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**DOUGLAS A. DUCEY**  
GOVERNOR

**ALBERTO C. GUTIER**  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

January 11, 2016

The Honorable Douglas A. Ducey  
Governor of Arizona  
Attn: Governor's Office of Equal Opportunity  
1700 West Washington, Suite 156  
Phoenix, Arizona 85007

Dear Governor Ducey:

The Governor's Office of Highway Safety (GOHS) herby submits its Equal Employment Opportunity Report for the year 2015 and the Policy Statement for the year 2016.

The report reflects our continuing commitment to ensure all individuals have equal access to employment opportunities with GOHS and that all employees enjoy a working environment free from discrimination, harassment and intimidation. GOHS continues its commitment to being an equal opportunity employer.

The Governor's Office of Highway Safety is fully committed to meet the objectives outlined in our Equal Employment Opportunity Plan.

If you have any questions regarding this report, please contact me at (602) 255-3216 office or (602) 908-8900 cell.

Sincerely,

Alberto Gutier  
Director, Governor's Office of Highway Safety

Enclosure: GOHS Equal Opportunity Report

cc: File



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DIRECTOR  
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## **NON-DISCRIMINATION POLICY**

In recognition of its legal and moral obligations, the Governor's Office of Highway Safety hereby commits itself to a policy of non-discrimination as follows:

1. The Governor's Office of Highway Safety shall not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions and special duty details.
2. All Governor's Office of Highway Safety management personnel shall actively support recruitment and career development programs to ensure equitable representation of minorities, females, seniors, LGBT and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories and pay grades.
3. The Governor's Office of Highway Safety shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination. The Governor's Office of Highway Safety prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
4. The Department will post the Non-Discrimination Policy throughout departmental facilities.
5. All written bid announcements, request for proposals, employment announcements, requests for applications, program brochures, literature and general solicitations shall include the phrase:

**"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"**

The Governor's Office of Highway Safety is committed to ensuring that all its employees can work in an environment free from harassment, discrimination and retaliation.

As Director of the Governor's Office of Highway Safety I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the 2016 Equal Opportunity Plan throughout all levels of the Department, Mari Hembeck shall serve as the Equal Opportunity Administrator for the Governor's Office of Highway Safety, and may be contacted at 602 255-3216 or [mhembeck@azgohs.gov](mailto:mhembeck@azgohs.gov).

This policy is accessible to employees at [www.azgohs.gov](http://www.azgohs.gov) and the bulletin board in the employee break room.



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Alberto Gutier, Director  
Governor's Office of Highway Safety

1-11-16

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Date

Any employee who has any questions or concerns about this policy should talk with the GOHS Human Resources Manager at 602 255-3216 or the Governor's Office of Equal Opportunity, <http://eo.azgovernor.gov>, 602-542-3711.

## SOA EEO-4 Report

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XP391 Date: 01/11/16  
Time: 11:36

JOB SUBMISSION PARAMETERS

User Name: mmd63465  
Job Name : GHAEEO-4  
Step Nbr : 1

Company: 1 STATE OF ARIZONA  
Agency : GH GOVERNOR'S OFFICE OF HIGHWAY S

Main

Period Ending: 123115  
Control Number: 11111111

Functional Groups:

Ethnicity

White: WHIT  
Black or African American: BLCK  
Hispanic: HISP  
Asian or Pacific Islander: ASA  
American Indian or Alaska Native: AIND

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# SOA EEO-4 Report

REV. EEO-4 1995

STATE OF ARIZONA  
STATE AND LOCAL GOVERNMENT INFORMATION  
2015 EEO-4 REPORT

PAGE 4

STATE OF ARIZONA  
GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
DEPARTMENT OF ADMINISTRATION  
PHOENIX AZ 85007

CONTROL NUMBER 11111111

FUNCTIONS: 00 01 00 00 00 00 00 00 00 00 00 00 00 00 00 00

Column Descriptions: A = Total, B and G = White, C and H = Black/African American  
D and I = Hispanic, E and J = Asian/Pacific Islander, F and K = American Indian/Alaska Native

