



# City of Tucson

## Equal Employment Opportunity Plan Summary

### October 1, 2015 through September 30, 2016

Judicial Administration 28 CFR 42.304 for a written Equal Employment Opportunity Program

#### **Program Overview**

The City of Tucson is richly represented with a diverse population. A commitment exists to create a workforce reflective of the community that the City serves. For this reason, the City has historically taken affirmative steps to ensure that the City offers equal opportunity in employment.

The City of Tucson has documented a variety of employment practices and compensation policies in its Administrative Directives. Civil Service Commission Rules and Regulations cover employment practices as they relate to officers and positions of employment in the Classified Service. The Tucson Police Department's General Orders also includes policies related to employment and compensation for employees of TPD.

The City of Tucson Equal Opportunity Programs Division (EOPD) of Human Resources monitors the hiring and promotion of permanent employees. The EOPD obtains a Certification of Equal Employment Opportunity (CEEO form) from the hiring authority or designee for each selection. The form summarizes the pool of candidates considered by the hiring department and reasons for their selection and non-selection. This provides a meaningful way for the EOPD to monitor the selection process. The EOPD coaches hiring authorities on sound equal employment opportunity practices. The EOPD interfaces with departments on an ongoing basis with regard to hiring and employment practices and provides relevant EEO reports to keep them apprised of progress or areas of concern.

Employees who believe that they have been discriminated against may file a complaint with the EOPD. The EOPD investigates such complaints and reports its findings to the complainant and respondent departments. When discrimination is found, corrective measures are taken. The EOPD also receives referrals to conduct investigations from the Mayor and Council, the City Manager's Office and from managers and/or directors.

The City of Tucson has established a Recruiting & Talent Management Team (RTM) within the Human Resources Department to actively recruit applicants of protected groups and women for all job categories. RTM also attends regular job fairs and various educational institutions to attract a broader array of applicants from places such as: Pima Community College, Brookline College and the University of Arizona, as well as The Veterans Administration and a Second Chance Job Fairs for convicted felons.

The City of Tucson has developed the Ban the Box Policy which ensure the consistent application of the City of Tucson's policies governing the screening of employment applications of persons with criminal histories. Applicants will be considered for employment opportunities based on the merits of their skills and experience related to the position for which they are applying.

Employees are encouraged to participate in the Tuition Reimbursement Program to upgrade their skills and education. The City of Tucson offers training designed to enhance an employee's ability to assume positions of greater responsibility including intern and leadership training. The City has taken steps to assure that women and minorities are afforded equal access to city training opportunities.

## **Workforce and Personnel Action Statistics Summary for 2015-2016**

The City of Tucson had 4,100 permanent employees as of September 30, 2016. The workforce includes 1,231 females (30.02%) and 1,823 minority group members (44.46%). The 2006-2010 U.S. Census for Pima County shows that 40.4% of the civilian labor force is female and 39.1% is minority. Note that the City of Tucson employee counts do not include many broad occupational categories that are included in the Census figures such as health care, education and sales.

Records in the City of Tucson's AMS Advantage HRM system from October 1, 2015 through September 30, 2016 show that 350 permanent employees were hired, 353 employees were promoted and 26 were transferred. Additionally, there were 582 permanent employee terminations, (72 involuntary and 510 voluntary/other terminations). Two employees received an involuntary demotion, 37 employees chose a voluntary demotion, 34 received imposed leaves, and 56 employees were suspended.

## **Hires**

An analysis of hires from October 1, 2015 through September 30, 2016 indicates that 41.43% were females, 53.15% were minorities from a total of 350 hires.

### Selection Rate of Female and Male

The selection rate of female to male candidates was 86% in the office and clerical job category. The office and clerical job group had 124 hires, with 89 females and 35 males being selected from among 298 female and 101 male applicants.

The officials and managers job group had nine hires, with three females and six males being selected from among one female and two male applicants (EOPD does not track appointed positions by the City Manager).

The professional job group had a total of 44 hires, with 19 females and 25 males being selected from among 33 female and 49 male applicants.

The technician job group had 28 hires, with nine female and 19 males being selected from among eight female and 73 male applicants.

In the protective service: sworn category there were zero female and three male hires from a pool of zero female and three male applicants.

In the protective service: non-sworn job group of the 71 hires 16 were female and 55 were male hires from a pool of applicants of 45 female and 953 male.

### Selection Rate of Minorities and Whites

The professional job category had a 66% selection rate of 14 minorities and 30 non-minorities hires from a pool of 34 minority and 48 non-minority applicants.

