

**2024 ANNUAL  
WORKFORCE STATISTICS REPORT**

***Finance***

***Chad Rinde, Director***

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## DIVERSITY POLICIES AND EFFORTS QUESTIONNAIRE

**IF ANY QUESTION HAS A “NON-APPLICABLE” ANSWER, PLEASE EXPLAIN WHY.**

**(1) Please provide a brief description of the services and functions provided by your department.**

- **Administrative Services** division provides centralized support in the areas of personnel, budget, contracts, purchasing, facilities, and operational support to all divisions within the Department of Finance.
- **Auditor-Controller** division maintains the County's financial system and provides services including Payroll, Payment Services, Internal Audits, Financial Accounting Reporting and Control, and Tax Accounting to County departments and special districts.
- **Consolidated Utilities and Billing Services** performs billing and collection services for customer accounts that receive any combination of services (refuse, water, sewer, and/or storm water drainage).
- **Investments** division manages the Sacramento County Pooled Investment Fund and separate accounts; invests and manages proceeds of municipal debt for our customers; and provides compliance and performance reporting for the Sacramento County Pooled Investment Fund for review by the Board of Supervisors, the County Executive, and the Treasury Oversight Committee.
- **Revenue Recovery** division collects revenue for the County and other government entities, certain Court ordered fines and fees, restitution payments owed to victims of crime, aid over payments, and any other obligation referred for collection.
- **Tax Collection and Business Licensing** division collects taxes on real property and personal property as required by the State of California; and licenses businesses operating in the unincorporated area of Sacramento County.
- **Treasury** divisions are responsible for the receipt, custody, depository, investment accounting, and recording of funds for the County, school districts, joint power authorities and special districts whose funds are held and invested by the County Treasurer.

**(2) Please describe your department’s selection and hiring procedures and how they help ensure a workforce representative of Sacramento County. (Include, if applicable, hiring interview procedures & policies; internships; education & training opportunities; training & develop assignments, etc.)**

*Hiring interview procedures and policies: The department adheres to County policies, procedures, and Civil Service Rules to select the best-qualified candidate. The determination of qualifications is based upon competitive examination for the position.*

*To maximize our internal and external community presence, we continue to expand our Internet and Intranet web presence, and participate in job fairs to target job classifications that are specific to our department.*

*Education, training, and staff development: The department provides opportunities for staff to train, cross-train, and develop their skills, which encourages optimum performance, increases staff effectiveness, and as a result, staff are able to promote.*

*Internships: The department utilizes student interns to complement its ability to develop and hire a diverse and qualified workforce that is reflective of Sacramento County. A majority of our student interns are from California State University Sacramento and Los Rios Community College District. The department coordinates recruitment efforts with California State University Sacramento, University of California Davis and Los Rios Community College District.*

**(3) Please describe what recruiting and/or informational events your department has participated in and how they help to ensure a workforce representative of Sacramento County. (Include, if applicable, high school or college job fairs, high school or college programs, church events, or community events.**

*Exams are advertised on the various Professional Association websites, social media websites for Professionals, such as, LinkedIn.com, County website, and governmentjobs.com. These methods provide global exposure to our recruitment efforts. Additionally, we participate in job fairs, such as, at colleges and County, to reach out to our external candidate pool. We also send email messages to existing County employees to keep our internal candidates informed of the open exams.*

**(4) Please describe all websites your department advertises its job vacancies to help ensure a workforce representative of Sacramento County.**

*We advertise with the following organizations to provide maximum exposure to our exam announcements:*

- *Governmentjobs.com*
- *Governmental Finance Officers Association (GFOA)*
- *State Association of County Auditors (SACA)*
- *California Association of Tax Collectors*
- *CALCPA*
- *California State Associations of Counties (CSAC)*
- *CA State University, Sacramento*
- *University of CA, Davis*
- *LinkedIn.com*
- *Other CA County websites*

- (5) Please describe your department's promotion and career advancement procedures designed to enable all employees to have an equal and fair opportunity to compete for and attain County Promotional opportunities. (Include, if applicable, mentoring, career development activities, etc.)**

*All examinations announcements are emailed to departmental staff. When vacancies occur, certification letters are sent to department employees that are reachable on the eligible list, in addition to other certified candidates. Vacancy reports are shared with all Division Chiefs, so they may share the information with their staff.*

- (6) Please describe how the County's Equal Employment Opportunity program objectives are incorporated into your department's strategic and operational priorities.**

