

EEO Utilization Report

Organization Information

Name: Mohave County Arizona

City: Kingman

State: AZ

Zip: 86401

Type: County/Municipal Prosecutor

Section 1: EEO Policy Statement

Policy Statement:

Mohave County is an equal opportunity employer. It is the policy of the County to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The County will conform to the spirit as well as the letter of all applicable laws and regulations. The County will take action to employ and treat qualified veterans and disabled veterans without discrimination in all employment practices.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the County and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits and application of policies, discipline, and layoff or termination.

The Human Resources Director will be responsible for the dissemination of this policy. The Human Resources Department is responsible for the Countys overall compliance and shall maintain personnel records in compliance with applicable laws and regulations. Department Heads, managers and supervisors are responsible for implementing equal employment practices within each department. All employees are expected to comply with this policy. Any employee who believes he or she has been discriminated against must immediately report any incident to the Human Resources Department. The County will not tolerate retaliation against any individual who files a charge of discrimination, reports harassment, or who assist, testifies or participates in an equal employment proceeding.

Section 5: Narrative Interpretation of Data

Mohave County tries to reflect the Community labor force into the workplace.

Mohave County will continue to enhance its efforts to attract minority and female candidates in the specific categories listed in workforce analyst report and will evaluate our promotional and recruitment practices to ensure all groups receive equal opportunity to secure employment.

Mohave County is a rural area and attracting out of area applicants has been difficult. National advertisements for open positions have been implemented and positions have been created to start applicants at a lower level and train them up to the desired level.

This is also a retirement Community, so the workforce is sometimes limited.

Official/Administrative is underutilized for White and Hispanic or Latino Females.

Technicians is underutilized for Hispanic or Latino Females

Protective Services Sworn is underutilized in both Male and Female Hispanic or Latinos.

Protective Services: Non-Sworn Is underutilized in White Males

Administrative Support is underutilized in White Males

Skilled Craft is Underutilized by Hispanic or Latino Males

Service Maintenance is underutilized by Hispanic or Latino Males.

Section 6: Objectives and Steps

1. Recruit minority classifications

- a. Advertise on National sites - Governmentjobs.com, Careers in Government, Linked-in to get to the specialty sites.
- b. Work with Arizona at Work to participate in their job fairs.

2. Promote Training Opportunities

- a. Participate in Workforce Arizona training - WEX
- b. Advertise the job series where departments will train applicants for the higher level jobs.
- c. Advertise the Tuition program provided by Mohave County

Section 7: Dissemination Strategy: Internal

1. Mohave County includes the EEOC Policy statement in the Countys Personnel Policies and Procedures; These are on the HR Homepage to be assessable to all Elected Officials, Appointing Authorities and all employees subject to the rules and policies.
2. Human Resources will post a PDF file of the EEOP Short Form on the Mohave County Human Resources homepage.
3. The Procurement Department vendors guide has been amended to include a statement that the EEOP Short Form is available upon request.
4. EEO Policies are also discussed during New Employee Orientation.

Section 7: Dissemination Strategy: External

Since the report and the Policies are on the Mohave County Human Resources homepage, they are accessible to the general public as well.

The following statement is on the Human Resources Homepage and is one of the first items seen.

Equal Employment Opportunity (EEO)

Mohave County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability. We are an Equal Opportunity Employer.

It is the policy of Mohave County to provide equal opportunity in employment to all job applicants and employees. The County shall not discriminate against any person in recruitment, examination, appointment, training, pay promotion, retention, discipline or any other aspect of personnel administration, term or condition of employment, due to race, color, religion, sex (including pregnancy), national origin, genetic information or disability, age (40 or older).

Interpreter services are available upon request. Please contact Human Resources for more information.