The protective service: sworn job group had a 100% selection rate of one minority and two non-minority hires from a pool of one minority and two non-minority applicants.

The office and clerical job category had a 79% selection rate of 72 minority and 52 non-minority hires from a pool of 254 minority and 145 non-minority applicants.

The skilled craft job category had an 89% selection rate of 16 minority and six non-minority hires from a pool of 54 minority and 18 non-minority applicants.

The service and maintenance job category had a 68% selection rate of 35 minority and 14 non-minority hires from a pool of 88 minority applicants and 24 non-minority applicants.

## **Promotions**

An analysis of promotions from October 1, 2014 through September 30, 2015 indicates that 34.84% are females and 48.16% are minorities from a total of 353 promotions.

### Selection Rate of Female and Male

In the professional job category females were selected at 72% of the rate of males with 33 female and 24 male promotions from a pool of 107 female and 56 male applicants.

There were a total of 17 applicants and nine promotions in the officials and manager job category with four female and five male promotions.

There were a total of 19 promotions and 32 applicants in the technician job group with three female and 16 male promotions.

The protective service: sworn job category had eight female and 115 male promotions from a pool of 61 female and 1078 male applicants.

The protective service: non-sworn job category had six female and one male promotions from a pool of eight female and six male applicants.

The office and clerical category had a total of 259 applicants and 72 promotions with 60 female and 12 male promotions.

The skilled craft job category had five female and 34 male promotions from a pool of 34 female and 292 male applicants.

The service and maintenance group had a total of 79 applicants and 27 promotions with 4 female and 23 male promotions.

### Selection Rate of Minorities and Whites

In the officials and managers job category minorities were selected at 92% of the rate of non-minorities with three minority and six non-minority promotions selected from a pool of six minority and 11 non-minority applicants.

In the professional job category minorities were selected at 48% of the rate of non-minorities with 23 minority and 34 non-minority promotions selected from a pool of 95 minority and 68 non-minority applicants.

The technician job category minorities were selected at 96% of the rate of non-minorities with nine minority and 10 promotions selected from a pool of 15 minority and 16 non-minority applicants.

The protective service: sworn job group minorities were selected at 83% of the rate of non-minorities with 36 minority and 87 non-minority promotions selected from a pool of 380 minority and 759 non-minority applicants.

The service and maintenance job category minorities were selected at 73% of the rate of non-minorities with 20 minority and seven non-minority promotions selected from a pool of 63 minority and 16 non-minority applicants.

## Terminations

There were 582 total terminations from the City permanent workforce from October 1, 2015 to September 30, 2016. Seventy-two (72) terminations were involuntary (discharged, resignation not eligible for hire, fired not eligible for rehire, layoff, and retirement not eligible for hire) and 510 terminations were for other reasons (retirement, resignation, expired appointment, disability retirement, and death).

Of the 72 involuntary terminations, 25% were women and 58.33% were minorities.

Minorities	Involuntary Terminations			COT Workforce
	<i>Total</i>	<i>Min</i>	<i>% Min</i>	<i>% Min</i>
Officials & Managers	0	0	0%	30.7%
Professionals	4	1	25.0%	35.02%
Technicians	6	2	33.3%	42.63%
Protective Services: Sworn	14	8	57.14%	31.14%
Protective Services: Non-Sworn	10	4	40.0%	39.03%
Office & Clerical	16	11	68.75%	56.79%
Skilled Craft	5	4	80.0%	65.46%
Service & Maintenance	17	12	70.59%	67.92%
<b>Total</b>	<b>72</b>	<b>42</b>	<b>58.33%</b>	<b>44.46%</b>

Females	Involuntary Terminations			COT Workforce
	<i>Total</i>	<i>Fem</i>	<i>% Fem</i>	<i>% Fem</i>
Officials & Managers	0	0	0.0%	40.35%
Professionals	4	2	50%	49.83%
Technicians	6	2	33%	21.91%
Protective Services: Sworn	14	1	7.14%	10.22%
Protective Services: Non-Sworn	10	0	0.0%	32.93%
Office & Clerical	16	13	81.25%	77.39%
Skilled Craft	5	0	0.0%	2.50%
Service & Maintenance	17	0	0%	17.54%
<b>Total</b>	<b>72</b>	<b>18</b>	<b>25%</b>	<b>30.02%</b>

Of the 510 other terminations, 38.24% were female employees and 41.37% were minority employees.