*While adhering to Civil Service rules and County policies and procedures, the department engages in a continuous effort to attract and retain qualified staff that reflects the demographics of the community. We advertise through professional organizations to reach out to qualified candidates. Additionally, we maintain informative websites in compliance with the County accessibility standards, to provide additional information regarding the department to both the internal and external candidates.*

- (7) Please describe your department's method to ensure its EEO activities and efforts result in service delivery across all sectors of the community (e.g. systems or processes for communication between County agencies and direct contact with community organizations, etc).**

*The department has addressed service delivery across all sections of the community, both internal and external, through the Internet and Intranet. These sites include current and understandable information about our services in an accessible format. In addition, we provide interpreters, when possible, to the public.*

- (8) For complaints reported in Table 4, if there were any with a finding of *Violation of County Policy*, for each category of complaints (i.e. race, gender, age, etc.) please provide a description of the measures taken to prevent recurrences. Please do not provide specifics regarding the case(s), individual(s) involved, or corrective/disciplinary action taken.**

*There were no complaints with a Violation of County Policy during this reporting period.*

**TABLE 1  
WORKFORCE COMPARATIVE ANALYSIS**

|   | Census Data 2010 | Census Data 2020 | Workforce Composition |        |          |        | Workforce Composition |        |                 |        |
|---|------------------|------------------|-----------------------|--------|----------|--------|-----------------------|--------|-----------------|--------|
|   |                  |                  | County of Sacramento  |        |          |        | Finance               |        |                 |        |
|   |                  |                  | 2018 (1)              |        | 2023 (2) |        | 2019 Report (3)       |        | 2024 Report (4) |        |
| <i>ETHNICITY</i>                        | %                | %                | #                     | %      | #        | %      | #                     | %      | #               | %      |
| <b>2 or More Races</b>                  | 4.4%             | 6.5%             | 268                   | 2.4%   | 504      | 4.2%   | 6                     | 3.4%   | 13              | 6.0%   |
| <b>American Indian/Alaskan Native</b>   | 1.3%             | 0.5%             | 117                   | 1.0%   | 107      | 0.9%   | 0                     | 0.0%   | 0               | 0.0%   |
| <b>Asian</b>                            | 13.6%            | 17.4%            | 1,710                 | 15.2%  | 2,070    | 17.3%  | 37                    | 21.1%  | 51              | 23.6%  |
| <b>Black/African American</b>           | 10.5%            | 9.2%             | 1,368                 | 12.2%  | 1,360    | 11.4%  | 27                    | 15.4%  | 30              | 13.9%  |
| <b>Hispanic/Latino</b>                  | 17.9%            | 23.6%            | 1,836                 | 16.3%  | 2,424    | 20.3%  | 20                    | 11.4%  | 42              | 19.4%  |
| <b>Native Hawaiian/Pacific Islander</b> | 1.0%             | 1.1%             | 113                   | 1.0%   | 167      | 1.4%   | 3                     | 1.7%   | 1               | 0.5%   |
| <b>Other</b>                            |                  | 0.6%             |                       |        |          |        |                       |        |                 |        |
| <b>White/Non-Hispanic</b>               | 51.4%            | 41.0%            | 5,824                 | 51.8%  | 5,300    | 44.4%  | 82                    | 46.9%  | 79              | 36.6%  |
| <b>Total</b>                            | 100.0%           | 100.0%           | 11,236                | 100.0% | 11,932   | 100.0% | 175                   | 100.0% | 216             | 100.0% |
| <b>Minority Representation</b>          | 48.6%            | 59.0%            | 5,412                 | 48.2%  | 6,632    | 55.6%  | 93                    | 53.1%  | 137             | 63.4%  |
| <b>Female Representation</b>            | 50.8%            | 51.1%            | 5,812                 | 51.7%  | 6,142    | 51.5%  | 112                   | 64.0%  | 133             | 61.6%  |

