

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

**STEP 1: Introductory Statement**

**Name:** Pinal County

**Address:** PO Box 1590 Florence, AZ 85232-1748

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**Date and effective duration of EEOP:** January 1, 2009 – December 31, 2009

**Policy Statement:**

Pinal County is committed to maintaining a diverse workforce which reflects the community we serve. The County respects the differences and abilities of all our employees and provides them with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality of service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

Pinal County is firmly committed to a Policy of Equal Employment Opportunity and will recruit, hire, train, and promote persons in all job classifications, without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. Employment decisions will be based so as to further the principle of Equal Employment Opportunity. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex, or national origin.

Goals and objectives have been established that outline our good faith efforts in practicing equal employment opportunity and affirmative action. These goals are reviewed periodically to measure our progress. Pinal County is committed to making a good faith effort to meet our goals.

The Human Resources Department develops and monitors affirmative action and other equal employment opportunity (EEO) programs. However, management personnel at every level must share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved. Equal opportunity must be part of the fabric of all personnel decisions at Pinal County.

**STEP 2: WORK FORCE ANALYSIS**

The statistical analysis of the County workforce for each job category, broken down by gender within each racial, color, and national origin group is contained as Attachment A to this plan.

**STEP 3: COMMUNITY LABOR STATISTICS (CLS)**

The statistical analysis of the Community Labor statistics for each job category, broken down by gender within each racial, color, and national origin group is contained as Attachment B to this plan

## STEP 4a: UTILIZATION CHART

A comparison of the County workforce and the Community Labor Statistics has been performed and the difference between the Community and the County was calculated by subtracting the percentages obtained in step 3 (Community Statistics) from those obtained in step 2 (Workforce Statistics). The results of this analysis are reflected in Attachment C.

## STEP 4b: NARRATIVE UTILIZATION ANALYSIS (This availability is established on the basis of the 2000 Census data.)

A comparison between the Community Labor Statistics and the Workforce Analysis reveals that overall minority representation in each occupational category **exceeds** the total ethnic availability in the Community. Over the past year significant progress has been made, representation increased in 15 categories, remained stable in 21, and decreased in only 8 categories. However, minority representation within each occupational grouping continues a general under representation in the American Indian, Asian and to a lesser extent, Black racial categories. Specific areas of underutilization within occupational categories, rounded to the nearest whole person, are reflected below:

Job Category	Underutilization	Goal (Employees)
<b>Officials &amp; Administrators</b>		
Males		
Am. Indian	. 6%	2
Asian	. 2%	<1
Other	. 1%	<1
Females		
Asian	. 4%	1
<b>Professionals</b>		
Males		
Black	.3%	1
Am. Indian	.1%	<1
Asian	1.1%	5
Females		
Asian	.2%	<1
<b>Technicians</b>		
Males		
Am. Indian	1.0%	1
Asian	1.7%	1
Females		
Black	. 7%	<1
Am. Indian	3%	<1
Asian	. 3%	<1
<b>Protective Service – Sworn</b>		
Males		
Am. Indian	1.3%	7
Other	.2%	1
Females		
Am. Indian	.5%	3
Asian	.1%	<1

<b>Job Category</b>	<b>Underutilization</b>	<b>Goal (Employees)</b>
<b>Protective Service – Non-Sworn</b>		
Males		
Black	1.3%	<1
Am. Indian	1.0%	<1
Females		
Black	.6%	<1
Am. Indian	1.1%	<1
Am. Indian	5.6%	2
<b>Administrative Support</b>		
Males		
Hispanic	2.1%	13
Black	.6%	4
Am. Indian	.6%	4
Asian	.5%	3
Females		
Am. Indian	.9%	5
Asian	.2%	1
Other	.1%	<1
<b>Skilled Craft</b>		
Males		
Black	.4%	1
Am. Indian	2.3%	3
Asian	1.0%	1
Other	.1%	<1
Females		
Hispanic	5.1%	7
Black	1.9%	3
Black	.1%	<1
Am. Indian	.3%	<1
Asian	.4%	1
<b>Service Maintenance</b>		
Males		
Hispanic	11.3%	34
Black	1.9%	6
Am. Indian	1.4%	4
Asian	1.0%	3
Other	.1%	<1
Females		
Asian	.4%	1

## **STEP 5: OBJECTIVES**

Because all of the minority categories identified are at least minimally under represented in one or more categories, Pinal County will enhance its efforts to attract minority candidates in those specific categories listed above and will evaluate our promotional and recruitment practices to ensure that all groups receive equal opportunity to secure employment.

