

# EEO Utilization Report

## Organization Information

Name: Department Of Economic Security

City: Phoenix

State: AZ

Zip: 85007

Type: State Government (not law enforcement)

Wed 01-30-2019 16:18:46 EST

## Step 1: Introductory Information

### **Policy Statement:**

See Attachment

Following File has been uploaded: Employee Complaint Policy and Procedures.pdf

## Step 4b: Narrative of Interpretation

The Arizona Department of Economic Security (Agency) Office of Equal Opportunity (OEO) has reviewed the Utilization Analysis (comparing the Agency's workforce to the relevant labor market), and noted the following:

1. Asians were significantly under-represented in the Professionals category by 116.
2. Native Americans were significantly under-represented in the Para-Professional category by 41.
3. The Agency has since contracted out most of its protected services staff so the data is not current as a result.

## Step 5: Objectives and Steps

### 1. Improve Sourcing for recruitment

- a. Explore use of social media web sites to enhance branding and outreach efforts.
- b. a. Within one month of the date of this report, solicit input from the Governors Office of Equal Opportunity regarding outreach opportunities with Asian organizations in Arizona.  
b. Within three months of the date of this report, the Agency Recruiting staff and the OEO will examine patterns of hiring Professionals in all Divisions in the past two years, to see whether Asians were present in the applicant pool or whether there were any obstacles in the selection process that may have had an adverse effect on Asian candidates.  
c. Within six months from the date of this report, the Agency Recruitment staff will attempt to meet with representative from at least three Asian organizations solicit advice on the development of a recruitment action plan for Asian Professionals. Based on these consultations, in addition to other available data, the Agency will produce a written recruitment plan for Asian Professionals by the end of the fiscal year (June 30, 2019).
- c. 2a. Within 1 month of the date of this report, solicit input from the GOEO regarding outreach opportunities with Native American organizations in Arizona. b. Within 3 months of the date of this report, the Agency Recruiting Staff and the OEO will examine patterns of hiring Para Professionals in all Divisions in the past two years, to see whether Native Americans were present in the applicant pool or whether there were any obstacles in the selection process that may have had an adverse effect on Native American candidates.  
c. Within 6 months from the date of this report, the Agency Recruitment staff will attempt to meet with representative from at least three Native American organizations to solicit advice on the development of a recruitment action plan for Native American Para Professionals. Based on these consultations, in addition to other available data, the Agency will produce a written recruitment plan by the end of the fiscal year (June 30, 2019).

## Step 6: Internal Dissemination

1. The Agency will post on its internal and external web pages, a copy of its Utilization Report. Employees will be notified by an all-agency email that a link to the Utilization Report is posted on the intranet and internet page of the Office of Equal Opportunity. Requests for an alternative format will be granted if possible.

## Step 7: External Dissemination

1. The Agency will immediately post on its internal and external web pages, a copy of its Utilization Report. Employees will be notified by an all-agency email that a link to the Utilization Report is posted on the intranet and internet page of the Office of Equal Opportunity. Also, requests for a copy of the Utilization Report in an alternative format will be granted if possible.

## 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
<b>Officials/Administrators</b>																
Workforce #/%	51/24%	15/7%	6/3%	0/0%	0/0%	0/0%	1/0%	0/0%	99/46%	30/14%	8/4%	2/1%	5/2%	0/0%	0/0%	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 #/%	-23%	-1%	1%	-1%	-2%	-0%	-0%	-0%	15%	7%	2%	0%	1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	605/13%	307/6%	114/2%	20/0%	53/1%	1/0%	8/0%	0/0%	1483/31%	1464/31%	385/8%	170/4%	106/2%	1/0%	25/1%	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 #/%	-23%	2%	1%	-0%	-2%	-0%	-0%	-0%	-9%	24%	6%	2%	-0%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	49/15%	24/7%	25/7%	2/1%	7/2%	0/0%	1/0%	0/0%	84/25%	89/26%	40/12%	5/1%	8/2%	1/0%	1/0%	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 #/%	-20%	-0%	6%	-0%	-1%	-0%	-0%	-0%	-11%	18%	10%	-0%	0%	0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	16/46%	8/23%	5/14%	2/6%	0/0%	0/0%	0/0%	0/0%	2/6%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	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%	5%	11%	3%	-1%	-0%	-1%	-0%	-6%	-2%	2%	-2%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	66/5%	69/6%	25/2%	5/0%	10/1%	1/0%	1/0%	0/0%	367/31%	426/35%	142/12%	54/4%	25/2%	3/0%	9/1%	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 #/%	-36%	-2%	-1%	-1%	0%	0%	-1%	0%	-3%	25%	12%	3%	2%	0%	1%	0%
<b>Administrative Support</b>																
Workforce #/%	20/11%	7/4%	5/3%	0/0%	3/2%	1/1%	0/0%	0/0%	54/31%	61/35%	12/7%	5/3%	7/4%	0/0%	1/1%	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 #/%	-15%	-4%	1%	-1%	1%	0%	-0%	-0%	-10%	19%	5%	1%	3%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	12/63%	3/16%	0/0%	1/5%	0/0%	0/0%	1/5%	0/0%	2/11%	0/0%	0/0%	0/0%	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 #/%	13%	-22%	-2%	2%	-1%	-0%	5%	-0%	8%	-1%	-0%	-0%	-0%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	13/31%	10/24%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	5/12%	5/12%	5/12%	2/5%	0/0%	0/0%	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 #/%	5%	-2%	0%	-2%	1%	-0%	-0%	-0%	-9%	-4%	11%	3%	-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
<b>Officials/Administrators</b>	✓															
<b>Professionals</b>	✓			✓	✓		✓	✓	✓							✓
<b>Technicians</b>	✓								✓							
<b>Protective Services: Non-sworn</b>	✓	✓		✓			✓									
<b>Administrative Support</b>	✓								✓							

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: Kerry Bernard

Administrator, Office of Equal Opportunity 10-16-2018

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