Minorities	Other Terminations			COT Workforce
	Total	Min	% Min	% Min
Officials & Managers	24	5	20.83%	30.7%
Professionals	96	29	30.21%	35.02%
Technicians	27	13	48.15%	42.63%
Protective Services: Sworn	134	36	26.87	31.14%
Protective Services: Non-Sworn	13	5	38.46	39.03%
Office & Clerical	125	65	52%	56.79%
Skilled Craft	44	24	54.55	65.46%
Service & Maintenance	47	34	72.34	67.92%
<b>Total</b>	<b>510</b>	<b>211</b>	<b>41.37%</b>	<b>44.46%</b>

Females	Other Terminations			COT Workforce
	Total	Fem	% Fem	% Fem
Officials & Managers	24	6	25%	40.35%
Professionals	96	46	47.92%	49.83%
Technicians	27	6	22.22%	21.91%
Protective Services: Sworn	134	19	14.18%	10.22%
Protective Services: Non-Sworn	13	5	38.46%	32.93%
Office & Clerical	125	103	82.40%	77.39%
Skilled Craft	44	0	0.0%	2.50%
Service & Maintenance	47	10	21.38%	17.54%
<b>Total</b>	<b>510</b>	<b>195</b>	<b>38.24%</b>	<b>30.02%</b>

	Other Terminations					
	Total	Death	Disab Retire	Retire	Resign	Expire Appt
Officials & Managers	24			13	7	4
Professionals	96			44	51	1
Technicians	27	1		18	7	1
Protective Service: Sworn	134	1	6	92	35	
Protective Service: Non-Sworn	13			1	12	
Office & Clerical	125		1	40	74	10
Skilled Craft	44		1	30	13	
Service & Maintenance	47	1	2	24	20	
<b>Total</b>	<b>510</b>	<b>3</b>	<b>10</b>	<b>262</b>	<b>219</b>	<b>16</b>

## Disciplinary Actions

Of the 129 non-voluntary disciplinary actions recorded in AMS Advantage HRM system (56 suspensions, 39 demotions and 34 imposed leaves) 53.49% of the actions were against minority employees and 27.13% against female employees.

Minorities	Non-Voluntary Disciplinary Actions			COT Workforce
	Total	Min	% Min	% Min
Officials & Managers	0	0	0%	30.7%
Professionals	4	3	2.33%	35.02%
Technicians	4	3	2.33%	42.63%
Protective Service: Sworn	44	19	14.73%	31.14%
Protective Service: Non-Sworn	2	2	1.55%	39.03%
Office & Clerical	32	13	10.08%	56.79%
Skilled Craft	24	18	13.95%	65.46%
Service & Maintenance	19	11	8.53%	67.92%
<b>Total</b>	<b>129</b>	<b>69</b>	<b>53.49%</b>	<b>44.46%</b>

Females	Non-Voluntary Disciplinary Actions			COT Workforce
	Total	Fem	% Fem	% Fem
Officials & Managers	0	0	0%	40.35%
Professionals	4	3	2.33%	49.83%
Technicians	4	1	0.78%	21.91%
Protective Service: Sworn	44	6	4.65%	10.22%
Protective Service: Non-Sworn	2	0	0.0%	32.93%
Office & Clerical	32	23	17.83%	77.39%
Skilled Craft	24	0	0.0%	2.50%
Service & Maintenance	19	2	1.55%	17.54%
<b>Total</b>	<b>129</b>	<b>35</b>	<b>27.13%</b>	<b>30.02%</b>

## Transfers

There were twenty-six transactions in AMS Advantage HRM system having a transfer action code. One transfer was in the Officials & Managers, six in the Professionals, one in the Technicians, sixteen in the Office and Clerical and two in the Service and Maintenance categories.

	Transfers				
	Total	Min	% Min	Fem	% Fem
Officials & Managers	1	0	0	1	3.85%
Professionals	6	3	11.54	2	7.69%
Technicians	1	0	0	0	0.0%
Office & Clerical	16	11	42.31	11	42.31%
Service & Maintenance	2	0	0	2	7.69%
<b>Total</b>	<b>26</b>	<b>14</b>	<b>53.85%</b>	<b>16</b>	<b>61.54%</b>

## **Shift and Location Assignments**

The number of employees assigned to each shift and work location is available for Tucson Fire Department employees in AMS Advantage HRM system. TFD information as of September 30, 2016 is included in the EEOP and is summarized for each shift and station by gender and race with a total of 748 permanent employees.