

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

STEP 1: Introductory Statement

Name: Pinal County

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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. Employment decisions will be based 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 based on the 2010 Census data.)

A comparison between the Community Labor Statistics and the Workforce Analysis of the data 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 2010 Census data.

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 planning new recruitment strategies.

Discussion on Under Representation

Pinal County has compared our demographics with that in the community. Significant under representation is determined to be those categories where underrepresentation is one percent (1.0%) or higher. Nevertheless, Pinal County will continue to ensure that recruitment for vacant positions is widespread and that minorities and women are provided equal opportunity to employment and services.

Analysis 2

Job Category Underutilization

Officials & Administrators

White Males	-44.19%
Hispanic or Latino Males	-4.39%
Asian Males	-1.02%

Professionals

White Males	-12.63%
Hispanic or Latino Males	-14.52%
Black or African Males	-3.15%
White Females	-8.87%
Hispanic or Latino Females	-19.18%
Black or African American Females	-4.15%
American Indian or Alaska Native Females	-1.42%
Native Hawaiian or Other Pacific Islander Females	-1.56%

Technicians

Asian Males	-1.03%
Asian Females	-1.61%

Protective Service – Sworn

Black or African American Females	-3.77%
Asian Females	-1.01%

Administrative Support

White Males	-6.0%
Hispanic or Latino Males	-26.55%
Black or African American Males	-5.08%
American Indian or Alaskan Native Female	-4.58%

Skilled Craft

White Males	-4.67%
American Indian or Alaskan Native Males	-1.27%
White Females	-3.77%
Hispanic or Latino Females	-1.86%

Service Maintenance

Hispanic or Latino Males	-1.71%
Asian Males	-1.77%
Black or African American Females	-1.30%
Asian Females	-1.10%

STEP 5: OBJECTIVES

Because all of the minority categories identified are at least minimally underrepresented 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 action 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 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 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 hiring 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, through these media sources, disseminates it to Elected Officials, Appointing Authorities and to all employees in the County.
2. Pinal County includes the EEOP on the County website at <http://www.pinalcountyz.gov/HR/Pages/RelatedLinks.aspx> 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 or EOE.
3. Pinal County reminds applicants, vendors and suppliers in writing of the County's EEOP that has been incorporated into applications, purchase orders, leases and contracts.

4. Pinal County works with local community agencies to assure that underrepresented populations are aware of our EEOP through direct mail and e-mail.

Utilization Analysis Chart

Relevant Labor Market: Maricopa County, Arizona

Job Categories	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
Officials/Administrators							
Workforce #/%	10%	2%	1%	0%	0.10%	0%	0%
CLS #/%	51.19%	6.39%	1.30%	0.61%	1.12%	0.00%	0.00%
Utilization #/%	-41.19%	-4.39%	-0.30%	-0.61%	-1.02%	0.00%	0.00%
Professionals							
Workforce #/%	37.50%	27%	1.10%	1.10%	0.60%	0.10%	0%
CLS #/%	50.13%	41.52%	4.25%	1.50%	0.55%	0.00%	0.03%
Utilization #/%	-12.63%	-14.52%	-3.15%	-0.40%	0.05%	0.10%	-0.03%
Technicians							
Workforce #/%	59%	37%	8%	2%	0%	2%	0%
CLS #/%	47.73%	35.57%	7.77%	1.63%	1.03%	1.70%	0.02%
Utilization #/%	11.27%	1.43%	0.23%	0.37%	-1.03%	0.30%	-0.02%
Protective Services: Sworn							
Workforce #/%	55%	26%	4%	10%	0.75%	0%	0%
CLS #/%	58.63%	13.02%	4.64%	2.76%	0.56%	0.24%	0.00%
Utilization #/%	-3.63%	12.98%	-0.64%	7.24%	0.19%	-0.24%	0.00%
Protective Services: Non-sworn							
Workforce #/%	41%	57%	2%	0.80%	0%	0%	0%
Civilian Labor Force #/%	38.6%	7.1%	1.3%	1.0%	0.0%	0.0%	0.0%
Utilization #/%	2.45%	49.92%	0.66%	-0.22%	0.00%	0.00%	0.00%
Administrative Support							
Workforce #/%	42%	12%	2%	0.80%	0.30%	0%	0%
Civilian Labor Force #/%	48.0%	38.6%	7.1%	1.3%	1.0%	0.0%	0.0%
Utilization #/%	-6.0%	-26.55%	-5.08%	-0.54%	-0.72%	0%	0%
Skilled Craft							
Workforce #/%	53%	42%	3%	1.75%	0%	0%	0%
Civilian Labor Force #/%	57.7%	29.9%	1.9%	3.0%	1.0%	0.1%	0.0%
Utilization #/%	-4.67%	12.12%	1.14%	-1.27%	-0.96%	-0.08%	0.00%
Service Maintenance							
Workforce #/%	76%	29%	2%	7.80%	0%	0%	0%
Civilian Labor Force #/%	48.0%	30.7%	2.0%	2.2%	1.8%	1.0%	0.0%
Utilization #/%	28.01%	-1.71%	0.00%	5.59%	-1.77%	-1.03%	0.00%

		Female							
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

0		33%	15%	2.50%	0.50%	1.10%	0%	0%	0%
0.00%		31.88%	4.93%	1.09%	0.66%	0.73%	0.02%	0.00%	0%
0.00%	##	1.12%	10.07%	1.41%	-0.16%	0.37%	-0.02%	0.00%	0.00%
0%		41%	21.50%	1%	0%	1%	0%	0.10%	0%
0.00%		49.87%	40.68%	5.15%	1.42%	1.02%	1.56%	0.04%	0
0.00%	##	-8.87%	-19.18%	-4.15%	-1.42%	-0.02%	-1.56%	0.06%	0.00%
0%		40%	7%	1.50%	3%	0%	0%	0%	0%
0.00%		39.88%	7.19%	1.96%	1.60%	1.61%	0.03%	0.00%	0%
0.00%	##	0.12%	-0.19%	-0.46%	1.40%	-1.61%	-0.03%	0.00%	0.00%
0%		20%	19%	0%	2%	0%	0%	0%	0%
0.00%		20.15%	13.80%	3.77%	1.39%	1.01%	0.14%	0.00%	0
0.00%	##	-0.15%	5.20%	-3.77%	0.61%	-1.01%	-0.14%	0.00%	0.00%

0%		40%	27.50%	5%	7.50%	0%	0%	0%	0%
0%		35.6%	9.8%	1.1%	5.6%	0.0%	0.0%	0	0%
0.00%	##	4.40%	17.74%	3.93%	1.92%	0.00%	0.00%	0.00%	0.00%

0%		65%	49%	2%	1%	1%	0%	0%	0%
0%		35.6%	9.8%	1.1%	5.6%	0.0%	0.0%	0	0%
0%	##	29.40%	39%	1%	-4.58%	1%	0%	0%	0%

0%		0%	0%	0%	0%	0%	0%	0%	0%
0%		3.8%	1.9%	0.1%	0.3%	0.4%	0.0%	0%	0%
0.00%	##	-3.77%	-1.86%	-0.15%	-0.32%	-0.42%	-0.01%	0.00%	0.00%

0%		54%	25%	0%	5.80%	0%	0%	0%	0%
0%		22.9%	13.4%	1.3%	1.4%	1.1%	0.0%	0%	0%
0.00%	##	31.08%	11.59%	-1.30%	4.41%	-1.10%	-0.04%	0.00%	0.00%