

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	The Project for Accountability of DV Probationers	Grant Number:	2011-WE-AX-0009
Grantee Name:	Arizona Superior Court in Pima County- Adult Probation	Award Amount:	\$1,619,181.00
Grantee Type:	State Government Agency		
Address:	2695 E. Ajo Way Tucson, Arizona 85713		
Contact Person:	Chief David F. Sanders	Telephone #:	520-724-6355
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DOJ Grant Manager:	Michele John	DOJ Telephone #:	202-616-5342

Policy Statement:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. The Court will not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual preference, kinship, political interest, or any other characteristic protected by law.

Step 4b: Narrative Underutilization Analysis

The Human Resources Division of the Arizona Superior Court in Pima County reviewed the Utilization Analysis comparing the court's workforce to the relevant labor market of Pima County Arizona, and noted the following:

1. White males were significantly under-represented in the following job categories: Professionals (-10%); Protective Services Non-sworn (-20%); and Administrative Support (-16%).
2. Asian males were underrepresented in the job category of Professionals (-2%);
3. Hispanic or Latino Males were underrepresented in the category of Administrative support (-7%).
4. White females were significantly underrepresented in the job category of Protective Services Non-sworn (-11%)

Arizona Superior Court in Pima County strives to develop a workforce that reflects the community we serve. Our recruitment information is widely disseminated to reach a broad spectrum of the population in our county to ensure that all under-represented groups have an equal opportunity to employment with the court. We believe our hiring practices have allowed us to hire only the best candidate for our open positions. The categories identified above are reflective of other job market realities including several entities in the county who prove to be a more attractive employer for identified groups including a major university, several prisons, a military base, and a major military supplier, all of whom are able to offer higher salaries.

Step 5 & 6: Objectives and Steps

1. The Arizona Superior Court in Pima County's objective is to provide equal employment opportunities to all persons regardless of race or ethnicity, gender, sexual orientation, religion, national origin or other protected category. Our organization is committed to achieving a workforce that is reflective of the labor market in Pima County. We will specifically target the following categories: white males, in the professional, protective services non-sworn and administrative support categories; Asian males in the professional category; Hispanic or Latino males in the category of administrative support; and white females in the job category of protective services non-sworn.

- a. Review the applicant flow as required under the EEO regulations for all vacancies in the last fiscal year in these job categories to determine when any step in the selection process for these positions may have had a significant impact on screening out applicants in the underutilized categories. Human Resources will create and maintain a written report. Based upon the results, Human Resources will consider modifying its candidate selection process.
- b. Conduct a more detailed workforce analysis to identify particular divisions within the court that represent significant underutilization of the aforementioned underutilized categories. Based on the results of the analysis, as well as other data collected, Human Resources will create a recruitment action plan for implementation by December 31, 2016.
- c. Review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine underutilization in the aforementioned categories. Create and maintain a report of its findings along with relevant observations and recommendations.
- d. Enhance outreach efforts that target the identified underutilized categories. As examples, presentations at regional job fairs, trade associations, and educational institutions. Recruitment efforts will be made by attending job fairs at local high schools in local school districts, The University of Arizona, Eller College of Business, Pima Community College, Carrington College, University of Phoenix, and Brookline College and posting open positions with the Pima County One Stop Career Center.
- e. Continue to identify areas in our hiring and onboarding processes that may result in a disparate impact for certain under represented groups. Some examples would include our online application process, our testing processes, our interview processes, our benefits package, and our total compensation package.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all organizational supervisory staff to present and discuss at various staff meetings.
2. Send an e-mail memorandum to all employees of the Arizona Superior Court in Pima County stating that the EEOP Utilization Report is available on the court's intranet and at reception desks at each facility for review.
3. Post a copy of the EEOP Utilization Report on the court's intranet.
4. Post notices on employee bulletin boards referring staff to locations to see either an electronic or hard-copy paper EEOP report.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the Arizona Superior Court in Pima County website.
2. Include on all job announcements for Arizona Superior Court in Pima County positions that applicants may obtain a copy of the EEOP Utilization Report via a link to the court's website, or by phone or e-mail request.
3. Notify all contractors and vendors that do business with the Arizona Superior Court in Pima County that a copy of the EEOP Utilization Report is available on the court's website or by request.
4. Keep hard copies of the EEOP report at various reception desks with a notification on bulletin boards for visitors that they may request or view a copy at our reception desks.

