

MINORITY GROUP EMPLOYMENT

in

ARIZONA STATE AGENCIES

1966

ARIZONA CIVIL RIGHTS COMMISSION

1623 West Washington Street

Phoenix, Arizona 85007

The Arizona Civil Rights Commission is required by law to "make periodic surveys of the existence and effect of discrimination because of race, color, religion, sex, national origin or ancestry in the enjoyment of civil rights by any person within the state". Pursuant to this legislative mandate, the Commission conducted a survey of the employment practices of the governmental agencies of the State of Arizona to determine the minority group status, sex and occupation of their employees.

A questionnaire relating to these three factors was mailed to all known state agencies beginning in May, 1966. For purposes of the survey, Negroes, Mexican-Americans, American Indians and Orientals were treated as minority groups. All other employees were considered to be members of a majority group. The agencies were asked to provide information for all their employees for all offices within the state, whether hourly or salaried, and whether permanent, temporary or part-time, including board members.

The results of this survey are based on returns from 105 agencies. Questionnaires completed by agencies which did not have any paid employees were disregarded. Only one agency having paid employees is known not to have completed and returned the form.

The instructions relating to the completion of the questionnaire requested that the agency show the status of its employees for a payroll period in March or April, 1966. Many agencies did not reply by May 20, 1966, as requested, and when they did respond, they included information for the payroll period coinciding with the date of their return. As a result the statistics contained in this report do not relate to a particular point in time but primarily to the period of May to July, 1966.

Imbalance

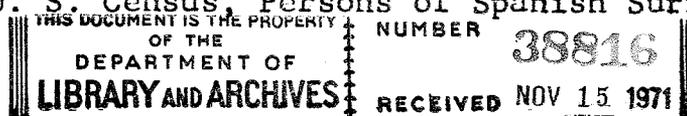
The results of the study indicate that there is a serious imbalance with respect to the percentage of minority group members employed by governmental agencies of the state in comparison with the percentage of minority group population in the state.

The 1960 U. S. Census indicated that one out of four, or 25% of the state's population, is a member of a minority group.

Table 1 STATE POPULATION

<u>Group</u>	<u>Number</u>	<u>Percent</u>
Non-Minority	975,161	75.0
Negro	43,403	3.3
Mexican-American	194,356*	14.9
American Indian	83,387	6.4
Oriental	5,854	0.4
Total	1,302,161	100.0

*1960 U. S. Census, Persons of Spanish Surname.



State agencies employ 10.8% minority group members as contrasted with the state minority group population of 25.0%. The greatest disproportion between population and employment exists in relation to the Mexican-American and the American Indian.

Table 2

MINORITY GROUP STATUS OF EMPLOYEES

<u>Group</u>	<u>Total Employees</u>	<u>Percent</u>
Non-Minority	19,008	89.1
Negro	583	2.7
Mexican-American	1,462	6.8
American Indian	177	0.8
Oriental	155	0.5
Total	21,345	99.9*

*Less than 100.00% due to rounding.

Occupational Level

All occupations were classified into nine general categories, ranking in order from those positions generally demanding the most training and responsibility to those generally requiring the least skills. The occupations were defined in the instructions accompanying the questionnaire and appear in Appendix A. The occupational distribution discloses that minority group members, with the exception of Orientals, predominantly hold positions in the lowest job classifications (see Table 3).

Table 3

OCCUPATIONAL DISTRIBUTION

Occupation	Total	Pct	Non-Minority	Pct	Negro	Pct	Mex. Amer.	Pct	Amer. Ind.	Pct	Oriental	Pct
Officials & Managers	1477	6.9	1419	7.5	12	2.1	30	2.1	14	7.9	2	1.7
Professionals	6176	28.9	5910	31.1	44	7.5	136	9.3	18	10.2	58	59.1
Technicians	3155	14.8	2805	14.8	59	10.1	259	17.7	18	10.2	14	12.2
Sales Workers	49	0.2	45	0.2	0	—	3	0.2	0	—	1	0.9
Office & Clerical	4991	23.4	4589	24.1	64	11.0	299	20.5	21	11.9	18	15.7
Craftsmen (Skilled)	817	3.8	715	3.8	8	1.4	80	5.5	13	7.3	1	0.9
Operatives (Semiskilled)	1545	7.2	1304	6.9	20	3.4	189	12.9	29	16.4	3	2.6
Laborers (Unskilled)	706	3.3	446	2.3	57	9.8	183	12.5	19	10.7	1	0.9
Service Workers	2429	11.4	1775	9.3	319	54.7	283	19.4	45	25.4	7	6.1
Total	21345	100.0	19008	100.0	583	100.0	1462	100.0	177	100.0	115	100.0

