

EEO Utilization Report

Organization Information

Name: City Of Tucson

City: Tucson

State: AZ

Zip: 85701

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

City of Tucson Administrative Directive 2.05-8: Discrimination/Harassment Policy

Issue Date: February 8, 2012

POLICY

Consistent with existing city, state, and federal laws, it is the policy of the City of Tucson to provide a work environment free from discrimination and to promote Equal Employment Opportunity (EEO) and equitable treatment of all employees.

Harassment because of a persons race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, familial status or marital status, or political opinions, beliefs or affiliations, is considered employment discrimination and constitutes a violation of this directive. Employees are entitled to work in an environment free of harassment from co-workers, officers of the city, supervisors, managers, and from nonemployees conducting business with the city.

Retaliation against an employee because s/he has filed an EEO complaint, participated in any manner in an EEO proceeding, or opposed an unlawful discriminatory practice is also prohibited.

Employees of the City are responsible for creating and maintaining a work environment free from harassment and discrimination. Employees are encouraged and managers and supervisors are obligated to report any violations they experience or observe.

Following File has been uploaded:2-05-8.pdf

Step 4b: Narrative of Interpretation

The City of Tucson's Office of Equal Opportunity Programs has reviewed the Utilization Analysis, comparing the City of Tucson workforce with the Relevant Labor Market in Arizona, and noted the following:

Professionals: White females are underutilized by (-11%) and Asian males by (-3%) by two or more standard deviations.

Technicians: White females are underutilized by (-23%) by two or more standard deviations.

Protective Services: Sworn: White females are underutilized by (-4%), Hispanic females by (-4%) and Hispanic males by (-3%) by two or more standard deviations.

Administrative Support: White males are underutilized by (-16%) and White females by (-8%) by two or more standard deviations.

Skilled Crafts: White males are underutilized by (-17%) by two or more standard deviations.

Service/Maintenance: White females are underutilized by (-11%) and Hispanic females by (-10%) by two or more standard deviations

The relevant labor market shows some racial/ethnic groups with small representations in the City of Tucson workforce with (-2% and -1%) in the following job categories:

Professionals: American Indian or Alaska Native males (-1%) and Black females (-1%)

Technicians: Asian females (-2%)

Protective Services: Sworn: Black and American Indian or Alaska Native males (-2%), Hispanic females (-2%) and Black and American Indian or Alaska Native females (-1%)

Administrative Support: Asian females (-1%)

Skilled Craft: Black males (-2%)

Service/Maintenance: American Indian or Alaska Native females (-2%) and Asian females (-1%)

The City's workforce has decreased from 4,283 in 2015 to 4,100 in 2016 due to budgetary constraints the City of Tucson has been challenged with over the last few years. However, the City of Tucson will strive to recruit qualified females, minorities and male applicants for the above underrepresented categories when positions become available. Objectives and steps have been formulated in order to achieve better results.

Step 5: Objectives and Steps

1. Objective for WHITE FEMALES: provide equal employment opportunities for White women when our organization fills vacancies that become available in the Professionals, Technicians, Protective Services: Sworn, Administrative Support and Service/Maintenance job categories.

a. The City of Tucson will establish a Shared Services function within the HR Department by the end of the fiscal year 2017. Key HR personnel from different departments will actively recruit applicants of protected groups and women for all job categories. This new function should not only expedite the hiring process, but hiring personnel will be retrained on applying equal employment opportunity practices. This shared services team will attend 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.

b. The City of Tucson offers training designed to enhance employees ability to assume positions of greater responsibility including supervisory and leadership training. The City has taken steps to ensure that women and minorities are afforded equal access to these training opportunities.

c. The City of Tucson Office of Equal Opportunity Programs(OEOP)monitors all hiring and promotions. The OEOP obtains a Certification of Equal Employment Opportunity form from the hiring authority for each selection. The form summarizes the applicant pool and provides reasons for selection and non-selection. The OEOP also coaches hiring authorities regarding equal employment opportunity best practices and anti-discrimination measures. The City of Tucson uses only content valid and criterion related tests for its recruitment examinations. Employees and applicants

who believe they have been discriminated against may file a complaint with the OEOP. The OEOP investigates such complaints and reports its findings to the complainant and respondent departments. When discrimination is found, it is immediately corrected. The OEOP also receives referrals to conduct investigations from the Mayor & Council, City Managers Office and from managers and/or directors throughout the organization.

d. The City of Tucson will continue target recruitment for underrepresented populations in an effort to ensure that the City's practices offer full equal opportunity.

