

EEOP Utilization Report



Tue Oct 21 13:13:30 EDT 2014

Step 1: Introductory Information

Grant Title: 2014 Residential Substance Abuse Treatment Gemini Program **Grant Number:** RSAT-14-001

Grantee Name: Arizona Department of Corrections **Award Amount:** \$56,561.00

Grantee Type: State Government Agency

Address: 1645 W. Jefferson
Phoenix, Arizona
85007

Contact Person: Nancy Bolton **Telephone #:** 602-542-2792

Contact Address: 1645 W. Jefferson
Phoenix, Arizona
85007

State Granting Agency: Arizona Criminal Justice Commission **Grant Number:** unknown

Contact Name: Amanda Zibell

Contact Address: 1110 W Washington, Ste. 230
Phoenix, Arizona
85007

Telephone #: 602-364-1186

Grant Title: 2011 Justice and Mental Health Collaboration Program Grant **Grant Number:** BJA #2011-MO-BX-0008

Grantee Name: Arizona Department of Corrections **Award Amount:** \$249,998.00

Grantee Type: State Government Agency

Address: 1601 W. Jefferson
Phoenix, Arizona
85007

Contact Person: Nancy Bolton **Telephone #:** 602-542-2792

Contact Address: 1645 W. Jefferson
Phoenix, Arizona
85007

DOJ Grant Manager: Nikisha Love **DOJ Telephone #:** 202-616-8241

Grant Title: 2015 Victims of Crime Act (VOCA) Grant **Grant Number:** DPS #2014-402

Grantee Name: Arizona Department of Corrections **Award Amount:** \$73,302.00

Grantee Type: State Government Agency

Address: 1601 W. Jefferson

Phoenix, Arizona
85007

Contact Person: Jan Upchurch **Telephone #:** 602-364-3640

Contact Address: 1645 W. Jefferson
Phoenix, Arizona
85007

State Granting Agency: Arizona Department of Public Safety **Grant Number:** TBD

Contact Name: Irisema Verdoza

Contact Address: 2102 W. Encanto Blvd.
Phoenix, Arizona
85009

Telephone #: 602-223-2134

Grant Title: 2014 SCAAP **Grant Number:** BJA #2014-AP-BX-0384

Grantee Name: Arizona Department of Corrections for the State of Arizona **Award Amount:** \$5,333,276.00

Grantee Type: State Government Agency

Address: 1601 W. Jefferson
Phoenix, Arizona
85007

Contact Person: Jacob Gable **Telephone #:** 602-542-1561

Contact Address: 1645 W. Jefferson
Phoenix, Arizona
85007

DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Policy Statement:

See Attachment 1: Arizona Department of Corrections' Equal Opportunity Plan and Non-Discrimination Policy (hard copy document)

Step 4b: Narrative Underutilization Analysis

See Attachment 2: Step 4b of 7 - Underutilization Analysis(hard copy document)

Step 5 & 6: Objectives and Steps

1. Enhance diversity through recruitment and selection

- a. Goal 1: Provide updated statistical information midyear from the Hiring Survey to John Bogert, Recruitment Administrator and Martha Sesmas, Classification and Compensation Administrator to determine which minority groups are considered below parity or have decreased from the beginning year levels.
- b. Goal 2: Conduct meetings with Mr. Bogert and Ms. Sesmas and with Department Recruiters to develop new ideas to attract those protected groups and job categories that are below parity and to create an action plan to be presented to Division Director Gail Rittenhouse for review and approval for implementation.

2. Enhance workforce diversity by providing information to all employees concerning diversity and discrimination and by instituting additional and updated training courses to include line staff, supervisors, middle managers, and administrators.

- a. Goal 1: Discuss with Diane Rockett, Staff Development and Training Administrator the new Computer Based Training (CBT) courses on Diversity, Sexual Harassment, and Discrimination specific to line staff and supervisors to be implemented in the FY 2015 training year.
- b. Goal 2: In coordination with the EEOC, provide Prison Wardens and Bureau Administrators instruction about Employment Discrimination Laws and discuss with them the Charge / Complaint process and practical tips for processing complaints of alleged harassment / hostile work environment.