(3)

The occupational categories have been combined in two general groups designated as Occupational Group 1 (OG-1) and Occupational Group 2 (OG-2) in order to make the occupational distribution more cognizable.

Occupational Group 1 includes officials and managers; professionals; technicians; sales workers; office and clerical; and craftsmen (skilled). Occupational Group 2 includes operatives (semiskilled); laborers (unskilled); and service workers. This division was chosen inasmuch as the first six categories represent for the most part jobs requiring formal education or specialized training, while the last three categories require for the most a minimum of formal education or training. It is recognized that not all positions in each grouping can be distinguished in this manner.

While 10.8% of all state agency employees are members of a minority group (Table 2), only 7% of all state employees in the higher occupational grouping are minority group members, but 24.7% in the lower grouping are. The minority employees in OG-1 and OG-2 for each reporting agency are shown in Appendix B.

Table 4
 OCCUPATIONAL DISTRIBUTION
 (as percentage of occupational group employees)

	<u>OG-1</u>	<u>Percent</u>	<u>OG-2</u>	<u>Percent</u>
Non-Minority	15,483	93.0	3,525	75.3
Negro	187	1.1	396	8.5
Mexican-American	807	4.8	655	14.0
American Indian	84	0.5	93	2.0
Oriental	104	0.6	11	0.2
Total	16,665	100.0	4,680	100.0

The disproportionate representation of minority personnel in lower classification positions is more apparent when the distribution of minority personnel is viewed from the perspective of the percentage of a particular minority group's representation in each of the two occupational groupings. Only the Oriental, which has 90.4% of its members in OG-1, compares favorably with non-minority representation in this group. Of the total number of Negroes, 67.9% are employed in OG-2, while only 22.8% of the non-minority members are in the same group. Mexican-Americans and Indians also fare poorly by comparison with non-minority employees. (See Table 5.)

Table 5

OCCUPATIONAL DISTRIBUTION
(as percentage of minority group employees)

Occupational Group	Non-Minority	Pct	Negro	Pct	Mex.-Amer.	Pct	Amer. Ind.	Pct	Oriental	Pct
OG-1	15483	81.5	187	32.1	807	55.2	84	47.5	104	90.4
OG-2	3525	18.5	396	67.9	655	44.8	93	52.5	11	9.6
Total	19008	100.0	583	100.0	1462	100.0	177	100.0	115	100.0

Concentration

Forty-one, or 39%, of the 105 reporting agencies have no minority group employees. Employment of minority group personnel is concentrated in ten (or 9.5%) of the state agencies, which employ 1,958, or 83.7% of the total number of minority personnel.

Table 6

CONCENTRATION OF MINORITY GROUP EMPLOYEES

<u>Number of Agencies</u>	<u>Pct</u>	<u>Negro</u>	<u>Pct</u>	<u>Mex. Amer</u>	<u>Pct</u>	<u>Amer Ind.</u>	<u>Pct</u>	<u>Oriental</u>	<u>Pct</u>
41	39.0	None	0.0	None	0.0	None	0.0	None	0.0
54	51.5	100	17.2	246	16.8	25	14.0	8	7.0
10	9.5	483	82.8	1216	83.2	152	86.0	107	93.0
105	100.0	583	100.0	1462	100.0	177	100.0	115	100.0

All reporting agencies have employees who are members of the majority group.