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/16/2023

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/16/2023

**TABLE 2.1**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2022 AND 2024 REPORTS**

| JOB Categories              | REPORT: | Minority Females |        | Minority Males |        | Minority Total |        | Female Total |        | Total Employees |        |
|-----------------------------|---------|------------------|--------|----------------|--------|----------------|--------|--------------|--------|-----------------|--------|
|                             |         | 2022*            | 2024** | 2022*          | 2024** | 2022*          | 2024** | 2022*        | 2024** | 2022*           | 2024** |
| 1. Officials/Administrators | #       | 9                | 8      | 6              | 5      | 15             | 13     | 16           | 15     | 28              | 28     |
|                             | %       | 32.1%            | 28.6%  | 21.4%          | 17.9%  | 53.6%          | 46.4%  | 57.1%        | 53.6%  | 100.0%          | 100.0% |
| 2. Professionals            | #       | 14               | 19     | 12             | 12     | 26             | 31     | 25           | 31     | 43              | 50     |
|                             | %       | 32.6%            | 38.0%  | 27.9%          | 24.0%  | 60.5%          | 62.0%  | 58.1%        | 62.0%  | 100.0%          | 100.0% |
| 3. Technicians              | #       | 10               | 13     | 3              | 4      | 13             | 17     | 12           | 14     | 20              | 21     |
|                             | %       | 50.0%            | 61.9%  | 15.0%          | 19.0%  | 65.0%          | 81.0%  | 60.0%        | 66.7%  | 100.0%          | 100.0% |
| 4. Protective Services      | #       |                  |        |                |        |                |        |              |        |                 |        |
|                             | %       |                  |        |                |        |                |        |              |        |                 |        |
| 5. Para-Professionals       | #       |                  |        |                |        |                |        |              |        |                 |        |
|                             | %       |                  |        |                |        |                |        |              |        |                 |        |
| 6. Office/Clerical Workers  | #       | 55               | 46     | 18             | 30     | 73             | 76     | 81           | 73     | 112             | 117    |
|                             | %       | 49.1%            | 39.3%  | 16.1%          | 25.6%  | 65.2%          | 65.0%  | 72.3%        | 62.4%  | 100.0%          | 100.0% |
| 7. Skilled Craft Workers    | #       |                  |        |                |        |                |        |              |        |                 |        |
|                             | %       |                  |        |                |        |                |        |              |        |                 |        |
| 8. Service Maintenance      | #       |                  |        |                |        |                |        |              |        |                 |        |
|                             | %       |                  |        |                |        |                |        |              |        |                 |        |
| Total                       | #       | 88               | 86     | 39             | 51     | 127            | 137    | 134          | 133    | 203             | 216    |
|                             | %       | 43.3%            | 39.8%  | 19.2%          | 23.6%  | 62.6%          | 63.4%  | 66.0%        | 61.6%  | 100.0%          | 100.0% |

**TABLE 2**

\* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021

\*\* The numbers for the 2024 Report are taken from pay period 26 ending December 16, 2023

**TABLE 2.2**  
**JOB CATEGORIES DETAIL (End of 2023 Data)**

|  | Female |      |     |     |     |      |     | Female Total | Male |      |     |     |     |      |     | Male Total | Grand Total |
|--|--------|------|-----|-----|-----|------|-----|--------------|------|------|-----|-----|-----|------|-----|------------|-------------|
|  | 2+     | AIAN | ASN | BLK | HIS | NHPI | WHT |              | 2+   | AIAN | ASN | BLK | HIS | NHPI | WHT |            |             |
| <b>Finance</b>   | 9      |      | 34  | 19  | 23  | 1    | 47  | 133          | 4    |      | 17  | 11  | 19  |      | 32  | 83         | 216         |
| <b>41 – Officials/Administrators</b>   | 1      |      | 6   |     | 1   |      | 7   | 15           | 1    |      | 3   |     | 1   |      | 8   | 13         | 28          |
| Accounting Mgr, Admin Svcs Officer 3, Asst Auditor-Controller, Asst Director Revenue Recovery, Asst Tax Collector, Asst Treasurer, Audit Mgr, Chief Consolidated Util Billing&Svc Div, Chief Financial Reporting & Control, Chief Investment Officer, Collection Services Program Mgr, Dep Director Finance, Dir of Finance, Investment Officer, Sr Accounting Mgr |        |      |     |     |     |      |     |              |      |      |     |     |     |      |     |            |             |
| <b>42 – Professionals</b>  | 1      |      | 14  | 1   | 3   |      | 12  | 31           |      |      | 6   | 3   | 3   |      | 7   | 19         | 50          |
| Accountant, Admin Svcs Officer 1 & 2, Auditor, Sr Accountant, Sr Auditor   |        |      |     |     |     |      |     |              |      |      |     |     |     |      |     |            |             |
| <b>43 – Technicians</b>  |        |      | 5   |     | 7   | 1    | 1   |              |      |      |     |     | 4   |      | 3   | 7          | 21          |
| Accounting Technician, Business License Inspector, Engineering Technician Lv 1   |        |      |     |     |     |      |     |              |      |      |     |     |     |      |     |            |             |
| <b>46 – Admin Support/Office Clerical</b>  | 7      |      | 9   | 18  | 12  |      | 27  | 73           | 3    |      | 8   | 8   | 11  |      | 14  | 44         | 117         |
| Account Clerk Lv 2, Collection Services Supv, Collection Svcs Agent Lv 1 & Lv 2, Executive Secretary, Office Assistant Lv 2, Office Specialist Lv 2, Sr Account Clerk, Sr Office Assistant, Sr Office Specialist, Sr Utility Billing Services Rep, Supv Utilities Billing Services Rep, Utility Billing Services Rep Lv 1& Lv 2                                    |        |      |     |     |     |      |     |              |      |      |     |     |     |      |     |            |             |

