



Maricopa County

County Manager's Office

www.maricopa.gov

301 W. Jefferson Street
10th Floor
Phoenix, AZ 85003
Phone: (602) 506-1950

MEMORANDUM

TO: Elected Officials
Judicial Branch
Department Directors

FROM: David R. Smith, County Manager
George Garcia, Diversity Manager

DATE: June 1, 2009

SUBJECT: Departmental Annual Diversity Reports

As you are aware, one of the county's seven Strategic Priorities is to maintain a quality workforce. Our diversity office specifically addresses Strategic Priority #6.2:

“By July 2009, ensure that the ethnicity base of County employees is keeping pace with the changing demographics of our growing and diverse community.”

To aid in the continual accomplishment of this goal, the Diversity Office has created a Diversity Activity Checklist that should be completed for your annual diversity report for the period ending June 30, 2009 and Semi-annual report ending December 31, 2009. This checklist has 19 items focusing on your Diversity Action Plan and Initiatives, some of the questions have been revised. We do not expect that every department will have all of these items completed and noted on their questionnaire.

This checklist should support your department's Diversity Action Plan. If you have not already submitted a plan, please submit your Diversity Action plan along with the attached checklist; both are due by, June 30, 2009 to George Garcia, Diversity Office, 301 W. Jefferson, 3rd Floor, Room 129, Phoenix, AZ 85003.

If you have any questions about this checklist or the implementation of your departmental Diversity Action Plan, please contact George Garcia at 602-506-1962.

Thank you in advance for your continued support of our Diversity program – it makes a difference.

DRS:GG/ag

Diversity Annual Report

Diversity Activity Checklist Annual period ending June 30, 2009

Department: _____

Contact for Diversity Action Plan: _____

Date: _____

The following activities are examples of concrete ways to enhance diversity in your department.
Please check off activities that you currently employ:

1. Encourage all employees to attend Diversity 1. F.A.I.R. & Diversity 2. M.E.E.T. training.....
2. Offer other Diversity awareness training.....
3. Host diversity celebrations
4. Encourage attendance at annual County Diversity Celebration
5. Encourage participating in Workforce Mgmt. & Dev., Leadership, or Supervision 101 Programs
6. Circulate relevant articles to management/supervisors
7. Utilize diverse interview panels for job applicants
8. Appoint a diversity coordinator.....
Please provide name/contact information (_____)
9. Include diversity agenda items at management team meetings
10. Distribute/display diversity posters/materials
11. Include a diversity column in your department newsletter
12. Include a diversity component in your new employee orientation
13. Advertise job openings in non-traditional media sources
14. Send a representative to non-traditional job fairs
15. Establish student internship programs.....
16. Offer career mentoring program to all interested employees
17. Send a representative to the County's Diversity Coordinators meetings
18. Coordinate a Diversity Council within your own department
Please provide diversity council chairman name/contact information (_____)
19. Do you have a Diversity Action Plan on file with the Diversity office

Please contact the Diversity Office if you would like assistance implementing any of these strategies—
we are here to support you!