

**PIMA COUNTY
EQUAL EMPLOYMENT OPPORTUNITY PLAN
SHORT FORM**

STEP 1: Introductory Statement

Grant Title: Various Federal Grants Grant Number: Varies

Address: Pima County Government
 County Administration
 130 W. Congress, 10th Floor
 Tucson, AZ 85701

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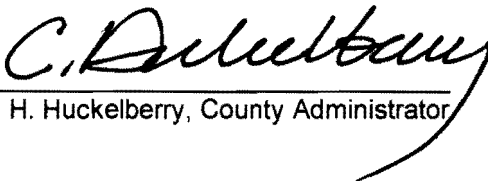
Date and
effective January 1, 2012 to December 31, 2013
duration of
EEOP:

Policy Statement:

In accordance with Pima County's Board of Supervisors Policy D.21.1, Pima County is committed to an Equal Employment Opportunity policy and will continue to 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. Pima County shall recruit, hire, train, and promote persons without discrimination on the basis of race, color, religion, sex (gender), national origin, age, disability, or based on the results of genetic testing. 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.

The County has taken steps to enlarge the pool of qualified candidates from which employment decisions are made. These steps include searching for qualified minority and women candidates and ensuring that they are considered for available positions. In addition, the County will identify and remove barriers or practices that may be discriminatory in intent or effect. The goal of Affirmative Action is to eliminate artificial barriers to employment and promotion, and to achieve a work force, in each department and throughout all levels of employment, which is reflective of the County's external labor force. Pima County requires its contractors to comply with the affirmative action and equal employment opportunity laws and guidelines in employment practices.

As the Administrator of Pima County and its entities, I hereby confirm that such policy exists as approved by the Pima County Board of Supervisors and that the statements made above are part of that policy.



C. H. Huckelberry, County Administrator

12/21/11

Date

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.

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. It should be noted, that 2010 Census information is not yet available. Once that data has been published, Pima County will compare our demographics with that in the community and will revise our goals as necessary. 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

Officials/Administrators	-1.1%
Administrative Support	-2.0%

Female

Officials/Administrators	-2.4%
Protective Services Unsworn	-2.2%
Skilled Craft	-1.7%

African American

Female

Protective Services Unsworn	-1.9%
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Native American

Male

Protective Services Sworn	-1.4%
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Female

Technicians	-1.5%
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Asian American

Male

Professionals	-1.6%
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Table 2

Females Significantly Under-represented

Females

White

Technicians	-12.8%
Protective Services Sworn	-1.7%
Protective Services Unsworn	-6.0%
Administrative Support	-3.1%
Service/Maintenance	-13.4%

Hispanic

Officials/Administrators	-2.4%
Protective Services Unsworn	-2.2%
Skilled Craft	-1.7%

African American

Protective Services Unsworn	-1.9%
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Native American

Technicians	-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 procedure 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.

Job Category	MALE		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
	Total								
Officials/Administrators	379	188		32	3	1	6	0	0
		49.6%	8.4%	0.8%	0.3%	1.6%	0.0%	0.0%	
Professionals	1906	577	183	43	8	10	1	5	
		30.3%	9.6%	2.3%	0.4%	0.5%	0.1%	0.3%	
Technicians	244	106	32	1	3	4	0	4	
		43.4%	13.1%	0.4%	1.2%	1.6%	0.0%	1.6%	
Protect Svcs - Sworn	1019	503	283	33	6	14	5	8	
		49.4%	27.8%	3.2%	0.6%	1.4%	0.5%	0.8%	
Officials	147	94	24	4	1	2	0	0	
		63.9%	16.3%	2.7%	0.7%	1.4%	0.0%	0.0%	
Deputies and COs	872	409	259	29	5	12	5	8	
		46.9%	29.7%	3.3%	0.6%	1.4%	0.6%	0.9%	
Protect Svcs - Unsworn	207	51	53	11	0	1	0	0	
		24.6%	25.6%	5.3%	0.0%	0.5%	0.0%	0.0%	
Administrative Support	1697	186	97	16	5	8	0	1	
		11.0%	5.7%	0.9%	0.3%	0.5%	0.0%	0.1%	
Skilled Craft	522	263	219	12	5		0	6	
		50.4%	42.0%	2.3%	1.0%	0.0%	0.0%	1.1%	
Service/Maintenance	305	47	93	14	9	3	0	2	
		15.4%	30.5%	4.6%	3.0%	1.0%	0.0%	0.7%	