Table 7

AGENCIES EMPLOYING MINORITY GROUP EMPLOYEES

	<u>Pct</u>
Number Employing Non-Minorities	105 100.0
Number Employing Minorities	64 61.0
Number Employing Mexican-Americans	56 53.3
Number Employing Negroes	38 36.2
Number Employing American Indians	23 21.9
Number Employing Orientals	13 12.4

Sex

The state's population by sex is nearly equal, 50.3% of the populace being male and 49.7% being female. There is a significant difference between the percentage of females in the overall population and the percentage working for state agencies. However, the percentage of females in the labor market approximates the percentage of women employed by the state agencies.

Table 8

SEX OF EMPLOYEES

<u>Sex</u>	<u>Total Employees</u>	<u>Percent</u>
Male	13,642	63.9
Female	7,703	36.1
Total	21,345	100.0

Women hold more positions of importance, on a percentage basis, than do male employees. While 75.1 percent of the male employees are in OG-1, 83.3 percent of the women are in this grouping.

Table 9

OCCUPATIONAL DISTRIBUTION BY SEX

<u>Occupational Group</u>	<u>Male</u>	<u>Percent</u>	<u>Female</u>	<u>Percent</u>
OG-1	10,248	75.1	6,417	83.3
OG-2	3,394	24.9	1,286	16.7
Total	13,642	100.0	7,703	100.0

Merit System Agencies

Merit system agencies are those agencies which are required by law to select their employees on the basis of competitive examination. The reporting agencies in this class are the State Employment Service and the Unemployment Compensation Division of the Employment Security Commission; the Department of Civil Defense; the Department of Public Welfare; the Highway Patrol; and the Department of Health, including the Tuberculosis Sanatorium.

These agencies employ a total of 2,517 employees, or 11.8% of all state employees, and thus provide a representative sample for comparing the experience of minority group personnel engaged in open competition for jobs as opposed to their experience with agencies hiring on a non-competitive basis. Merit system agencies employ the same percentage of minority personnel (10.8%, Table 2) as do the state agencies taken as a whole, though the percentage for each minority group varies slightly.

Table 10

MINORITY GROUP STATUS OF MERIT SYSTEM AGENCY EMPLOYEES

<u>Group</u>	<u>Total Employees</u>	<u>Percent</u>
Non-Minority	2,244	89.2
Negro	74	2.9
Mexican-American	156	6.2
American Indian	34	1.3
Oriental	9	0.4
Total	2,517	100.0

However, merit system agencies utilize minority personnel in the higher job categories to a greater extent than do non-merit system agencies. Minority personnel comprise 9.4% of the employees in OG-1 for merit system agencies as opposed to 7.0% in this grouping for state agencies taken as a whole (Table 4).

Table 11

OCCUPATIONAL DISTRIBUTION, MERIT SYSTEM (as percentage of occupational group employees)

	<u>OG-1</u>	<u>%</u>	<u>OG-2</u>	<u>%</u>
Non-Minority	1,888	90.6	356	82.2
Negro	41	2.0	33	7.6
Mexican-American	116	5.6	40	9.3
American Indian	31	1.5	3	0.7
Oriental	8	0.3	1	0.2
Total	2,084	100.0	433	100.0

Most minority group personnel fill positions in OG-1 and generally compare favorably to the percentage of non-minority personnel in this classification. The single exception is the Negro, who has by far the lowest percentage of employees in OG-1 and the highest percentage in OG-2. Yet in comparison with the Negro's situation in state agencies taken as a whole, his status as well as that of other minority personnel is far better in merit system agencies (see Table 12).

Conclusion

The pattern of minority group employment in state governmental agencies is one of unemployment and under-employment. Minorities are under-represented in state jobs in comparison with their numbers in the general population, and when they are employed it is generally in the most menial positions.

While equal employment opportunity is now required by law, equality in fact will not become a reality unless employers take positive steps to provide job opportunities for minority group workers. Government has a special obligation as an employer to set an example for employers in the private sector of the economy to follow. A concerted effort by the state agencies to recruit, employ and promote minority group personnel is required in order to make appreciable gains in improving the present pattern.