**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2023)**

| <b>NEW HIRES</b>                 | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                            | 15            | 21.1%        | 8           | 11.3%        | 23           | 32.4%         |
| American Indian/Alaskan Native   | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Asian                            | 11            | 15.5%        | 8           | 11.3%        | 19           | 26.8%         |
| Black                            | 3             | 4.3%         | 5           | 7.0%         | 8            | 11.3%         |
| Native Hawaiian/Pacific Islander | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| 2 or More Races                  | 4             | 5.6%         | 3           | 4.2%         | 7            | 9.8%          |
| Hispanic                         | 5             | 7.0%         | 9           | 12.7%        | 14           | 19.7%         |
| <b>TOTAL MINORITY HIRES</b>      | <b>23</b>     | <b>32.4%</b> | <b>25</b>   | <b>35.2%</b> | <b>48</b>    | <b>67.6%</b>  |
| <b>TOTAL NEW HIRES</b>           | <b>38</b>     | <b>53.5%</b> | <b>33</b>   | <b>46.5%</b> | <b>71</b>    | <b>100.0%</b> |

| <b>NEW RE-HIRES</b>              | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                            | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| American Indian/Alaskan Native   | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Asian                            | 0             | 0.0%         | 1           | 25.0%        | 1            | 25.0%         |
| Black                            | 1             | 25.0%        | 1           | 25.0%        | 2            | 50.0%         |
| Native Hawaiian/Pacific Islander | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| 2 or More Races                  | 1             | 25.0%        | 0           | 0.0%         | 1            | 25.0%         |
| Hispanic                         | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| <b>TOTAL MINORITY RE-HIRES</b>   | <b>2</b>      | <b>50.0%</b> | <b>2</b>    | <b>50.0%</b> | <b>4</b>     | <b>100.0%</b> |
| <b>TOTAL RE-HIRES</b>            | <b>2</b>      | <b>50.0%</b> | <b>2</b>    | <b>50.0%</b> | <b>4</b>     | <b>100.0%</b> |

**COMMENTS FOR TABLE 3.1**

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**TABLE 3.2**  
**Personnel Action Report**  
**TERMINATIONS – Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2023)**

| <b>TERMINATIONS</b>                | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|------------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                              | 11            | 27.5%        | 3           | 7.5%         | 14           | 35.0%         |
| American Indian/Alaskan Native     | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Asian                              | 10            | 25.0%        | 2           | 5.0%         | 12           | 30.0%         |
| Black                              | 5             | 12.5%        | 3           | 7.5%         | 8            | 20.0%         |
| Native Hawaiian/Pacific Islander   | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| 2 or More Races                    | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Hispanic                           | 2             | 5.0%         | 4           | 10.0%        | 6            | 15.0%         |
| <b>TOTAL MINORITY TERMINATIONS</b> | <b>17</b>     | <b>42.5%</b> | <b>9</b>    | <b>22.5%</b> | <b>26</b>    | <b>65.0%</b>  |
| <b>TOTAL TERMINATIONS</b>          | <b>28</b>     | <b>70.0%</b> | <b>12</b>   | <b>30.0%</b> | <b>40</b>    | <b>100.0%</b> |

| <b>REASON TERMINATED</b>                                   | <b>Number</b> | <b>% of Total</b> | <b># of Female</b> | <b># of Minority</b> |
|--|---------------|-------------------|--------------------|----------------------|
| RETIRED OR DISABILITY RETIREMENT                           | 14            | 36.8%             | 10                 | 4                    |
| RESIGN OTHER EMPLOYMENT                                    | 5             | 13.2%             | 2                  | 2                    |
| EMPLOYEE INITIATED / NO REASON GIVEN                       | 19            | 50.0%             | 16                 | 12                   |
| DECEASED   | 0             | 0.0%              | 0                  | 0                    |
| LAI D OFF/REDUCTION IN FORCE                               | 0             | 0.0%              | 0                  | 0                    |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 0             | 0.0%              | 0                  | 0                    |
| AUTOMATIC RESIGNATION                                      | 0             | 0.0%              | 0                  | 0                    |
| OTHER– Please list:  | 0             | 0.0%              | 0                  | 0                    |
| Totals:  | 38            | 100%              | 28                 | 18                   |