Job Category	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
	Total								
Officials/Administrators	379	123	22	2	0	2	0	0	
		32.5%	5.8%	0.5%	0.0%	0.5%	0.0%	0.0%	
Professionals	1906	722	243	49	19	36	0	10	
		37.9%	12.7%	2.6%	1.0%	1.9%	0.0%	0.5%	
Technicians	244	53	28	8	0	5	0	0	
		21.7%	11.5%	3.3%	0.0%	2.0%	0.0%	0.0%	
Protect Svcs - Sworn	1019	100	53	6	4	1	2	1	
		9.8%	5.2%	0.6%	0.4%	0.1%	0.2%	0.1%	
Officials	147	17	4	0	0	0	0	1	
		11.6%	2.7%	0.0%	0.0%	0.0%	0.0%	0.7%	
Deputies and COs	872	83	49	6	4	1	2	0	
		9.5%	5.6%	0.7%	0.5%	0.1%	0.2%	0.0%	
Protect Svcs - Unsworn	207	47	35	4	2	2	0	1	
		22.7%	16.9%	1.9%	1.0%	1.0%	0.0%	0.5%	
Administrative Support	1697	697	586	54	21	15	0	11	
		41.1%	34.5%	3.2%	1.2%	0.9%	0.0%	0.6%	
Skilled Craft	522	14	3	0	0	0	0	0	
		2.7%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	
Service/Maintenance	305	31	86	8	4	8	0	0	
		10.2%	28.2%	2.6%	1.3%	2.6%	0.0%	0.0%	

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Community Labor Statistics (CLS) 2000 Data - 2010 data will not be available until Fall, 2012

MALE		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
	Total							
Officials/Administrators	50024	22775	4775	580	295	480	65	475
		45.5%	9.5%	1.2%	0.6%	1.0%	0.1%	0.9%
Professionals	79865	31770	4485	785	475	1700	25	610
		39.8%	5.6%	1.0%	0.6%	2.1%	0.0%	0.8%
Technicians	10463	3295	1120	125	70	210	10	125
		31.5%	10.7%	1.2%	0.7%	2.0%	0.1%	1.2%
Protect Svcs - Sworn	9715	5460	1655	340	195	40	35	100
		56.2%	17.0%	3.5%	2.0%	0.4%	0.4%	1.0%
Officials	0							
Deputies and COs	0							
Protect Svcs - Unsworn	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%
Service/Maintenance	97170	28605	20145	1970	1670	995	65	1035
		29.4%	20.7%	2.0%	1.7%	1.0%	0.1%	1.1%

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
	Total							
Officials/Administrators	50024	15360	4095	405	275	245	0	199
		30.7%	8.2%	0.8%	0.5%	0.5%	0.0%	0.4%
Professionals	79865	30870	5885	825	640	1120	35	640
		38.7%	7.4%	1.0%	0.8%	1.4%	0.0%	0.8%
Technicians	10463	3605	1285	175	160	200	4	79
		34.5%	12.3%	1.7%	1.5%	1.9%	0.0%	0.8%
Protect Svcs - Sworn	9715	1115	535	95	35	30	10	70
		11.5%	5.5%	1.0%	0.4%	0.3%	0.1%	0.7%
Officials	0							
Deputies and COs	0							
Protect Svcs - Unsworn	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%
Service/Maintenance	97170	22970	15265	1155	1090	1320	50	835
		23.6%	15.7%	1.2%	1.1%	1.4%	0.1%	0.9%