## **STEP 6: STEPS TO ACHIEVE OBJECTIVES**

Pinal 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 following steps summarize specific objectives to assist Pinal County in reaching this goal and fulfilling its objectives.

### **Action Steps:**

Managers with vacancies in job categories that are underrepresented in these minority groups will be made aware of the underutilization and encouraged to select qualified candidates from these groups whenever possible.

Recruitment advertising and job requisitions for classifications within job groups which are underrepresented will specifically solicit applications from underrepresented groups.

Contact the colleges and universities and other higher education institutions for learning in Phoenix and Tucson, to provide outreach to the minority populations on the campuses.

Visit with representatives of Central Arizona College on a regular basis to cultivate an interest in employment with Pinal County for minority students.

Develop contacts and advertise open positions in African American, Asian, Hispanic and Native American media broadcasts and publications.

Develop contacts on the Gila River, Tohono O'Odham and Ak-Chin Indian Community Employment Services and intensify the County's presence on the reservations.

Continue to develop contacts with minority communities by working with established groups and attending public affairs.

Enhance upward mobility of all employees, but also assure that opportunities for advancement are equally distributed by encouraging minority and female participation.

Monitor recruitment practices and procedures to determine if recruitment efforts are enabling the County to meet and maintain African American, Hispanic, Asian/Pacific Islanders, American Indian/Alaskan Native and female objectives.

Continue to provide EEO training to supervisors and managers on EEO policies, documentation, interview processes and employment requirements.

## **STEP 7: DISSEMINATION**

### **Internal Dissemination**

1. Pinal County includes the EEO Policy Statement in the County's Merit System Rules, Personnel Policies and Procedures, the Affirmative Action Plan, County Human Resources Web Site and disseminates it to Elected Officials, Appointing Authorities and, through these media sources, to all employees in the County.
2. Pinal County includes the EEOP on the County website and will seek other creative locations for inclusion.

3. Pinal County conspicuously posts portions of the EEOP and policy on employee bulletin boards throughout the County.
4. Pinal County periodically updates the County's commitment to the plan with managers, supervisors and employees.
5. Pinal County places emphasis on EEO and Affirmative Action during training and orientation sessions.

#### **External Dissemination**

1. Pinal County includes the County's EEOP on the recruiting web site.
2. Pinal County's written job announcements and other employment communiqués contain Equal Opportunity clauses stating: Equal Opportunity Employer
3. Pinal County reminds applicants, vendors and suppliers regularly and in writing of the County's EEOP incorporated in applications, purchase orders, leases and contracts.
4. Pinal County works with local community agencies to assure that females and minorities are aware of our EEOP through direct mail and e-mail.

