ADMINISTRATIVE DIRECTIVE

CERTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY	NUMBER 2.02-1	PAGE 1 of 3
	EFFECTIVE DATE November 21, 2017	

I. PURPOSE

To set forth procedures for certifying that all employment and promotional opportunities are afforded equally to all employees and applicants for employment.

II. POLICY

It is the policy of the City of Tucson to ensure that all employees and applicants for employment are afforded equal opportunity in the application and selection process.

Departments will work with the Human Resources Department to develop recruitment strategies designed to encourage applicants in protected classes to apply for all positions. If necessary, an external recruitment procedure may be utilized to further this policy. All appointments shall be made in accordance with the City's Civil Service Rules and state and federal laws. All individuals appointed to city positions shall be qualified for the position.

To ensure that all appointments to the Civil Service are in conformance with the City's Office of Equal Opportunity Programs objectives, each department will complete a *Certification of Equal Employment Opportunity* (CEEO) process when there is a competitive process for hiring, rehiring, promoting, or transferring employees.

III. DEFINITIONS

The following definitions are relevant to protected categories during the process:

A. **Disability** – For the purpose of this policy, a qualified individual with a disability is one who:

a. Has a physical or mental impairment which substantially limits one or more major life activities (e.g. seeing, hearing, walking, talking, working, etc.);

b. Has a record of such impairment; or

c. Is regarded as having such an impairment.

B. **Racial/Ethnic Group** – For the purpose of this policy, racial/ethnic groups include Asian, Black or African American, Hispanic or Latino, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, White or two or more races.

a. **Asian (category A)** – Includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

b. **Black or African American (category B)** – Includes persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian, and West Indian.

c. **Hispanic or Latino (category H)** – Includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

d. **American Indian or Alaska Native (category I)** – Includes persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment (e.g. Tohono O'odham, Pima, Yaqui, etc.).

e. **Native Hawaiian or Other Pacific Islander (category P)** – Includes persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

f. **White (category W)** – Includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

g. **Two or More Races (category T)** – Includes all person who identify with more than one of the above six races.

IV. CERTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY (CEEO)

A CEEO process shall be completed through either the Electronic Applicant Tracking Software and/or form signed by the hiring authority or designee and attached to all Personnel Action Request Forms (PARF) used in the hiring, rehiring, promotion, or transfer of employees, including all competitive appointments. Seasonal appointments (Provisional, Intermittent, and Temporary) do **not** require the completion of a CEEO process/form.

V. PROCEDURES

The Office of Equal Opportunity Programs (OEOP) will monitor and evaluate that equal employment opportunity is being afforded to all employees and applicants for employment and will monitor current data on representation by race, sex, age, and disability in classifications relevant to each department.

A. For Manual Form: Type or print the names of all persons who are considered and/or interviewed for the position, including the name of the selected applicant. For Electronic Process: Follow guidelines established by Human Resources to access candidate name and identify hiring disposition.

B. Provide justification for the selection and non-selection of each listed candidate. (**Note:** it is not sufficient to state that the successful candidate was the most qualified

or ranked the highest after the interview process. Justification in the form of information specific to the successful candidate's knowledge, skills and abilities is required unless hire is in rank order which should be noted.)

C. The CEEO electronic process will document electronic approvals and notification sent to HR Records and receiving department. Manual forms and accompanying PARFs must be signed and dated by the hiring authority or designee. In specific instances, signature by the City Manager may also be required.

D. If using manual forms, submit the completed form, along with the corresponding PARF, to HR Records to track and process to OEOP for review and signature. After review for compliance with state and federal laws and this policy, OEOP will forward the forms back to Human Resources for final signature.

E. The selected applicant(s) shall **not** be notified until OEOP approval has been received and Human Resources has reviewed the PARF.

F. To further ensure that appointments are in conformance with EEO objectives, OEOP will audit individual selection processes on a random basis. Audit requests will be conducted in cooperation with Human Resources and the hiring department(s) and will be performed on a random basis.

Appendices	Certification of Equal Employment Opportunity (CEEO) form
References	AD 2.02-12A Civil Service Open Recruitment, Examination, Certification and Appointment
Review Responsibility and Frequency	The Human Resources Director and OEOP Director will review this directive as needed.

Authorized

City Manager

Michael J. Ortega

1/8/18

Date