	CLS	38.7%	7.4%	1.0%	0.8%	1.4%	0.0%	0.8%
	Utilization	2.6%	6.0%	1.0%	0.1%	0.0%	0.1%	-0.2%
Technician	Workforce	26.4%	10.3%	1.5%	0.0%	1.8%	0.0%	0.0%
	CLS	34.5%	12.3%	1.7%	1.5%	1.9%	0.0%	0.8%
	Utilization	-8.1%	-2.0%	-0.2%	-1.5%	-0.1%	0.0%	-0.8%
Protective Svc Sworn	Workforce	11.1%	4.9%	0.7%	0.1%	0.1%	0.2%	0.1%
	CLS	11.5%	5.5%	1.0%	0.4%	0.3%	0.1%	0.7%
	Utilization	-0.4%	-0.6%	-0.3%	-0.3%	-0.2%	0.1%	-0.6%
Officials			breakout in CLS is unavailable					
Deputies & Cos								
Protective Svc Unsworn	Workforce	60.0%	28.2%	2.4%	0.0%	0.0%	0.0%	0.0%
	CLS	28.7%	19.1%	3.8%	0.8%	0.0%	0.0%	0.0%
	Utilization	31.3%	9.1%	-1.4%	-0.8%	0.0%	0.0%	0.0%
Administrative Support	Workforce	41.2%	33.9%	2.7%	1.8%	0.8%	0.1%	0.6%
	CLS	44.2%	17.9%	1.9%	1.7%	1.0%	0.1%	1.2%
	Utilization	-3.0%	16.0%	0.8%	0.1%	-0.2%	0.0%	-0.6%
Skilled Craft	Workforce	4.1%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
	CLS	3.3%	2.3%	0.1%	0.2%	0.3%	0.0%	0.1%
	Utilization	0.8%	-1.6%	-0.1%	-0.2%	-0.3%	0.0%	-0.1%
Service Maintenance	Workforce	12.1%	31.6%	2.9%	1.0%	1.9%	0.0%	0.0%
	CLS	23.6%	15.7%	1.2%	1.1%	1.4%	0.1%	0.9%
	Utilization	-11.5%	15.9%	1.7%	-0.1%	0.5%	-0.1%	-0.9%