ATTACHMENT D - UTILIZATION CHART

12/30/2011

		MALE						
Job Category		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators	Workforce	49.6%	8.4%	0.8%	0.3%	1.6%	0.0%	0.0%
	CLS	45.5%	9.5%	1.2%	0.6%	1.0%	0.1%	0.9%
	Utilization	4.1%	-1.1%	-0.4%	-0.3%	0.6%	-0.1%	-0.9%
Professionals	Workforce	30.3%	9.6%	2.3%	0.4%	0.5%	0.1%	0.3%
	CLS	39.8%	5.6%	1.0%	0.6%	2.1%	0.0%	0.8%
	Utilization	-9.5%	4.0%	1.3%	-0.2%	-1.6%	0.1%	-0.5%
Technicians	Workforce	43.4%	13.1%	0.4%	1.2%	1.6%	0.0%	1.6%
	CLS	31.5%	10.7%	1.2%	0.7%	2.0%	0.1%	1.2%
	Utilization	11.9%	2.4%	-0.8%	0.5%	-0.4%	-0.1%	0.4%
Protect Svcs - Sworn *	Workforce	49.4%	27.8%	3.2%	0.6%	1.4%	0.5%	0.8%
	CLS	56.2%	17.0%	3.5%	2.0%	0.4%	0.4%	1.0%
	Utilization	-6.8%	10.8%	-0.3%	-1.4%	1.0%	0.1%	-0.2%
Protect Svcs - Unsworn	Workforce	24.6%	25.6%	5.3%	0.0%	0.5%	0.0%	0.0%
	CLS	29.6%	14.3%	2.9%	0.0%	0.0%	0.0%	0.8%
	Utilization	-5.0%	11.3%	2.4%	0.0%	0.5%	0.0%	-0.8%
Administrative Support	Workforce	11.0%	5.7%	0.9%	0.3%	0.5%	0.0%	0.1%
	CLS	21.3%	7.7%	1.3%	0.6%	0.4%	0.0%	0.7%
	Utilization	-10.3%	-2.0%	-0.4%	-0.3%	0.1%	0.0%	-0.6%
Skilled Craft	Workforce	50.4%	42.0%	2.3%	1.0%	0.0%	0.0%	1.1%
	CLS	54.0%	34.5%	1.6%	1.9%	0.7%	0.1%	1.0%
	Utilization	-3.6%	7.5%	0.7%	-0.9%	-0.7%	-0.1%	0.1%
Service/Maintenance	Workforce	15.4%	30.5%	4.6%	3.0%	1.0%	0.0%	0.7%
	CLS	29.4%	20.7%	2.0%	1.7%	1.0%	0.1%	1.1%
	Utilization	-14.0%	9.8%	2.6%	1.3%	0.0%	-0.1%	-0.4%

		FEMALE						
Job Category		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators	Workforce	32.5%	5.8%	0.5%	0.0%	0.5%	0.0%	0.0%
	CLS	30.7%	8.2%	0.8%	0.5%	0.5%	0.0%	0.4%
	Utilization	1.8%	-2.4%	-0.3%	-0.5%	0.0%	0.0%	-0.4%
Professionals	Workforce	37.9%	12.7%	2.6%	1.0%	1.9%	0.0%	0.5%
	CLS	38.7%	7.4%	1.0%	0.8%	1.4%	0.0%	0.8%
	Utilization	-0.8%	5.3%	1.6%	0.2%	0.5%	0.0%	-0.3%
Technicians	Workforce	21.7%	11.5%	3.3%	0.0%	2.0%	0.0%	0.0%
	CLS	34.5%	12.3%	1.7%	1.5%	1.9%	0.0%	0.8%
	Utilization	-12.8%	-0.8%	1.6%	-1.5%	0.1%	0.0%	-0.8%
Protect Svcs - Sworn *	Workforce	9.8%	5.2%	0.6%	0.4%	0.1%	0.2%	0.1%
	CLS	11.5%	5.5%	1.0%	0.4%	0.3%	0.1%	0.7%
	Utilization	-1.7%	-0.3%	-0.4%	0.0%	-0.2%	0.1%	-0.6%
Protect Svcs - Unsworn	Workforce	22.7%	16.9%	1.9%	1.0%	1.0%	0.0%	0.5%
	CLS	28.7%	19.1%	3.8%	0.8%	0.0%	0.0%	0.0%
	Utilization	-6.0%	-2.2%	-1.9%	0.2%	1.0%	0.0%	0.5%
Administrative Support	Workforce	41.1%	34.5%	3.2%	1.2%	0.9%	0.0%	0.6%
	CLS	44.2%	17.9%	1.9%	1.7%	1.0%	0.1%	1.2%
	Utilization	-3.1%	16.6%	1.3%	-0.5%	-0.1%	-0.1%	-0.6%
Skilled Craft	Workforce	2.7%	0.6%	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	-0.6%	-1.7%	-0.1%	-0.2%	-0.3%	0.0%	-0.1%
Service/Maintenance	Workforce	10.2%	28.2%	2.6%	1.3%	2.6%	0.0%	0.0%
	CLS	23.6%	15.7%	1.2%	1.1%	1.4%	0.1%	0.9%
	Utilization	-13.4%	12.5%	1.4%	0.2%	1.2%	-0.1%	-0.9%

* CLS data does not break out Protective Service - Sworn between Official and Deputies and Corrections Offices