



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

**Policy
Number**

D 21.1

Page

1 of 2

PURPOSE

The purpose of this document is to describe Pima County's Equal Opportunity and Affirmative Action Policy.

POLICY

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:

I. 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, sex, disability, veteran's status, sexual orientation or results of a genetic test received by the County, when applicable. 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. AFFIRMATIVE ACTION

- A. The County will take steps to enlarge the pool of qualified candidates from which employment decisions are made. These steps will 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.
- B. 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.
- C. Pima County requires its contractors to comply with the affirmative action and equal employment opportunity laws and guidelines in employment practices.

Subject:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

**Policy
Number**

D 21.1

Page

2 of 2

III. COUNTY ADMINISTRATOR RESPONSIBILITY

- A. The County Administrator shall report Pima County's equal employment opportunity status to the Board of Supervisors at least annually.
- B. Said report may reflect areas of advancement and deficiencies from the previous reporting period and may contain proposed corrective action.

IV. HUMAN RESOURCES DEPARTMENT (HR) RESPONSIBILITY

- A. HR will promote the full realization of equal employment opportunities in Pima County through the monitoring of employment practices and affirmative action programs throughout Pima County.
- B. HR will report Pima County's equal employment opportunity and affirmative action status to the County Administrator on a bi-annual basis.
- C. HR shall additionally submit a bi-annual Equal Employment Opportunity Plan (EEOP) to the County Administrator. The EEOP shall contain statistical analysis of the Pima County workforce on the basis of race/ethnicity, gender, EEO job categories, and salary comparisons. The EEOP may contain annual updated EEO/AA objectives for Pima County. The EEOP shall be posted on the internet and made accessible to the Pima County workforce and the public.

V. MANAGEMENT RESPONSIBILITY

- A. Each appointing authority, manager and supervisor within Pima County is responsible and accountable for practicing equal opportunity in all work activities and for promoting a high quality diverse work force which is reflective of the community we serve.
- B. To enable the County to achieve the goals of this policy, HR shall have access to all relevant and necessary information.

RESPONSIBLE DEPARTMENTS

- 1. The Board of Supervisors
- 2. The County Administrator
- 3. The Human Resources Department
- 4. All Appointing Authorities
- 5. All Elected Officials