

EEO Utilization Report

Organization Information

Name: Maricopa County Adult Probation Department

City: Phoenix

State: AZ

Zip: 85003

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Policy attached.

Following File has been uploaded:HR315.pdf

Step 4b: Narrative of Interpretation

The Human Resources office for Maricopa County Adult Probation Department reviewed the Utilization Analysis, comparing our workforce to the relevant labor market and noted the following:

1. White males were significantly underrepresented in the following job categories: Professional (-15%), Protective Services: Non-Sworn (-18%), Administrative Support (-20%).
2. American Indian/Alaska Native males were underrepresented in the following job category: Protective Services: Non-Sworn (-2%).
3. White females were underrepresented in the following job category: Administrative Support (-8%).

The Maricopa County Adult Probation Department has long been committed to providing equal employment opportunities to both protected and non-protected classes. Our overall success in the recruitment & hiring of women & minorities has apparently created a slight imbalance in a few areas.

In the professional category, white males are underrepresented by 15% compared to our labor market but account for 64% of all males employed in this category. This pattern can also be seen in the Protective Services: Non-Sworn category where white males are underrepresented compared to the labor market but account for 66% of all males employed in this category. The underrepresentation could be due in part to the relatively high numbers of females and minority males employed in this category. Additionally, and similar to the categories above, white males account for 40% of all males employed in this category, one which has traditionally been dominated by females.

In the Protective Services: Non-Sworn category, American Indian/Alaska Native males were underrepresented by 2%. However, the representation of American Indian/Alaska Native males and females are appropriately utilized in all other job categories.

In the Administrative Support category, White females are underrepresented by 8% compared to our labor market but account for 40% of all females employed in this category.

Step 5: Objectives and Steps

1. Our objective is to encourage white females to apply for vacancies in the Administrative Support job category.

- a. Our staffing and recruiting division will undertake a review of all available organizational employment data related to the Administrative Support job category in an attempt to determine any issues/practices that pose barriers to hiring white females. This may include reviewing applicant data for recent recruitments of this position to ensure white females are given all possible considerations in the Administrative Support job category; enhancing our outreach efforts with the white female population to make them aware of employment opportunities with our organization; determining where there are opportunities for promotion or transfers; & meet with hiring managers to understand their selection criteria and seek agreement on how to improve recruitment & retention of white females in this category. Job postings are currently posted on national websites for advertising including diversity outreach.
- b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

2. Our objective is to provide equal employment opportunities for American Indian/Alaska Native males when our organization fills vacancies that become available in the Protective Services: Non-Sworn job category.

- a. Our staffing and recruiting division will undertake a review of all available organizational employment data related to the Protective Services: Non-Sworn job category in an attempt to determine any issues/practices that pose barriers to hiring American Indian/Alaska Native males. This may include reviewing applicant data for recent recruitments of this position to ensure American Indian/Alaska Native males are given all possible considerations in the Protective Services: Non-Sworn job category; enhancing our outreach efforts with our Native American population to make them aware of employment opportunities with our organization; determining where there are opportunities for promotion or transfers; & meet with hiring managers to understand their selection criteria and seek agreement on how to improve recruitment & retention of American Indian/Alaska Natives in this category. Job postings are currently posted on national websites for advertising including diversity outreach.
- b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

3. Our objective is to encourage white males to apply for vacancies in the Professional, Protective Services: Non-Sworn and Administrative support job categories.

- a. Our staffing and recruiting division will undertake a review of available organizational employment data related to the Professional, Protective Services: Non-Sworn, and Administrative Support job categories in an attempt to determine any issues or practices that pose barriers to hiring more white males. This may include reviewing applicant data pools for recent recruitments of these positions, enhancing our outreach efforts to expand our applicant pools for each position; determine where there might be opportunities for in-house promotions or transfers; and meet with hiring managers to understand their selection decisions and seek ways to improve opportunities for white males. Job postings are currently posted on national websites for advertising including diversity outreach.
- b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

Step 6: Internal Dissemination

The Human Resources office will distribute a copy of the EEOP Short Form to the Adult Probation Department Chief Probation Officer, deputy chiefs, managers and supervisors.