The OEOP interfaces with departments on a continual basis with regard to hiring and employment practices and provides relevant equal employment opportunity reports to keep them apprised of progress or areas of concern.

2. Objective for HISPANIC FEMALES AND MALES: provide equal employment opportunities for Hispanic females and Hispanic males when our organization fills vacancies that become available in the Protective Services: Sworn and Service/Maintenance job categories.

a. The City of Tucson Office of Equal Opportunity Programs (OEOP) monitors all hiring and promotions. The OEOP obtains a Certification of Equal Employment Opportunity form from the hiring authority for each selection. The form summarizes the applicant pool and provides reasons for selection and non-selection. The OEOP also coaches hiring authorities regarding equal employment opportunity best practices and anti-discrimination measures. The City of Tucson uses only content valid and criterion related tests for its recruitment examinations. Employees and applicants who believe they have been discriminated against may file a complaint with the OEOP. The OEOP investigates such complaints and reports its findings to the complainant and respondent departments. When discrimination is found, it is immediately corrected. The OEOP also receives referrals to conduct investigations from the Mayor & Council, City Managers Office and from managers and/or directors throughout the organization.

b. The City of Tucson will continue target recruitment for underrepresented populations in an effort to ensure that the City's practices offer full equal opportunity.

The OEOP interfaces with departments on a continual basis with regard to hiring and employment practices and provides relevant equal employment opportunity reports to keep them apprised of progress or areas of concern.

c. The utilization analysis shows a significant underutilization of Hispanic women in two EEO categories listed above: protective services: sworn and service/maintenance. The HR department provides the Tucson Police Department (TPD) monthly demographic reports which delineate underutilization of their ethnic groups including Hispanic females. To promote female applicant interest, the TPD website, under career opportunities, includes a section for women to register in Law Enforcement Career Events. Here, females are given opportunities to learn about career paths in the law enforcement field and to interact with sworn officers, community officers, and professional staff. When opportunities are presented, the City of Tucson will address Hispanic female and male utilization through an array of EEO efforts including continued targeted recruitment of Hispanic female applicants and continued monitoring of selections to ensure a bias free process.

d. The City works with many advocacy organizations on a number of issues, including recruitment. Such organizations include LULAC, NAACP, the Tucson Urban League, Chicanos por la Causa, the Tucson Indian Center, Tucson/Pima County Womens Commission and the Center for Independent Living for People with Disabilities.

The City of Tucson informs prime recruiting sources of its EEO policy. All employment fliers include the phrase that the City of Tucson is an Equal Opportunity Employer. Job openings are posted on the City Web Page and are also recorded on the Job Line via telephone.

e. The City of Tucson offers training designed to enhance an employees ability to assume positions of greater responsibility including supervisory and leadership training. The City has taken steps to ensure that women and minorities are afforded equal access to these training opportunities.

3. Objective for Small groups: provide equal employment opportunities for smaller ethnic groups with total Tucson workforce representation of 3% or under (Asian, Black, and American India or Alaska Native) when our organization fills vacancies in job categories in which they are underrepresented.

a. The City of Tucson Office of Equal Opportunity Programs (OEOP) monitors all hiring and promotions. The OEOP obtains a Certification of Equal Employment Opportunity form from the hiring authority for each selection. The form summarizes the applicant pool and provides reasons for selection and non-selection. The OEOP also coaches hiring authorities regarding equal employment opportunity best practices and anti-discrimination measures. The City of Tucson uses only content valid and criterion related tests for its recruitment examinations. Employees and applicants who believe they have been discriminated against may file a complaint with the OEOP. The OEOP investigates such

complaints and reports its findings to the complainant and respondent departments. When discrimination is found, it is immediately corrected. The OEOP also receives referrals to conduct investigations from the Mayor & Council, City Managers Office and from managers and/or directors throughout the organization.