## 2. OTHER THAN FULL-TIME EMPLOYEES

JOB CATEGORY	SALARIES	TOTAL	***** MALE *****			***** FEMALE *****						
		A	B	C	D	E	F	G	H	I	J	K
OFFICIAL/ADM 66		0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS 67		0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS 68		0	0	0	0	0	0	0	0	0	0	0
PROTECT/SRVCS 69		0	0	0	0	0	0	0	0	0	0	0
PARA-PROF 70		0	0	0	0	0	0	0	0	0	0	0
ADMIN SUPPORT 71		0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT 72		0	0	0	0	0	0	0	0	0	0	0
SERV/MAINT 73		0	0	0	0	0	0	0	0	0	0	0
Grand Totals												
By Category 74		0	0	0	0	0	0	0	0	0	0	0
By Male		0										
By Female		0										

## 3. NEW HIRES DURING FISCAL YEAR - PERMANENT FULL TIME ONLY

OFFICIAL/ADM 75	1	1	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS 76	2	1	0	0	0	0	1	0	0	0	0	0
TECHNICIANS 77	0	0	0	0	0	0	0	0	0	0	0	0
PROTECT/SRVCS 78	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROF 79	1	0	0	0	0	0	1	0	0	0	0	0
ADMIN SUPPORT 80	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT 81	0	0	0	0	0	0	0	0	0	0	0	0
SERV/MAINT 82	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL												
NEW HIRES 83	4	2	0	0	0	0	2	0	0	0	0	0

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U. S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS REPORT:

TITLE:

ADDRESS:

TELEPHONE NUMBER (INCLUDE AREA CODE):

DATE: \_\_\_\_\_ TYPED TITLE OF CERTIFYING OFFICIAL:

SIGNATURE OF CERTIFYING OFFICIAL: \_\_\_\_\_

## SOA EEO-4 Report

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XP391 EEO-4 Exception Report - 1 Employees Not Included

Date 01/11/16  
Time 11:37

Company 1 STATE OF ARIZONA

Employee Name	Reason for exclusion
154612 WORLEY, JOSHUA E.	UNSP ethnicity not in include list

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## SOA EEO-4 Report

AGENCY HIRING SUMMARY  
GH - GOVERNOR'S OFFICE OF HIGHWAY S

PAGE 1

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Number of employees hired during 12/31/2014 - 12/31/2015	4
White	4
Asian/Pacific Islander	0
African American/Black	0
Hispanic	0
American Indian/Alaskan Native	0
Unspecified	0
Female	2
Male	2
Individuals with Disability	0
Age 40 and above	2
Veteran	0
Veterans with Disability	0
Covered Employee (Merit system)	0
Uncovered Employee (FTE)	4

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# SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
 Workforce Analysis  
 Review of Calendar Year 2015  
 Utilization of Asian Americans and Pacific Islanders

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	.3%	1	BELOW	1
PROFESSIONALS	6	0	0	0	0.0%	5.8%	1	BELOW	1
TECHNICIANS	0	0	0	0	0.0%	5.3%	0	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	1.3%	0	PARITY	0
PARA-PROF	1	0	0	0	0.0%	1.2%	1	BELOW	1
ADMIN SUPPORT	0	0	0	0	0.0%	2.5%	0	PARITY	0
SKILLED CRAFT	0	0	0	0	0.0%	1.5%	0	PARITY	0
SERV/MAINT	0	0	0	0	0.0%	2.8%	0	PARITY	0
Tot Agency Emp	11	0	0	0					

# SOA EEO-4 Report

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GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
Workforce Analysis  
Review of Calendar Year 2015  
Utilization of African Americans

PAGE 2

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	3.0%	1	BELOW	1
PROFESSIONALS	6	0	0	0	0.0%	3.8%	1	BELOW	1
TECHNICIANS	0	0	0	0	0.0%	3.4%	0	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	4.8%	0	PARITY	0
PARA-PROF	1	0	0	0	0.0%	2.2%	1	BELOW	1
ADMIN SUPPORT	0	0	0	0	0.0%	3.7%	0	PARITY	0
SKILLED CRAFT	0	0	0	0	0.0%	2.1%	0	PARITY	0
SERV/MAINT	0	0	0	0	0.0%	3.6%	0	PARITY	0
Tot Agency Emp	11	0	0	0					

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# SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
 Workforce Analysis  
 Review of Calendar Year 2015  
 Utilization of Hispanics