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2022 to 12/31/2023)**

| <b>PROMOTIONS</b>                | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                            | 19            | 21.8%        | 14          | 16.1%        | 33           | 37.9%         |
| American Indian/Alaskan Native   | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Asian                            | 19            | 21.8%        | 5           | 5.8%         | 24           | 27.6%         |
| Black                            | 6             | 6.9%         | 4           | 4.6%         | 10           | 11.5%         |
| Native Hawaiian/Pacific Islander | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| 2 or More Races                  | 1             | 1.2%         | 1           | 1.1%         | 2            | 2.3%          |
| Hispanic                         | 11            | 12.6%        | 7           | 8.1%         | 18           | 20.7%         |
| <b>TOTAL MINORITY PROMOTIONS</b> | <b>37</b>     | <b>42.5%</b> | <b>17</b>   | <b>19.5%</b> | <b>54</b>    | <b>62.1%</b>  |
| <b>TOTAL PROMOTIONS</b>          | <b>56</b>     | <b>64.3%</b> | <b>31</b>   | <b>35.7%</b> | <b>87</b>    | <b>100.0%</b> |

| <b>DEMOTIONS</b>                 | <b>FEMALE</b> | <b>%</b>    | <b>MALE</b> | <b>%</b>      | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|-------------|-------------|---------------|--------------|---------------|
| White                            | 0             | 0.0%        | 1           | 100.0%        | 1            | 100.0%        |
| American Indian/Alaskan Native   | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| Asian                            | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| Black                            | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| Native Hawaiian/Pacific Islander | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| 2 or More Races                  | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| Hispanic                         | 0             | 0.0%        | 0           | 0.0%          | 0            | 0.0%          |
| <b>TOTAL MINORITY DEMOTIONS</b>  | <b>0</b>      | <b>0.0%</b> | <b>0</b>    | <b>0.0%</b>   | <b>0</b>     | <b>0.0%</b>   |
| <b>TOTAL DEMOTIONS</b>           | <b>0</b>      | <b>0.0%</b> | <b>1</b>    | <b>100.0%</b> | <b>1</b>     | <b>100.0%</b> |

**COMMENTS FOR TABLE 3.4**

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
**(From 01/01/2022 to 12/31/2023)**

*The purpose of this section is to provide the Committee with an overview of the department’s complaint activity. Please supply information pertaining to the last 12 months if the department is reviewed annually or the last two years if the department is reviewed bi-annually.*

| Complaint Types                                  | In House  |              |             |          | Outside Investigator |              |             |          | CRD or EEOC |          | Total Allegat. |
|--|-----------|--------------|-------------|----------|----------------------|--------------|-------------|----------|-------------|----------|----------------|
|  | Violation | No Violation | Insuff Evid | On-going | Violation            | No Violation | Insuff Evid | On-going | Closed      | On-going |                |
| Age  |           | A            |             |          |                      |              |             |          |             |          | 1              |
| Disability/Medical Condition/Genetic Information |           | B            |             |          |                      |              |             |          | C           |          | 2              |
| Marital Status                                   |           |              |             |          |                      |              |             |          |             |          |                |
| Pregnancy  |           |              |             |          |                      |              |             |          |             |          |                |
| Political Affiliation or Beliefs                 |           |              |             |          |                      |              |             |          |             |          |                |
| Race/Color/National Origin/Ancestry              |           | A            |             |          |                      |              |             |          |             | E        | 2              |
| Religion   |           |              |             |          |                      |              |             |          |             |          |                |
| Retaliation                                      |           |              |             |          |                      |              |             |          |             |          |                |
| Sex/Gender                                       |           | D            |             |          |                      |              |             |          |             | E        | 2              |
| Sexual Orientation                               |           |              |             |          |                      |              |             |          |             |          |                |
| <b>TOTAL Allegations:</b>                        |           | 4            |             |          |                      |              |             |          | 1           | 2        | 7              |

Note: Use an alpha to represent each complaint. **[Finance had a total of 5 COMPLAINTS]**  
i.e. Employee Smith files a complaint involving Gender / Disability. You would place alpha A in columns Gender and Disability.  
Employee Lopez files a complaint involving Religion / Race. You would place alpha B in columns Religion and Race  
*This information is collected for use by the Equal Employment Opportunity Advisory Committee to tabulate the County’s total annual number of complaints.*