Table 12

OCCUPATIONAL DISTRIBUTION, MERIT SYSTEM
 (as percentage of minority group employees)

Occupational Group	Non-Minority	Pct	Negro	Pct	Mex.-Amer.	Pct	Amer. Ind.	Pct	Oriental	Pct
OG-1	1888	84.4	41	55.4	116	74.4	31	91.2	8	88.9
OG-2	356	15.6	33	44.6	40	25.6	3	8.8	1	11.1
Total	2244	100.0	74	100.00	156	100.0	34	100.0	9	100.0

(10)

APPENDIX A

DEFINITIONS OF OCCUPATIONS

Officials and managers. - Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professional. - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians. - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: draftsmen, engineering aides, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

Sales. - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, and kindred workers.

Office and clerical. - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (skilled). - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositor and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives (semiskilled). - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill

level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, bricklayers, carpenters, electricians, machinists, mechanics, plumbers, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, deliverymen and routemen, dressmakers and seamstresses (except factory), dyers, furnacemen, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motormen, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firemen, truck and tractor drivers, weavers (textile), welders, and flame-cutters, and kindred workers.

Laborers (unskilled). - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers. - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

APPENDIX B

OCCUPATIONAL GROUP OF EMPLOYEES IN EACH STATE AGENCY

The employees in Occupational Group 1 and Occupational Group 2 for each state agency are listed below. If a single set of figures is found to the right of any given agency it indicates that particular agency only has employees in OG-1. If two sets of figures are found to the right of the listed agency, the upper figure represents those employed in OG-1 and the lower figure represents those employed in OG-2.

For example:

Auditor	67	61	1	5	(OG-1 only)
Dairy Commission	3	3			(OG-1)
	1	1			(OG-2)

AGENCY	Total	Non-Minority	Negro	Mex-Amer.	Indian	Oriental
1. Accounting, Board of	10	10				
2. Aeronautics, Department of	3	3				
3. Agriculture and Horticulture Commission	98 19	94 18		2	1	2
3a. Appraisal and Assessment Standards, Division of	Not reporting x x x x x x x x x x x					
4. Apprenticeship Council	3	2		1		
5. Arizona State University	2749 515	2630 417	32 41	54 49	8 3	25 5
6. Athletic Commission	4	1	1	2		
7. Atomic Energy Commission	2	1		1		
8. Attorney General	37	34		3		
9. Auditor	67	61	1	5		
10. Banking Department	16	16				
11. Barber Examiners Board	4	3			1	
12. Basic Sciences, Board of Examiners in	6	6				
13. Chemist, State Office of the	12 1	12 1				

AGENCY	<u>Total</u>	<u>Non-Minority</u>	<u>Negro</u>	<u>Mex-Amer.</u>	<u>Ind-ian</u>	<u>Orien-tal</u>
14. Children's Colony	77 304	76 249	1 31	11	13	
15. Civil Air Patrol	2	2				
16. Civil Defense Agency	12	12				
17. Civil Rights Commission	11	7	3	1		
18. Contractors, Registrar of	24 2	22 1	1 1	1		
19. Corporation Commission	104	87	4	13		
20. Cosmetology, Board of	7 7	7 6	1			
21. Court of Appeals, Division One	9	8	1			
22. Court of Appeals, Division Two	12	11		1		
23. Crippled Children's Hospital	69 56	67 38	1 10	1 7	1	
24. Dairy Commission	3 1	3 1				
25. Deaf and Blind, School for	76 70	74 58	1 1	1 11		
26. Dental Board	1	1				
27. Development Board	9	9				
28. Dispensing Opticians, Board of	6	6				
29. Egg Inspector	7	6			1	
30. Employment Service	600	498	24	55	18	5
31. Estate Tax Department	8	8				
32. Examiners	25	21		3		1
33. Fair Commission	31 29	30 19	8	1 2		
34. Fruit and Vegetable Standardization	8 14	8 14				
35. Funeral Directors & Embalmers, Board of	4	4				

