



# EEO Utilization Report

## Organization Information

Name: City of Apache Junction

City: Apache Junction

State: AZ

Zip: 85119

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Apache Junction provides equal employment opportunity to employees and applicants regardless of race, color, physical or mental disability, national origin or ancestry, religion, sex, age, veteran status, marital status, genetic information, status as a Registry Identification Holder under ARS or sexual Orientation, that can be reasonably accommodated.

The Equal Employment Opportunity policy applies to all employment practices of the City including, but not limited to, recruitment, hiring, promotion, training, compensation, benefits, layoffs, transfers, and discipline. In order to support its commitment to equal employment opportunity and in recognition of the positive effects of a workforce which contains persons with diverse experiences, strengths, talents, and abilities, the City will:

- Recruit and retain an appropriately diverse workforce;
- Provide a supportive work environment for all staff;
- Encourage a variety of ideas and perspectives;
- Provide support for individual career development.

Contractors, sub-contractors, sub-grantees, and vendors are expected to comply with this policy statement. Failure to do so will jeopardize initial, continued or renewed contracts with the City of Apache Junction.

The City's Human Resources department receives and reviews all documentation concerning filling of positions prior to job offers being made and receives and reviews documents concerning personnel transactions to ensure compliance with the policy. Implementation of the Equal Employment Opportunity policy is the shared responsibility of all City management.

## **Step 4b: Narrative of Interpretation**

The City's Human Resources Department reviewed the Utilization Analysis which compared the City's workforce to the Pinal County, Arizona, labor market. The following Areas were found to be significantly underutilized:

### **1. Protective Services - Sworn Patrol Officers**

White Females - (-11%)

Hispanic or Latino Females - (-16%)

### **2. Administrative Support**

White Males - (-16%)

Hispanic or Latino Males - (-7%)

Hispanic or Latino Females - (17%)

### **3. Service Maintenance**

Hispanic or Latino Males - (-16%)

Hispanic or Latino Females - (-12%)

In the area of Sworn Patrol Officers, the City is offering a test for Police Recruit in the Fall of 2020. The City is also hires Lateral Officers. The City anticipates a continuous recruitment for Police Officers.

Although the Utilization Analysis indicated other instances of under-representation, the City's employee population is small (297) and when looking at the under-representation it was difficult to draw any significant conclusions regarding under representation for most of the categories due to the size and rural nature of Pinal County, Arizona.

In keeping with the City of Apache Junction's commitment to having a workforce that reflects the community it serves, the City of Apache Junction will examine its recruitment and retention practices to see if there may be ways to attract a greater number of under-represented categories.

## **Step 5: Objectives and Steps**

### **1. To encourage White and Hispanic or Latino Males and Hispanic or Latino Females to apply for Administrative Support and Service Maintenance Categories**

- a. The City will review the composition of the applicant pool for all vacancies in the Administrative Support and Service Maintenance categories in the last year to determine where the Hispanic or Latino males and females were under-represented.
- b. Schedule department director meetings to meet with Human Resources staff to review their department's current workforce statistics, areas of concern, and EEO efforts.
- c. Provide input, feedback, and recommendations to departments regarding methods to improve diversity recruitment and selection efforts.
- d. Strengthen partnerships with local colleges, universities, and vocational training institutions providing services to the targeted groups.
- e. Enhance outreach efforts to organizations or events that target groups as under-represented in the specific job categories. Outreach may include League of Cities and Towns, neighboring towns and cities, social media, animal service facilities and other similar efforts.

### **2. To encourage White and Hispanic or Latino Females to apply for vacancies in Protective Services: Sworn Patrol category**

- a. Schedule department director meetings to meet with Human Resources staff to review their department's current workforce statistics, areas of concerns, and EEO efforts.
- b. The City will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn-Patrol Officers category in the last year to determine whether White or Hispanic or Latino female applicants were under-represented.
- c. Strengthen partnerships with local colleges, universities, and vocational training institutions providing services to the target groups.
- d. Enhance outreach efforts to organizations or events that target groups identified as under-represented in the specific categories. Outreach may include League of Cities and Towns, neighboring towns and cities, social media, and other similar efforts.

### **Step 6: Internal Dissemination**

The City's Human Resources Department will, during the new hire on-boarding, provide a copy of the EEOP to the employee.

The City's Human Resources Department will post a copy of the EEOP on the City's Intranet, which is available to all employees.