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	2	2	50.0%	14.1%	1	PARITY	0
PROFESSIONALS	6	1	1	2	33.3%	11.6%	1	PARITY	0
TECHNICIANS	0	0	0	0	0.0%	16.5%	0	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	22.6%	0	PARITY	0
PARA-PROF	1	0	0	0	0.0%	14.7%	1	BELOW	1
ADMIN SUPPORT	0	0	0	0	0.0%	23.0%	0	PARITY	0
SKILLED CRAFT	0	0	0	0	0.0%	39.3%	0	PARITY	0
SERV/MAINT	0	0	0	0	0.0%	42.3%	0	PARITY	0
Tot Agency Emp	11	1	3	4					

# SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
Workforce Analysis  
Review of Calendar Year 2015  
Utilization of Native Americans

PAGE 4

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	1.6%	1	BELOW	1
PROFESSIONALS	6	0	0	0	0.0%	2.1%	1	BELOW	1
TECHNICIANS	0	0	0	0	0.0%	2.7%	0	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	4.4%	0	PARITY	0
PARA-PROF	1	0	0	0	0.0%	8.3%	1	BELOW	1
ADMIN SUPPORT	0	0	0	0	0.0%	2.6%	0	PARITY	0
SKILLED CRAFT	0	0	0	0	0.0%	3.3%	0	PARITY	0
SERV/MAINT	0	0	0	0	0.0%	4.0%	0	PARITY	0
Tot Agency Emp	11	0	0	0					

# SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
Workforce Analysis  
Review of Calendar Year 2015  
Utilization of Non Minority

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	1	1	2	50.0%	0.0%	*		*
PROFESSIONALS	6	1	3	4	66.7%	0.0%	*		*
TECHNICIANS	0	0	0	0	0.0%	0.0%	*		*
PROTECT/SRVCS	0	0	0	0	0.0%	0.0%	*		*
PARA-PROF	1	0	1	1	100.0%	0.0%	*		*
ADMIN SUPPORT	0	0	0	0	0.0%	0.0%	*		*
SKILLED CRAFT	0	0	0	0	0.0%	0.0%	*		*
SERV/MAINT	0	0	0	0	0.0%	0.0%	*		*
Tot Agency Emp	11	2	5	7					
* NOT APPLICABLE									

SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
 Workforce Analysis  
 Review of Calendar Year 2015  
 Utilization of Males

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLP%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	1	0	1	25.0%	0.0%	*		*
PROFESSIONALS	6	2	0	2	33.3%	0.0%	*		*
TECHNICIANS	0	0	0	0	0.0%	0.0%	*		*
PROTECT/SRVCS	0	0	0	0	0.0%	0.0%	*		*
PARA-PROF	1	0	0	0	0.0%	0.0%	*		*
ADMIN SUPPORT	0	0	0	0	0.0%	0.0%	*		*
SKILLED CRAFT	0	0	0	0	0.0%	0.0%	*		*
SERV/MAINT	0	0	0	0	0.0%	0.0%	*		*
Tot Agency Emp	11	3	0	3					
* NOT APPLICABLE									

# SOA EEO-4 Report

GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
 Workforce Analysis  
 Review of Calendar Year 2015  
 Utilization of Females

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLP%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	3	3	75.0%	41.0%	2	PARITY	0
PROFESSIONALS	6	0	4	4	66.7%	53.4%	3	PARITY	0
TECHNICIANS	0	0	0	0	0.0%	52.0%	0	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	19.5%	0	PARITY	0
PARA-PROF	1	0	1	1	100.0%	49.8%	1	PARITY	0
ADMIN SUPPORT	0	0	0	0	0.0%	62.5%	0	PARITY	0
SKILLED CRAFT	0	0	0	0	0.0%	5.0%	0	PARITY	0
SERV/MAINT	0	0	0	0	0.0%	42.4%	0	PARITY	0
Tot Agency Emp	11	0	8	8					

## EMPLOYEE EEO-RELATED CHARGES

Internal Complaints	Total by Type		External Complaints	Total by Type		Grand Total by Type
Race			Race			
Sex			Sex			
National Origin			National Origin			
Religion			Religion			
Color			Color			
Age			Age			
Disability			Disability			
Retaliation			Retaliation			
Equal Pay			Equal Pay			
GINA			GINA			
Other			Other			

Total Number of Internal Complaints Received in 2015

Total Number of External Complaints Received in 2015