Utilization Analysis Chart
Relevant Labor Market: Pima County, 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 #/%	16/40%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/42%	4/10%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,310/43%	4,555/10%	650/1%	260/1%	665/1%	100/0%	430/1%	50/0%	14,275/30%	4,140/9%	510/1%	215/0%	520/1%	30/0%	280/1%	15/0%
Utilization #/%	-3%	-5%	-1%	-1%	-1%	-0%	-1%	-0%	12%	1%	1%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	133/25%	76/14%	19/4%	2/0%	6/1%	0/0%	4/1%	0/0%	190/35%	72/13%	20/4%	5/1%	8/1%	1/0%	2/0%	0/0%
CLS #/%	28,805/35%	5,250/6%	1,320/2%	435/1%	2,330/3%	95/0%	515/1%	195/0%	31,490/38%	8,030/10%	1,170/1%	690/1%	1,860/2%	35/0%	355/0%	205/0%
Utilization #/%	-10%	8%	2%	-0%	-2%	-0%	0%	-0%	-3%	4%	2%	0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	3/33%	3/33%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,400/27%	1,360/11%	265/2%	25/0%	320/3%	0/0%	59/0%	70/1%	4,730/37%	1,830/14%	235/2%	90/1%	270/2%	0/0%	80/1%	50/0%
Utilization #/%	7%	23%	9%	-0%	-3%	0%	-0%	-1%	-26%	-3%	-2%	-1%	-2%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,580/50%	2,665/24%	230/2%	180/2%	160/1%	20/0%	130/1%	155/1%	1,205/11%	675/6%	70/1%	65/1%	40/0%	0/0%	15/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	24/19%	38/30%	9/7%	0/0%	1/1%	0/0%	0/0%	0/0%	18/14%	32/25%	3/2%	0/0%	2/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	240/38%	75/12%	65/10%	15/2%	0/0%	0/0%	0/0%	0/0%	160/26%	69/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-20%	18%	-3%	-2%	1%	0%	0%	0%	-11%	14%	2%	0%	2%	0%	0%	0%
Administrative Support																
Workforce #/%	21/7%	9/3%	3/1%	1/0%	3/1%	0/0%	1/0%	0/0%	122/41%	116/39%	12/4%	5/2%	5/2%	0/0%	0/0%	0/0%
CLS #/%	26,075/23%	11,615/10%	1,405/1%	430/0%	1,235/1%	75/0%	355/0%	230/0%	41,850/37%	24,310/21%	1,825/2%	1,655/1%	1,855/2%	110/0%	775/1%	415/0%

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
	%	%							%	%						
Utilization #/%	-16%	-7%	-0%	-0%	-0%	-0%	0%	-0%	4%	18%	2%	0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	18,745/48%	16,450/42%	755/2%	765/2%	340/1%	65/0%	300/1%	35/0%	1,265/3%	375/1%	40/0%	25/0%	115/0%	0/0%	50/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	4/20%	8/40%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	2/10%	4/20%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,770/24%	26,065/25%	2,300/2%	1,190/1%	1,500/1%	55/0%	605/1%	175/0%	21,225/20%	21,870/21%	1,335/1%	1,400/1%	1,310/1%	85/0%	455/0%	130/0%
Utilization #/%	-4%	15%	-2%	4%	-1%	-0%	-1%	-0%	-10%	-1%	-1%	4%	-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	✓				✓											
Protective Services: Non-sworn	✓								✓							
Administrative Support	✓	✓														

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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Anthony J. Olivier

Director, Human Resources

06-17-2016

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