



## ADMINISTRATIVE DIRECTIVE

<b>CERTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY</b>	NUMBER	PAGE
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	EFFECTIVE DATE	
<b>October 3, 2014</b>		

### 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 Equal Opportunity Programs Division (EOPD) (within the Human Resources Department) objectives, each department will complete a *Certification of Equal Employment Opportunity* (CEEO) form when hiring, rehiring, promoting, or transferring employees.

### III. **DEFINITIONS**

The following definitions are relevant to required categories on the CEEO form:

**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.



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- 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 (CEEEO)**

A CEEEO form shall be completed and 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 and non-competitive appointments. Seasonal appointments (Provisional, Intermittent, and Temporary) do **not** require the completion of a CEEEO form.

#### V. **PROCEDURES**

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

- A. Type or print the names of all persons who are considered and/or interviewed for the position, including the name of the selected applicant.
- 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



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information specific to the successful candidate's knowledge, skills and abilities is required.)

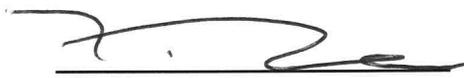
- C.** The CEEO form and accompanying PARF must be signed and dated by the hiring authority or designee. In specific instances, signature by the City Manager may also be required.
- D.** Submit the completed form, along with the corresponding PARF, to EOPD for review and signature. After review for compliance with state and federal laws and this policy, EOPD will forward the forms to Human Resources for final signature. The selected applicant(s) shall **not** be notified until Human Resources has reviewed and signed off on the PARF.
- E.** To further ensure that appointments are in conformance with EEO objectives, EOPD 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 at least once per quarter.

**Appendices** Certification of Equal Employment Opportunity (CEEEO) form

**References** AD 2.02-12A Civil Service Open Recruitment, Examination, Certification and Appointment

**Review Responsibility and Frequency** The Human Resources Director will review this directive as needed.

**Authorized**

  
City Manager

10-8-14  
Date

POSITION CONTROL NO.:

# CERTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY

UNDER THE GUIDELINES SET FORTH IN ADMINISTRATIVE DIRECTIVE 2.02-12, THIS FORM MUST BE COMPLETED AND PROCESSED WITH APPROPRIATE SIGNATURES BEFORE PROCEEDING WITH ANY HIRING ACTION.

POSITION TO BE FILLED	Organization	Department	Division	Date

SELECTEE (NAME)	ACTION RECOMMENDED	Effective Date

HIRING AUTHORITY APPROVAL	EQUAL OPPORTUNITY OFFICE APPROVAL
Signature of Hiring Authority or Designee	Signature of Equal Opportunity Office
Date	Date

PREVIOUS INCUMBENT (NAME)			
LAST	FIRST	MIDDLE	AGE

PREVIOUS INCUMBENT      SEX:       DISABILITY:

RACIAL / ETHNIC GROUP OF INCUMBENT	ASIAN ( A ); BLACK / AFRICAN AMERICAN ( B ); HISPANIC / LATINO ( H ); AMERICAN INDIAN / ALASKAN NATIVE ( I ); NATIVE HAWAIIAN / PACIFIC ISLANDER ( P ); TWO OR MORE RACES ( T ); WHITE ( W )
<input type="text"/>	

	NAMES OF THOSE INTERVIEWED/CONSIDERED (must be complete)	SEX	Racial/ Ethnic Group	Age	Disability (Y/N)
A		<input type="text"/>	<input type="text"/>		<input type="text"/>
B		<input type="text"/>	<input type="text"/>		<input type="text"/>
C		<input type="text"/>	<input type="text"/>		<input type="text"/>
D		<input type="text"/>	<input type="text"/>		<input type="text"/>
E		<input type="text"/>	<input type="text"/>		<input type="text"/>
F		<input type="text"/>	<input type="text"/>		<input type="text"/>
G		<input type="text"/>	<input type="text"/>		<input type="text"/>

**PROVIDE JUSTIFICATION/RATIONALE FOR SELECTION AND NON-SELECTION OF ALL CANDIDATES CONSIDERED, I.E. WHAT DISTINCTIVE/SPECIFIC QUALIFICATIONS DID THE SELECTED CANDIDATE POSSESS THAT THE NON-SELECTED CANDIDATE(S) DID NOT POSSESS FOR THE POSITION. PLEASE INDICATE IN THIS SECTION WHETHER THE CANDIDATE WAS THE MOST QUALIFIED FOR THE POSITION. THIS SECTION MUST BE COMPLETED FOR ALL APPLICANTS SELECTED AND NOT SELECTED.**

IF MORE SPACE IS REQUIRED TO ANSWER ITEMS 10 - 14, PLEASE USE ADDITIONAL FORMS OR UTILIZE THE SAME FORMAT.  
Distribution: 1 copy to OEOP ; 1 copy to the Initiating Department; 1 copy of page 3 to Human Resources