3. Ensure information is disseminated by the Equal Opportunity Unit by providing face to face information to all employees concerning diversity, inclusion, and discrimination. Encourage and welcome feedback from employees in order to improve the Department's ability to ensure a workplace free of discrimination.

- a. Goal 1: Provide updated statistical information midyear from the Hiring Survey to John Bogert, Recruitment Administrator and Martha Sesmas, Classification and Compensation Administrator to determine which minority groups are considered below parity or have decreased from the beginning year levels.
- b. Goal 2: Conduct meetings with Mr. Bogert and Ms. Sesmas and with Department Recruiters to develop new ideas to attract those protected groups and job categories that are below parity and to create an action plan to be presented to Division Director Gail Rittenhouse for review and approval for implementation.

Step 7a: Internal Dissemination

The Arizona Department of Corrections will post its Equal Employment Opportunity Plan Utilization Report on the Department's employee intranet site at <http://adcnet/> and on the Internet site at <http://azcorrections.gov>.

Step 7b: External Dissemination

The Arizona Department of Corrections will post its Equal Employment Opportunity Plan Utilization Report on the Department's employee intranet site at <http://adcnet/> and on the Internet site at <http://azcorrections.gov>.

**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
Officials/Administrators																
Workforce #/%	105/51%	18/9%	2/1%	0/0%	0/0%	3/1%	0/0%	0/0%	57/28%	10/5%	7/3%	1/0%	0/0%	3/1%	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 #/%	4%	1%	-1%	-1%	-2%	1%	-0%	-0%	-3%	-2%	2%	-0%	-1%	1%	-0%	-0%
Professionals																
Workforce #/%	428/33%	136/10%	41/3%	9/1%	0/0%	13/1%	0/0%	0/0%	436/33%	179/14%	28/2%	17/1%	0/0%	20/2%	0/0%	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 #/%	-3%	6%	1%	-0%	-3%	1%	-0%	-0%	-7%	7%	0%	-0%	-2%	1%	-1%	-0%
Technicians																
Workforce #/%	2/33%	2/33%	2/33%	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 #/%	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 #/%	-1%	26%	32%	-1%	-3%	-0%	-1%	-0%	-36%	-9%	-2%	-2%	-2%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	34/62%	15/27%	1/2%	0/0%	0/0%	1/2%	0/0%	0/0%	2/4%	2/4%	0/0%	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%	10%	-2%	-3%	-1%	2%	-1%	-0%	-8%	-1%	-1%	-2%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	2467/35%	2364/34%	356/5%	94/1%	0/0%	95/1%	0/0%	0/0%	712/10%	713/10%	130/2%	55/1%	0/0%	23/0%	0/0%	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 #/%	-6%	26%	2%	-0%	-1%	1%	-1%	0%	-23%	-0%	2%	-1%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	35/10%	20/6%	6/2%	1/0%	0/0%	0/0%	0/0%	0/0%	174/48%	107/29%	10/3%	6/2%	0/0%	4/1%	0/0%	0/0%

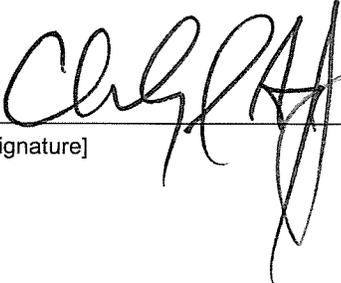
Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	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 #/%	-17%	-2%	0%	-0%	-1%	-0%	-0%	-0%	7%	14%	1%	-0%	-1%	1%	-1%	-0%
Skilled Craft																
Workforce #/%	75/65%	33/29%	2/2%	1/1%	0/0%	1/1%	0/0%	0/0%	3/3%	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 #/%	15%	-9%	-0%	-2%	-1%	1%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	59/69%	20/24%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	4/5%	0/0%	0/0%	0/0%	0/0%	1/1%	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 #/%	44%	-2%	-2%	-2%	-1%	1%	-0%	-0%	-16%	-16%	-1%	-2%	-1%	1%	-0%	-0%

Significant Underutilization Chart

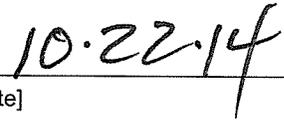
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals					✓		✓		✓				✓		✓	
Protective Services: Non-sworn	✓				✓		✓		✓			✓				
Administrative Support	✓												✓			
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 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.


