

EEO Utilization Report

Organization Information

Name: Pima County Sheriff's Department

City: Tucson

State: AZ

Zip: 85714

Type: County/Municipal Law Enforcement

Fri Dec 29 13:00:00 EST 2017

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:

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, 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.

RESPONSIBLE DEPARTMENTS

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

Effective Date: April 19, 2016

Revised Date: April 19, 2016

Following File has been uploaded:D21-1.pdf

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:Step 4b of 7- Narrative of Interpretation.docx

Step 5: Objectives and Steps

1. The Pima County Sheriffs Department will continue to enhance its efforts to attract White, Black or African American, American Indian or Alaska Native male candidates and Black or African American and American Indian or Alaska Native females in the Professional job category and will evaluate our recruitment practices to ensure all groups received equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage White, Black or African American, American Indian or Alaska Native male candidates and Black or African American and American Indian or Alaska Native females to apply for vacancies in the Professional job category.
- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

2. The Pima County Sheriffs Department will continue to enhance its efforts to attract Hispanic or Latino males and Hispanic or Latino, Black or African American females in the Technicians job category and will evaluate our recruitment practices to ensure all groups received equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage Hispanic or Latino males and Hispanic or Latino and Black or African American females to apply for vacancies in the Technicians job category.
- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

3. The Pima County Sheriffs Department will continue to enhance its efforts to attract Hispanic or Latino, Black or African American, American Indian or Alaska Native Males and Hispanic or Latino, Black or African American, American Indian or Alaska Native females in the Protective Service: Sworn Officials job category and will evaluate our recruitment practices to ensure all groups received equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage Hispanic or Latino, Black or African American, American Indian or Alaska Native males and Hispanic or Latino, Black or African American, American Indian or Alaska Native females to apply for vacancies in the Protective Service: Sworn Officials job category
- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

4. The Pima County Sheriffs Department will continue to enhance its efforts to attract American Indian or Alaska Native Males and White, Hispanic or Latino, Black or African American, American Indian or Alaska Native, and Asian females in the Protective Service: Sworn-Patrol Officers job category and will evaluate our recruitment practices to ensure all groups received equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage American Indian or Alaska Native males and White, Hispanic or Latino, Black or African American, American Indian or Alaska Native, and Asian females to apply for vacancies in the Protective Service: Sworn-Patrol Officers job

category.

- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

5. The Pima County Sheriffs Department will continue to enhance its efforts to attract White, Black or African American, American Indian or Alaska Native males and White females in the Protective Service: Non-Sworn job category and will evaluate our recruitment practices to ensure all groups received equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage White, Black or African American, American Indian or Alaska Native males and White females to apply for vacancies in the Protective Service: Non-Sworn job category.
- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

6. The Pima County Sheriffs Department will continue to enhance its efforts to attract White males and American Indian or Alaska native females in the Administrative Support job category and will evaluate our recruitment practices to ensure all groups receive equal opportunity to secure employment.

- a. Contact local high schools, technical colleges, community colleges, and state universities and encourage White males and American Indian or Alaska native females to apply for vacancies in the Administrative Support job category.
- b. The Pima County Sheriffs Department will continue to review and update their recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- c. The Pima County Sheriffs Department will attempt to facilitate outreach activities such as job fairs and career days within these educational facilities for an opportunity to connect with more individuals.

Step 6: Internal Dissemination

1. Pima County includes the EEO Policy statement in the Countys 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 Countys website and will continue to see other creative locations for inclusion that may include the website generated by the Countys Employee Council and the Countys 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 Countys 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 Countys EEOP on the recruitment website.
2. Pima Countys 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 Countys 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 #/%	0/	0/	0/	0/	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%	215/0%	520/1%	30/0%	280/1%	15/0%
Utilization #/%																
Professionals																
Workforce #/%	12/29%	3/7%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	19/45%	5/12%	0/0%	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%	35/0%	355/0%	205/0%
Utilization #/%	-6%	1%	-2%	-1%	-0%	-0%	-1%	-0%	7%	2%	-1%	-1%	0%	-0%	2%	-0%
Technicians																
Workforce #/%	16/38%	4/10%	1/2%	1/2%	1/2%	0/0%	1/2%	0/0%	11/26%	4/10%	0/0%	1/2%	1/2%	0/0%	1/2%	0/0%
CLS #/%	3,400/27%	1,360/11%	265/2%	25/0%	320/3%	0/0%	59/0%	70/1%	4,730/37%	1,830/14%	235/2%	90/1%	270/2%	0/0%	80/1%	50/0%
Utilization #/%	11%	-1%	0%	2%	-0%	0%	2%	-1%	-11%	-5%	-2%	2%	0%	0%	2%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	62/69%	14/16%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	12/13%	0/0%	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 #/%	19%	-8%	-1%	-2%	-0%	-0%	-1%	-1%	3%	-6%	-1%	-1%	-0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	218/53%	117/29%	9/2%	3/1%	6/1%	2/0%	4/1%	0/0%	34/8%	13/3%	0/0%	1/0%	0/0%	0/0%	1/0%	0/0%
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 #/%	29%	0%	1%	-1%	1%	0%	0%	-0%	-7%	-18%	-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 #/%	156/32%	185/38%	20/4%	2/0%	4/1%	1/0%	10/2%	0/0%	37/8%	54/11%	7/1%	5/1%	0/0%	0/0%	5/1%	0/0%
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 #/%	-6%	26%	-6%	-2%	1%	0%	2%	0%	-18%	0%	1%	1%	0%	0%	1%	0%
Administrative Support																
Workforce #/%	67/20%	35/10%	4/1%	1/0%	2/1%	0/0%	1/0%	0/0%	127/37%	88/26%	4/1%	2/1%	5/1%	0/0%	5/1%	0/0%
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 #/%	-3%	0%	-0%	-0%	-0%	-0%	-0%	-0%	1%	5%	-0%	-1%	-0%	-0%	1%	-0%
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 #/%	6/29%	6/29%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
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 #/%	4%	4%	3%	-1%	-1%	-0%	-1%	-0%	-20%	17%	-1%	-1%	-1%	-0%	-0%	-0%

Significant Underutilization Chart

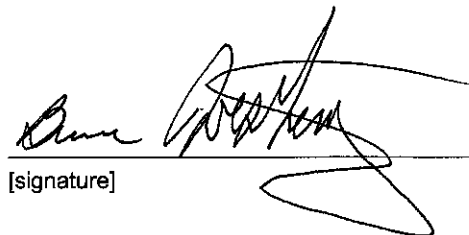
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Officials										✓						
Protective Services: Sworn-Patrol Officers									✓	✓		✓				
Protective Services: Non-sworn	✓		✓	✓					✓							

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
Chief																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	4/80%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	15/75%	3/15%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	41/66%	10/16%	0/0%	0/2%	1/2%	0/0%	0/0%	0/0%	10/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	218/53%	117/29%	9/2%	3/1%	6/1%	2/0%	4/1%	0/0%	34/8%	13/3%	0/0%	1/0%	0/0%	0/0%	1/0%	0/0%

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.


[signature]

LEWIS
[title]

01/03/2018
[date]