Pinal County Workforce Analysis as of December 31, 2008

Attachment A

Occupations	Males							Females							Total Ethnic	
	Total	White	Hispanic	Black	Am. Ind.	Asian	Other	Total	White	Hispanic	Black	Am. Ind.	Asian	Other		Total
<b>Officials &amp; Administrators</b>																
Workforce Labor Statistics	131	90	33	5	0	3	0	178	120	45	10	2	1	0	309	99
Workforce Percentage	42.4%	29.1%	10.7%	1.6%	0.0%	1.0%	0.0%	58%	38.8%	14.6%	3.2%	0.6%	0.3%	0.0%	100.0%	32.0%
<b>Professional</b>																
Workforce Labor Statistics	198	142	44	5	2	5	0	231	155	51	13	6	6	0	429	132
Workforce Percentage	46.2%	33.1%	10.3%	1.2%	0.5%	1.2%	0.0%	53.8%	36.1%	11.9%	3.0%	1.4%	1.4%	0.0%	100.0%	30.8%
<b>Technician</b>																
Workforce Labor Statistics	33	24	7	2	0	0	0	43	30	9	2	1	1	0	76	22
Workforce Percentage	43.4%	31.6%	9.2%	2.6%	0.0%	0.0%	0.0%	56.6%	39.5%	11.8%	2.6%	1.3%	1.3%	0.0%	100.0%	28.9%
<b>Protective Service - Sworn</b>																
Workforce Labor Statistics	430	251	137	30	8	4	0	132	60	51	18	3	0	0	562	251
Workforce Percentage	76.5%	44.7%	24.4%	5.3%	1.4%	0.7%	0.0%	23.5%	10.7%	9.1%	3.2%	0.5%	0.0%	0.0%	100.0%	44.7%
<b>Protective Service - Non-Sworn</b>																
Workforce Labor Statistics	17	11	6	0	0	0	0	18	14	4	0	0	0	0	35	10
Workforce Percentage	48.6%	31.4%	17.1%	0.0%	0.0%	0.0%	0.0%	51.4%	40.0%	11.4%	0.0%	0.0%	0.0%	0.0%	100.0%	28.6%
<b>Administrative Support</b>																
Workforce Labor Statistics	68	41	22	5	0	0	0	530	301	201	17	6	5	0	598	256
Workforce Percentage	11.4%	6.9%	3.7%	0.8%	0.0%	0.0%	0.0%	88.6%	50.3%	33.6%	2.8%	1.0%	0.8%	0.0%	100.0%	42.8%
<b>Skilled Craft</b>																
Workforce Labor Statistics	135	75	57	2	1	0	0	2	2	0	0	0	0	0	137	60
Workforce Percentage	98.5%	54.7%	41.6%	1.5%	0.7%	0.0%	0.0%	1.5%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	43.8%
<b>Service - Maintenance</b>																
Workforce Labor Statistics	71	31	38	1	1	0	0	227	72	131	13	9	2	0	298	195
Workforce Percentage	23.8%	10.4%	12.8%	0.3%	0.3%	0.0%	0.0%	76.2%	24.2%	44.0%	4.4%	3.0%	0.7%	0.0%	100.0%	65.4%
<b>Total Workforce</b>																
Number	1083	665	344	50	12	12	0	1361	754	492	73	27	15	0	2444	
Percent	48.8%	30.2%	16.2%	1.7%	0.4%	0.4%	0.0%	51.2%	30.1%	17.0%	2.4%	1.0%	0.6%	0.0%	100.0%	