AGENCY	<u>Total</u>	<u>Non-Minority</u>	<u>Negro</u>	<u>Mex-Amer.</u>	<u>Ind-ian</u>	<u>Orien-tal</u>
36. Game and Fish Department	207 1	204		2 1	1	
37. Governor	18	15		3		
38. Health Department	250 8	235 5	3	8 3	3	1
39. Highway Department	2935 1054	2630 860	11 37	271 128	13 29	10
40. Highway Patrol	222 263	208 249	3	14 11		
41. House of Representatives	9	9				
42. Indian Affairs, Commission of	9	4			5	
43. Industrial Commission	415 29	388 27	3 1	24 1		
44. Industrial School	75 53	61 33	3 5	10 14	1 1	
45. Institutions for Juveniles, Board of Directors	7	5		2		
46. Insurance Department	40	38	1	1		
47. Interstate Stream Commission	12	12				
48. Junior College Board	5	5				
49. Labor Department	6	5		1		
50. Land Department	48	46		2		
51. Legislative Council	8	8				
52. Library and Archives	19 1	19	1			
53. Library Extension Service	34 1	33	1	1		
54. Liquor Licenses and Control	86 10	71 8	3	12 2		
55. Livestock Sanitary Board	18 105	18 95		7	3	
56. Medical Examiners Board	3	2		1		

AGENCY	<u>Total</u>	<u>Non-Minority</u>	<u>Negro</u>	<u>Mex-Amer.</u>	<u>Ind-ian</u>	<u>Orien-tal</u>
57. Merit System Board	13	12				1
58. Mine Inspector	7	7				
59. Mineral Resources Department	9 1	9 1				
60. National Guard	38 13	33 9	1	5 3		
61. Naturopathic Board of Examiners	3	3				
62. Northern Arizona University	584 99	551 31	2	18 43	7 25	6
63. Nursing, Board of	17	17				
64. Office of Economic Opportunity	6	2	1	3		
65. Oil and Gas Conservation Commission	8	8				
66. Optometry, Board of	3	3				
67. Osteopathic Examiners, Board of	2	2				
68. Pardons and Paroles, Board of	10	7		3		
69. Parks Board	29	24	1	3	1	
70. Pest Control Applicators, Board of	3	3				
71. Pharmacy, Board of	12	12				
72. Physical Therapy Examiners, Board of	3	3				
73. Pioneers' Historical Society	12 1	12	1			
74. Pioneers' Home	17 60	17 54		5	1	
75. Planning and Building Commission	3	3				
76. Podiatry Examiners, Board of	2	2				
77. Post Auditor	21	21				
78. Power Authority	11 2	11 1		1		

AGENCY	<u>Total</u>	<u>Non-Minority</u>	<u>Negro</u>	<u>Mex-Amer.</u>	<u>Indian</u>	<u>Oriental</u>
79. Prescott Historical Society	2 4	2 4				
80. Prison	66 236	56 195	2	10 36	3	
81. Psychologists Examiners, Board of	1	1				
82. Public Buildings Maintenance	14 71	13 46	19	1 6		
83. Public Instruction, Department of	285	270	5	10		
84. Public Welfare, Department of	614 66	567 43	9 8	32 13	6 1	1
85. Racing Commission	13 3	13 3				
86. Real Estate Department	17	16		1		
87. Retirement System	26	25		1		
88. School Board Association	2	2				
89. Secretary of State	11	9		1	1	
90. Senate	38 24	35 21		3 3		
91. Sheep Sanitary Commission	3	3				
92. State Hospital	541 189	475 123	40 38	22 22	4 5	1
93. Supreme Court	24	24				
94. Surplus Property Agency	5 6	5 4	1	1		
95. Tax Commission	259	247	2	9		1
96. Technical Registration Board	3	3				
97. Treasurer	9	5	1	3		
98. Tuberculosis Sanitorium	74 88	68 60	3 14	2 12	1 2	

AGENCY	<u>Total</u>	<u>Non-Minority</u>	<u>Negro</u>	<u>Mex-Amer.</u>	<u>Ind-ian</u>	<u>Orien-tal</u>
99. Unemployment Compensation Division	312 8	299	2 8	6	3	2
100. University of Arizona	4941 1286	4673 857	29 161	179 259	10 5	50 4
101. Veterans' Institutional and On-The-Job Training	2	2				
102. Veterans' Service Commission	14	13		1		
103. Veterinary Examiners, Board of	4	4				
104. Weights and Measures, Department of	6 1	6 1		1		
105. Western Interstate Commission for Higher Education	2	2				