In addition, the EEO Utilization Report will be posted on the Adult Probation intranet, will make a physical copy available for employee review (for those without intranet access), and employees will be notified of the online and physical locations at which they can access the report upon request.

Step 7: External Dissemination

The Human Resources Department will coordinate the posting of the EEO Utilization Report on the APD public website, and making the physical report available to the public upon request.

Utilization Analysis Chart
Relevant Labor Market: Maricopa 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 #/%	5/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/44%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,545/48%	16,880/7%	4,225/2%	905/0%	4,340/2%	185/0%	960/0%	550/0%	73,205/30%	14,950/6%	4,105/2%	990/0%	3,055/1%	155/0%	795/0%	335/0%
Utilization #/%	-17%	-7%	-2%	-0%	-2%	-0%	-0%	-0%	13%	19%	-2%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	9/21%	1/2%	3/7%	0/0%	1/2%	0/0%	0/0%	0/0%	25/58%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,995/36%	13,970/4%	6,550/2%	1,260/0%	12,920/4%	145/0%	1,220/0%	605/0%	128,930/40%	19,060/6%	7,475/2%	1,920/1%	8,075/3%	360/0%	1,650/1%	815/0%
Utilization #/%	-15%	-2%	5%	-0%	-2%	-0%	-0%	-0%	18%	1%	-0%	-1%	-3%	-0%	-1%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,545/37%	3,420/7%	720/2%	355/1%	1,670/4%	30/0%	255/1%	90/0%	16,670/35%	3,435/7%	1,165/2%	475/1%	1,360/3%	35/0%	215/0%	95/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	19,495/57%	4,685/14%	1,850/5%	440/1%	350/1%	145/0%	290/1%	65/0%	4,470/13%	1,645/5%	530/2%	305/1%	45/0%	15/0%	29/0%	45/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	210/25%	52/6%	40/5%	1/0%	7/1%	0/0%	5/1%	0/0%	317/38%	115/14%	63/8%	9/1%	8/1%	0/0%	8/1%	0/0%
Civilian Labor Force #/%	1,065/43%	180/7%	45/2%	55/2%	0/0%	0/0%	20/1%	0/0%	820/33%	235/10%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-18%	-1%	3%	-2%	1%	0%	-0%	0%	4%	4%	7%	0%	1%	0%	1%	0%
Administrative Support																
Workforce #/%	20/9%	14/6%	2/1%	0/0%	2/1%	0/0%	0/0%	0/0%	76/33%	87/38%	15/7%	3/1%	5/2%	0/0%	4/2%	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 #/%	143,520/28%	36,400/7%	8,865/2%	1,710/0%	4,760/1%	355/0%	1,745/0%	810/0%	207,140/41%	69,345/14%	13,805/3%	5,260/1%	7,990/2%	600/0%	3,335/1%	1,280/0%
Utilization #/%	-20%	-1%	-1%	-0%	-0%	-0%	-0%	-0%	-8%	24%	4%	0%	1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	79,770/49%	64,725/40%	3,870/2%	2,650/2%	1,845/1%	450/0%	895/1%	435/0%	4,390/3%	2,870/2%	300/0%	135/0%	765/0%	70/0%	60/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/0%	5/29%	6/35%	0/0%	0/0%	0/0%	1/6%	0/0%	2/12%	2/12%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	108,540/26%	117,670/28%	10,850/3%	4,520/1%	6,140/1%	505/0%	1,860/0%	650/0%	87,055/20%	66,680/16%	7,170/2%	3,830/1%	7,100/2%	430/0%	1,520/0%	790/0%
Utilization #/%	-26%	2%	33%	-1%	-1%	-0%	5%	-0%	-9%	-4%	4%	-1%	-2%	-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 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: Barbara Broderick

Chief Adult Probation Officer

10-30-2017

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