[signature]


[title]


[date]

Arizona Department of Corrections



JANICE K. BREWER
GOVERNOR

1601 WEST JEFFERSON
PHOENIX, ARIZONA 85007
(602) 542-5497
www.azcorrections.gov



CHARLES L. RYAN
DIRECTOR

Equal Opportunity Plan 2014

The Arizona Department of Corrections is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes Equal Employment Opportunity and prohibits discriminatory practices, including harassment and retaliation. Therefore, the Arizona Department of Corrections commits itself to the attached Non-Discrimination policy.

- The Arizona Department of Corrections has developed this Equal Opportunity Plan to ensure that all its employees work in an environment free from discrimination, harassment, and retaliation.
- The Arizona Department of Corrections will make every reasonable effort to ensure that all concerned are familiar and aware that any complaint of violation of Equal Employment Opportunity will be investigated and resolved appropriately.
- The Arizona Department of Corrections will post its Equal Opportunity Plan on the Department's employee intranet site at <http://adcnet/>, and on the internet site at <http://azcorrections.gov>. All employment announcements shall include the following phrase:

"Arizona State Government is an EOE / ADA Reasonable Accommodation Employer."

The Arizona Department of Corrections is committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Colleen McManus shall serve as the Equal Opportunity Administrator for the Arizona Department of Corrections. Colleen McManus may be contacted at (602) 542-4987 or cmcmanus@azcorrections.gov.

Any employee who has any questions or concerns about this policy should talk with the Department's Equal Opportunity Coordinators, Eric Abt, (602) 542-3161, eabt@azcorrections.gov, Danaille Wall at (602) 542-3800, dwall1@azcorrections.gov, or the Governor's Office of Equal Opportunity at (602) 542-3711, <http://azgovernor.gov/eop/index.asp>.

NON-DISCRIMINATION POLICY 2014

Equal Opportunity

It is the policy of the Arizona Department of Corrections to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. The Arizona Department of Corrections prohibits any such discrimination or harassment.

Retaliation is prohibited

The Arizona Department of Corrections encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Arizona Department of Corrections to investigate such reports. The Arizona Department of Corrections prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group, and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

Sexually harassing conduct includes, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; leering; whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Arizona Department of Corrections, such as an outside vendor, consultant or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting such as outside business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Arizona Department of Corrections encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their Immediate Supervisor, Manager, Equal Opportunity Liaison, Equal Opportunity Coordinator, and Warden or Bureau Administrator.

In addition, the Arizona Department of Corrections encourages individuals who believe they are being subjected to such conduct, to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. The Arizona Department of Corrections recognizes, however, that an individual may prefer to pursue the matter through the complaint process.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, the employee should promptly notify any of the following: his/her immediate Supervisor, Manager, Equal Opportunity Liaison, Equal Opportunity Coordinator, Warden or Bureau Administrator. An individual reporting harassment, discrimination or retaliation should be aware that the Arizona Department of Corrections may decide it is necessary to take immediate corrective action to address the complaint.

Employees who wish to file a complaint may do so orally or in writing by using one of the following: Allegation of Discrimination/Title VII Complaint, Form 527-2; Information Report, Form 105-2 or memo and submit it to his/her Warden, Bureau Administrator, Equal Opportunity Liaison or the Equal Opportunity Coordinator. Employees may also use the employee grievance procedure, in accordance with Department Order No. 517, Employee Grievances, to file a grievance regarding employment discrimination. Recipients of employment discrimination complaints shall:

- Immediately forward the complaint to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Warden or Bureau Administrator in consultation with the Equal Opportunity Coordinator shall determine if the facts stated in the complaint warrant immediate intervention and further investigation. Should the complaint not be an Equal Opportunity matter, it shall be addressed using appropriate administrative measures.