b. The City of Tucson will continue targeting recruitment for underrepresented populations. While the underutilization and availability of Asian males in the professionals; Asian females in the technicians, administrative support, and service/maintenance; American Indian males in the professionals and protective services: sworn; American Indian females in the protective services: sworn and service/maintenance; Asian females in technicians, administrative support, and service/maintenance; Black females in professionals and protective services: sworn; Black males in the protective services: sworn and skilled craft is quite small, the City wishes to address employment practices for the populations in an effort to ensure that City practices offer full equal opportunity.

The OEOP interfaces with departments on a continue basis with regard to hiring and employment practices and provides relevant equal employment opportunity reports to keep them apprised of progress or areas of concern.

c. The City works with many advocacy organizations on a number of issues, including recruitment. Such organizations include LULAC, NAACP, the Tucson Urban League, Chicanos por la Causa, the Tucson Indian Center, Tucson/Pima County Womens Commission and the Center for Independent Living for People with Disabilities.

The City of Tucson informs prime recruiting sources of its EEO policy. All employment fliers include the phrase that the City of Tucson is an Equal Opportunity Employer. Job openings are posted on the City Web Page and are also recorded on the Job Line via telephone.

d. The City of Tucson offers training designed to enhance employees ability to assume positions of greater responsibility including supervisory and leadership. The City has taken steps to ensure that women and minorities are afforded equal access to these training opportunities.

Step 6: Internal Dissemination

In order to ensure that all employees, applicants for employment and others are aware that the City of Tucson is an Equal Opportunity Employer and that the City has an official policy on Equal Employment Opportunity (EEO), the policy dissemination will continue to be as follows:

City administrative directives, which include EEO policies, are made available to all employees within the departments in which they work. These are also available on the City Intranet system, which is easily accessible to most employees.

The City EEO statement is included on all job announcements.

The City displays non-discrimination postings throughout its facilities. The Citys non-discrimination posting includes information for employees relative to the process for filing a discrimination complaint.

Department and division heads receive updates from the Office of Equal Opportunity Programs (OEOP) relative to their department workforce profile.

The City OEOP Web Page includes the Citys EEO statement and also informs employees and the public of the process for filing a discrimination complaint.

Newly hired employees receive a New Employee Welcome orientation and training session which includes information about the OEOP.

The OEOP will maintain two copies of the EEOP Utilization Report in its office for review.

Step 7: External Dissemination

In order to ensure that all applicants for employment and others are aware that the City of Tucson is an Equal Opportunity Employer and that the City has an official policy on Equal Employment Opportunity (EEO), the policy dissemination will

continue to be as follows:

The City EEO statement is included on all job announcements.

The City displays non-discrimination postings throughout its facilities. The City's non-discrimination posting includes information for employees relative to the process for filing a discrimination complaint.

The City OEOP Web Page includes the City EEO statement and also informs employees and the public of the process for filing a discrimination complaint.

The OEOP will maintain two copies of the EEOP short form in its office for review.