Utilization Analysis Chart
Relevant Labor Market: Mohave 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 #/%	41/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/32%	0/0%	0/0%	0/0%	0/0%	0/0%	2/3%
CLS #/%	2,335/43%	325/6%	25/0%	85	115/2%	0/0%	80/1%	1,915/36%	350/7%	45/1%	5	55/1%	0/0%	55/1%
Utilization #/%	17%	8%	-0%	-1%	8%	0%	-1%	8%	8	-1%	-1%	-1%	0%	8%
Professionals														
Workforce #/%	61/30%	13/6%	2/1%	0	1/0%	0/0%	2/1%	104/50%	14/7%	2/1%	1/0%	2/1%	0/0%	3/1%
CLS #/%	2,145/26%	395/5%	20/0%	90/1%	150/2%	55/1%	65/1%	4,050/50%	580/7%	25/0%	195/2%	265/3%	0/0%	115/1%
Utilization #/%	3%	1%	1%	-1%	-1%	-1%	0%	1%	-0%	1%	8	8	0%	0%
Technicians														
Workforce #/%	50/33%	30/20%	1/1%	0	3/2%	0/0%	2/1%	55/37%	4/3%	0/0%	0/0%	1/1%	0/0%	3/2%
CLS #/%	08	545/11%	0/0%	10/0%	25/1%	20/0%	20/0%	808	465/10%	75/2%	25/1%	25/1%	0/0%	0/0%
Utilization #/%	-4%	9%	1%	0%	1%	-0%	1%	-0%	-7%	8	-1%	0%	0%	8
Protective Services: Sworn														
Workforce #/%	63/75%	14/17%	2/2%	1/1%	1/1%	0/0%	0/0%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	895/53%	430/25%	50/3%	50/3%	0/0%	0/0%	10/1%	80/5%	165/10%	4/0%	0/0%	0/0%	0/0%	20/1%
Utilization #/%	22%	-9%	-1%	8	1%	0%	-1%	8	8	-0%	0%	0%	0%	-1%
Protective Services: Non-sworn														
Workforce #/%	27/40%	11/16%	1/1%	2/3%	0/0%	1/1%	1/1%	18/26%	4/6%	0/0%	1/1%	0/0%	0/0%	2/3%
CLS #/%	70/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/27%	10/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	16%	1%	3%	0%	1%	1%	-1%	8	0%	1%	0%	0%	3%
Administrative Support														
Workforce #/%	43/10%	5/1%	0/0%	0	1/0%	0/0%	1/0%	304/72%	50/12%	3/1%	3/1%	5	0/0%	6/1%
CLS #/%	3,770/25%	370/2%	95/1%	30/0%	10/0%	0/0%	45/0%	8,515/55%	1,865/12%	35/0%	430/3%	95/1%	0/0%	100/1%
Utilization #/%	-14%	-1%	-1%	0%	0%	0%	-0%	17%	-0%	0%	8	1%	0%	1%
Skilled Craft														

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
Workforce #/%	93/79%	11/9%	2/2%	2/2%	0/0%	0/0%	0/0%	7/6%	2/2%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	3,785/66%	1,395/24%	20/0%	120/2%	70/1%	0/0%	50/1%	195/3%	75/1%	0/0%	0*	0/0%	0/0%	0/0%
Utilization #/%	13%	-15%	1%	-0%	-1%	0%	-1%	3%	0%	0%	-0%	0%	0%	1%
Service/Maintenance														
Workforce #/%	27/63%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	10/23%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,805/39%	2,910/17%	65/0%	160/1%	155/1%	15/0%	140/1%	5,310/31%	1,350/8%	0/0%	200/1%	190/1%	0/0%	40/0%
Utilization #/%	24%	-14%	-0%	1%	-1%	-0%	-1%	-7%	0	0%	-1%	-1%	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
Officials/Administrators											5			
Professionals											5			
Technicians														
Protective Services: Sworn		5						5						
Protective Services: Non-sworn	5													
Administrative Support	5									5				
Skilled Craft														
Service/Maintenance														

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.

[signature]

[title]

[date]