The Warden or Bureau Administrator shall notify the complainant in writing advising them of the determination to conduct a fact finding or a fact finding is not required and the complaint will be addressed using appropriate administrative measures.

If a fact finding is required, the Warden or Bureau Administrator shall appoint an Equal Opportunity Liaison to conduct the fact finding. The fact finding shall be:

- Overseen by the Equal Opportunity Coordinator.
- Completed within ten workdays after the determination is made to conduct the fact finding.
- If additional time is needed, the approval shall be obtained through the Warden, Bureau Administrator or the Equal Opportunity Coordinator.
- All staff shall respond truthfully when interviewed during the fact finding.

Upon completion of the fact finding the Equal Opportunity Liaison shall forward all documentation to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Equal Opportunity Coordinator shall determine if the fact finding provided sufficient information for making an accurate assessment of the facts to determine whether the complaint constitutes a violation of Title VII of the Civil Rights Act of 1964, as amended; and make recommendations to the Warden or Bureau Administrator to address the complaint using appropriate administrative measures or recommend the use of Department Order No. 601, Administrative Investigations and Employee Discipline. The Warden or Bureau Administrator shall:

- Within ten workdays of the completion of the fact finding, notify the complainant advising him/her of the results of fact finding and forward a copy to the Equal Opportunity Coordinator.
- Provide written notification to the Equal Opportunity Coordinator of the administrative actions taken to address the complaint.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with appropriate investigation and corrective action. Depending on the nature of the complaint, it may not be possible to preserve confidentiality.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to investigation and disciplinary action if warranted.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately and include but be not limited to; reassignment or transfer, additional training, and disciplinary action such as a reprimand, suspension without pay or termination.

Employees may also contact the Governor's Office of Equal Opportunity, the Arizona Attorney General's Civil Rights Division, and the Federal Equal Employment Opportunity Commission.

False complaints of harassment, discrimination or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Step 4b of 7 - Underutilization

Males

Asian / Two or More Races

Professionals / Protective Services Non-Sworn

This category appears underutilized because, as the State of Arizona collects personnel demographics, Asian is included in the same category as Native Hawaiian or Other Pacific Islander. There is no separate category for Asian / Two or More Races.

White

Protective Services Non-sworn / Administrative Support

Competition with other Professional fields and below-market salaries create barriers to recruitment and retention of individuals in this category.

Hispanic or Latino

Skilled craft

Because of hiring deferment, the Arizona Department of Corrections is restricted to hire only mission critical positions; non-critical positions are frozen and/or eliminated as vacated. Further, there are limited advertising and/or minimal recruiter resources.

Females

Asian / Two or More Races

Professionals / Administrative Support

This category appears underutilized because, as the State of Arizona collects personnel demographics, Asian is included in the same category as Native Hawaiian or Other Pacific Islander. There is no separate category for Asian / Two or More Races.

White

Professional / Protective Services Non-Sworn/ Service Maintenance

Work schedule requirements in the prison facilities (24 hours per day/7 days per week/365 days per year) make it difficult to balance work and family demands and have a negative impact on the utilization of this category. In addition, because of hiring deferment, the Arizona Department of Corrections is restricted to hire only mission critical positions; non-critical positions are frozen and/or eliminated as vacated.

Hispanic or Latino

Service Maintenance

Because of hiring deferment, the Arizona Department of Corrections is restricted to hire only mission critical positions; non-critical positions are frozen and/or eliminated as vacated.

American Indian or Alaska Native

Protective Services Non-Sworn

The work schedule requirements (24 hours per day/7 days per week/365 days per year) make it difficult to balance work and family demands and have a negative impact on the utilization of this category. Additionally, there are limited advertising and minimal recruiter resources available to cover the Indian Nations. Finally, the location(s) of State Prisons are primarily in areas at great distances from the reservations.