Attachment C																Total Ethnic
Utilization Analysis Dec-08																
Males								Females								
Occupations	Total	White	Hispanic	Black	Am. Ind.	Asian	Other	Total	White	Hispanic	Black	Am. Ind.	Asian	Other	Total	
<b>Officials &amp; Administrators</b>	-18.3%	-22.1%	4.3%	0.3%	-0.6%	-0.2%	-0.1%	18.3%	7.0%	9.6%	2.1%	0.0%	-0.4%	0.0%	100.0%	16.9%
Community Labor Statistics	60.7%	51.2%	6.4%	1.3%	0.6%	1.1%	0.1%	39.3%	31.9%	4.9%	1.1%	0.7%	0.7%	0.0%	100.0%	
Workforce Labor Statistics	42.4%	29.1%	10.7%	1.6%	0.0%	1.0%	0.0%	57.6%	38.8%	14.6%	3.2%	0.6%	0.3%	0.0%	100.0%	
<b>Professional</b>	-4.0%	-8.4%	6.0%	-0.3%	-0.1%	-1.1%	0.0%	4.0%	-4.6%	6.7%	1.6%	0.4%	-0.2%	0.0%	100.0%	17.8%
Community Labor Statistics	50.1%	41.5%	4.2%	1.5%	0.6%	2.3%	0.0%	49.9%	40.7%	5.1%	1.4%	1.0%	1.6%	0.0%	100.0%	
Workforce Labor Statistics	46.2%	33.1%	10.3%	1.2%	0.5%	1.2%	0.0%	53.8%	36.1%	11.9%	3.0%	1.4%	1.4%	0.0%	100.0%	
<b>Technical</b>	-4.3%	-4.0%	1.4%	1.0%	-1.0%	-1.7%	0.0%	4.3%	-0.4%	4.7%	0.7%	-0.3%	-0.3%	0.0%	100.0%	24.5%
Community Labor Statistics	47.7%	35.6%	7.8%	1.6%	1.0%	1.7%	0.0%	52.3%	39.9%	7.2%	2.0%	1.6%	1.6%	0.0%	100.0%	
Workforce Labor Statistics	43.4%	31.6%	9.2%	2.6%	0.0%	0.0%	0.0%	56.6%	39.5%	11.8%	2.6%	1.3%	1.3%	0.0%	100.0%	
<b>Protective Service - Sworn</b>	-3.3%	-14.0%	11.4%	0.7%	-1.3%	0.2%	-0.2%	3.3%	-3.1%	5.3%	1.8%	-0.5%	-0.1%	0.0%	100.0%	27.6%
Community Labor Statistics	79.8%	58.6%	13.0%	4.6%	2.8%	0.6%	0.2%	20.2%	13.8%	3.8%	1.4%	1.0%	0.1%	0.0%	100.0%	
Workforce Labor Statistics	76.5%	44.7%	24.4%	5.3%	1.4%	0.7%	0.0%	23.5%	10.7%	9.1%	3.2%	0.5%	0.0%	0.0%	100.0%	
<b>Protective Service - Non-Sworn</b>	0.6%	-7.1%	10.1%	-1.3%	-1.0%	0.0%	0.0%	-0.6%	4.4%	1.7%	-1.1%	-5.6%	0.0%	0.0%	100.0%	25.8%
Community Labor Statistics	48.0%	38.6%	7.1%	1.3%	1.0%	0.0%	0.0%	52.0%	35.6%	9.8%	1.1%	5.6%	0.0%	0.0%	100.0%	
Workforce Labor Statistics	48.6%	31.4%	17.1%	0.0%	0.0%	0.0%	0.0%	51.4%	40.0%	11.4%	0.0%	0.0%	0.0%	0.0%	100.0%	
<b>Administrative Support</b>	-22.6%	-18.8%	-2.1%	-0.6%	-0.6%	-0.5%	0.0%	22.6%	2.1%	21.2%	0.5%	-0.9%	-0.2%	-0.1%	100.0%	26.1%
Community Labor Statistics	34.0%	25.7%	5.8%	1.4%	0.6%	0.5%	0.0%	66.0%	48.2%	12.4%	2.4%	1.9%	1.0%	0.1%	100.0%	
Workforce Labor Statistics	11.4%	6.9%	3.7%	0.8%	0.0%	0.0%	0.0%	88.6%	50.3%	33.6%	2.8%	1.0%	0.8%	0.0%	100.0%	
<b>Skilled Craft</b>	5.1%	-2.9%	11.7%	-0.4%	-2.3%	-1.0%	-0.1%	-5.1%	-2.3%	-1.9%	-0.1%	-0.3%	-0.4%	0.0%	100.0%	38.6%
Community Labor Statistics	93.5%	57.7%	29.9%	1.9%	3.0%	1.0%	0.1%	6.5%	3.8%	1.9%	0.1%	0.3%	0.4%	0.0%	100.0%	
Workforce Labor Statistics	98.5%	54.7%	41.6%	1.5%	0.7%	0.0%	0.0%	1.5%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
<b>Service - Maintenance</b>	-36.0%	-20.3%	-11.3%	-1.9%	-1.4%	-1.0%	-0.1%	36.0%	1.2%	30.6%	3.1%	1.6%	-0.4%	0.0%	100.0%	46.4%
Community Labor Statistics	59.8%	30.7%	24.0%	2.2%	1.8%	1.0%	0.1%	40.2%	22.9%	13.4%	1.3%	1.4%	1.1%	0.0%	100.0%	
Workforce Labor Statistics	23.8%	10.4%	12.8%	0.3%	0.3%	0.0%	0.0%	76.2%	24.2%	44.0%	4.4%	3.0%	0.7%	0.0%	100.0%	