



ADMINISTRATIVE DIRECTIVE

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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 Human Resources 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 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 Employment Opportunity (EEO) objectives, each department will complete a *Certification of Equal Employment Opportunity* (CEEEO) form when hiring, rehiring, promoting or transferring employees.

III. DEFINITIONS

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

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

1. has a physical or mental impairment which substantially limits one or more major life activities (e.g. seeing, hearing, walking, talking, working, etc.);
2. has a record of such impairment; or
3. 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, and two or more races.

- 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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- 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.
- 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.
- 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.).
- 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.
- White (category W) – includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (category T) – includes all persons 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 Requisition 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 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 provide current data on representation by race, sex, age, and disability in classifications relevant to each department.



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- 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.)
- 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 OEOP for review and signature. After review for compliance with state and federal laws and this policy, OEOP 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, 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 at least once per quarter.

Forms (attached) 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 Office of Equal Opportunity Programs Director will review this directive annually, based on date of publication.

Authorized



 City Manager

3/2/09

 Date