Utilization Analysis Chart
Relevant Labor Market: 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 #/%	47/41%	19/17%	0/0%	0/0%	0/0%	0/0%	2/2%	0/0%	32/28%	9/8%	3/3%	1/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	158,875/47%	25,655/8%	5,255/2%	2,550/1%	5,525/2%	310/0%	1,585/0%	630/0%	103,235/30%	22,305/7%	4,855/1%	2,970/1%	4,040/1%	280/0%	1,285/0%	380/0%
Utilization #/%	-6%	9%	-2%	-1%	-2%	-0%	1%	-0%	-2%	1%	1%	0%	-1%	-0%	0%	-0%
Professionals																
Workforce #/%	213/36%	68/11%	7/1%	0/0%	5/1%	1/0%	4/1%	0/0%	173/29%	100/17%	4/1%	7/1%	10/2%	0/0%	2/0%	0/0%
CLS #/%	168,910/35%	22,925/5%	8,715/2%	3,350/1%	16,205/3%	305/0%	1,995/0%	885/0%	191,260/40%	32,905/7%	9,610/2%	6,825/1%	10,715/2%	470/0%	2,535/1%	1,190/0%
Utilization #/%	1%	7%	-1%	-1%	-3%	0%	0%	-0%	-11%	10%	-1%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	112/45%	73/29%	1/0%	4/2%	2/1%	2/1%	2/1%	0/0%	32/13%	19/8%	2/1%	2/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,400/34%	5,610/8%	1,105/1%	730/1%	2,030/3%	45/0%	415/1%	160/0%	26,780/36%	6,635/9%	1,445/2%	1,255/2%	1,755/2%	80/0%	340/0%	165/0%
Utilization #/%	10%	21%	-1%	1%	-2%	1%	0%	-0%	-23%	-1%	-1%	-1%	-2%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	917/62%	344/23%	22/1%	8/1%	23/2%	3/0%	9/1%	0/0%	100/7%	40/3%	1/0%	2/0%	7/0%	0/0%	1/0%	0/0%
CLS #/%	35,835/54%	11,750/18%	2,430/4%	1,885/3%	525/1%	185/0%	650/1%	270/0%	7,560/11%	3,290/5%	745/1%	1,035/2%	125/0%	15/0%	134/0%	45/0%
Utilization #/%	8%	6%	-2%	-2%	1%	-0%	-0%	-0%	-5%	-2%	-1%	-1%	0%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	30/37%	21/26%	2/2%	0/0%	1/1%	0/0%	1/1%	0/0%	20/24%	5/6%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,775/42%	325/8%	110/3%	70/2%	25/1%	0/0%	35/1%	0/0%	1,415/33%	440/10%	10/0%	55/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	18%	-0%	-2%	1%	0%	0%	0%	-9%	-4%	1%	-0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	78/10%	74/10%	6/1%	5/1%	2/0%	0/0%	3/0%	0/0%	243/33%	292/39%	16/2%	9/1%	4/1%	3/0%	8/1%	0/0%

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
CLS #/%	198,180/26%	58,340/8%	11,050/1%	4,655/1%	6,570/1%	550/0%	2,460/0%	1,145/0%	306,040/41%	115,880/15%	16,800/2%	15,230/2%	10,640/1%	775/0%	5,035/1%	2,030/0%
Utilization #/%	-16%	2%	-1%	0%	-1%	-0%	0%	-0%	-8%	24%	-0%	-1%	-1%	0%	0%	-0%
Skilled Craft																
Workforce #/%	145/33%	267/61%	2/0%	7/2%	3/1%	0/0%	5/1%	0/0%	7/2%	3/1%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	130,230/50%	98,315/38%	5,095/2%	8,325/3%	2,380/1%	515/0%	1,580/1%	675/0%	7,295/3%	3,880/1%	400/0%	385/0%	905/0%	70/0%	120/0%	0/0%
Utilization #/%	-17%	23%	-2%	-2%	-0%	-0%	1%	-0%	-1%	-1%	-0%	0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	88/22%	215/54%	10/3%	5/1%	6/2%	1/0%	4/1%	0/0%	40/10%	26/7%	2/1%	1/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	172,810/26%	175,400/26%	14,755/2%	13,780/2%	8,155/1%	670/0%	3,195/0%	1,445/0%	139,555/21%	110,950/16%	9,285/1%	13,145/2%	9,390/1%	535/0%	2,785/0%	1,245/0%
Utilization #/%	-3%	28%	0%	-1%	0%	0%	1%	-0%	-11%	-10%	-1%	-2%	-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
Professionals				✓	✓				✓		✓					
Technicians									✓				✓			
Protective Services: Sworn			✓	✓				✓	✓	✓	✓	✓				
Administrative Support	✓								✓				✓			
Skilled Craft	✓		✓													
Service/Maintenance									✓	✓		✓	✓			

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: Rebecca Hill

Director of OEOP

06-09-2017

[signature]

[title]

[date]