

# EEO Utilization Report

## Organization Information

Name: Pima County Attorney

City: Tucson

State: AZ

Zip: 85701

Type: County Attorney General or Prosecutor's Office

## Step 1: Introductory Information

### Policy Statement:

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY Adopted by Pima County Attorney Department  
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 excerpt from Pima County Board of Supervisors Policy D 21.1 - Equal Employment Opportunity and Affirmative Action Policy 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

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## **Step 4b: Narrative of Interpretation**

A review of the data contained in the Utilization Analysis Chart has resulted in the establishment of goals and objectives to address the underutilization of Administrative Support employees in the Pima County Attorney's Office workforce as compared to their availability established by the 2010 Census data. Pima County consistently reviews pay structure and completes a market analysis on certain classifications annually including those utilized by the Pima County Attorney's Office. Underutilization by race/ethnicity and gender is listed in the Utilization Analysis Chart below. Under representation is determined to be those categories where under representation is one percent (1%) or higher. Pima County Attorney's Office will continue to ensure that the recruitment for vacant positions is widespread and that white males, for administrative support positions, are provided an equal opportunity to employment and services.

Chart 1 Minorities Significantly Under-represented:

White Male-Administrative Support @-12%

## **Step 5: Objectives and Steps**

### **1. Encourage White Males to apply for vacancies in the Administrative Support Category.**

- a. Pima County Attorney's Office will continue to publicize our employment and career opportunities with professional and paraprofessional organizations and higher education institutions.

## **Step 6: Internal Dissemination**

Internal Dissemination

1. Pima County Attorney's Office will provide a link on their Intranet to the EEOP Utilization Report.
2. Pima County Attorney's Office will post notice on employee bulletin boards throughout the Pima County Attorney's Office that a copy of the EEOP Utilization Report is available at the Personnel Office.
3. Pima County Attorney's Office will have a copy of the EEOP Utilization Report available at the Personnel Office.

## **Step 7: External Dissemination**

External Distribution

1. Pima County Attorney's Office will provide a link on their Internet site to the EEOP Utilization Report.
2. Pima County Attorney's Office will indicate on their Internet site that a copy of the EEOP Utilization Report is available at the Personnel Office.
3. Pima County Attorney's Office will have available a copy of the EEOP in the Personnel Office as well as a posted memo 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
<b>Officials/Administrators</b>																
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%
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 #/%	23%	-10%	-1%	-1%	-1%	-0%	-1%	-0%	3%	-9%	-1%	-0%	-1%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	48/34%	10/7%	1/1%	2/1%	1/1%	0/0%	2/1%	0/0%	53/38%	17/12%	0/0%	1/1%	4/3%	0/0%	1/1%	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 #/%	-1%	1%	-1%	1%	-2%	-0%	1%	-0%	-0%	2%	-1%	-0%	1%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	7/37%	8/42%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	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 #/%	-13%	18%	3%	-2%	4%	-0%	-1%	-1%	-11%	-1%	-1%	-1%	-0%	0%	5%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	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 #/%																
<b>Administrative Support</b>																
Workforce #/%	22/11%	17/8%	2/1%	0/0%	0/0%	0/0%	1/0%	0/0%	85/41%	67/32%	3/1%	3/1%	2/1%	1/0%	6/3%	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%

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
	%	%							%	%						
Utilization #/%	-12%	-2%	-0%	-0%	-1%	-0%	0%	-0%	4%	11%	-0%	-0%	-1%	0%	2%	-0%
<b>Skilled Craft</b>																
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 #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	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 #/%																

### 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
<b>Administrative Support</b>	✓															

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.

Certified As Final By: Jennifer Black

Administrative Services Specialist

12-23-2019

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[signature]

[title]

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