The City's Human Resources Department will keep the EEOP binder in its foyer. Each City department director will be advised to post a written notice that provides information on how employees can obtain a copy of the EEOP.

### **Step 7: External Dissemination**

The City's Human Resources Department will post it's EEOP on its public website, a .pdf of the EEOP that any user may access and download.

The City's Human Resources Department will include a written statement on its job announcements notifying prospective employees that the EEOP is available on its public website.

All City departments will be asked to provide written notice to all vendors and contractors advising that they may obtain, upon request, a copy of the City's EEOP.

The Human Resource Department will provide a .pdf EEOP to the City's Library for placement in the Library's periodical reading area.

**Utilization Analysis Chart**  
**Relevant Labor Market: Pinal 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
<b>Officials/Administrators</b>																
Workforce #/%	9/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,650/45%	725/9%	55/1%	110/1%	65/1%	0/0%	25/0%	10/0%	2,445/30%	665/8%	115/1%	120/1%	45/1%	0/0%	14/0%	0/0%
Utilization #/%	15%	-9%	-1%	-1%	-1%	0%	-0%	-0%	10%	-8%	-1%	-1%	-1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	10/40%	4/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/36%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,345/33%	520/5%	145/1%	80/1%	170/2%	0/0%	60/1%	4/0%	4,115/41%	870/9%	365/4%	245/2%	135/1%	0/0%	49/0%	0/0%
Utilization #/%	7%	11%	-1%	-1%	-2%	0%	-1%	-0%	-5%	-5%	0%	-2%	-1%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	18/62%	2/7%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	7/24%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/32%	110/7%	0/0%	0/0%	0/0%	0/0%	40/3%	0/0%	670/46%	145/10%	0/0%	10/1%	10/1%	0/0%	15/1%	0/0%
Utilization #/%	30%	-1%	0%	0%	3%	0%	-3%	0%	-21%	-6%	0%	-1%	-1%	0%	-1%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	19/95%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,555/54%	910/19%	165/3%	110/2%	15/0%	0/0%	55/1%	15/0%	445/9%	320/7%	140/3%	45/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	41%	-14%	-3%	-2%	-0%	0%	-1%	-0%	-9%	-7%	-3%	-1%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	29/69%	7/17%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,400/28%	2,710/22%	285/2%	625/5%	55/0%	0/0%	30/0%	4/0%	2,235/18%	1,890/16%	245/2%	435/4%	65/1%	0/0%	75/1%	30/0%
Utilization #/%	41%	-6%	5%	-5%	-0%	0%	-0%	-0%	-11%	-16%	-2%	-4%	-1%	0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	6/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/71%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	30/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	190/67%	65/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	0%	0%	0%	0%	0%	0%	0%	5%	-16%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/85%	2/3%	2/3%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	4,090/23%	1,245/7%	190/1%	165/1%	95/1%	0/0%	35/0%	15/0%	6,920/39%	3,605/20%	385/2%	605/3%	155/1%	0/0%	45/0%	60/0%
Utilization #/%	-16%	-7%	-1%	-1%	-1%	0%	-0%	-0%	45%	-17%	1%	-3%	-1%	0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	9/90%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,860/51%	2,950/39%	120/2%	210/3%	0/0%	0/0%	10/0%	80/1%	245/3%	65/1%	40/1%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	39%	-29%	-2%	-3%	0%	0%	-0%	-1%	-3%	-1%	-1%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	32/46%	7/10%	0/0%	0/0%	0/0%	2/3%	1/1%	0/0%	22/32%	3/4%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%
CLS #/%	5,325/25%	5,525/26%	480/2%	940/4%	115/1%	0/0%	69/0%	200/1%	3,945/18%	3,540/17%	165/1%	810/4%	220/1%	4/0%	4/0%	30/0%
Utilization #/%	21%	-16%	-2%	-4%	-1%	3%	1%	-1%	13%	-12%	-1%	-4%	-1%	-0%	3%	-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>Protective Services: Sworn-Patrol Officers</b>										✓						
<b>Administrative Support</b>	✓	✓								✓						
<b>Service/Maintenance</b>		✓								✓						

**Law Enforcement Category Rank 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>Director of Public Safety/Chief of Police</b>																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Commander</b>																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	7/88%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Corporal</b>																
Workforce #/%	7/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	29/69%	7/17%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%



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: Jill Swanson

Senior Human Resources Technician

08-20-2020

Elizabeth H. Reiny Dir of Human Resources 8-20-2020

[signature]

[title]

[date]