

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Assessor

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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.

PROGRAM DESCRIPTION:

- Real Property:
 - Assessment: The discovery, valuation, and enrollment of all taxable real property.
 - Assessment Appeals: Reviewing the assessment, contacting the property owner, preparing a stipulation or rebuttal, and defending the Assessor's opinion of value at Assessment Appeal Board Hearings.
 - Proposition 8 Reassessment: This includes both computerized and manual reassessments, as required by the California Constitution, to recognize reductions in a property's market value below its factored base year value and subsequent increases in the property's market value until it equals or exceeds the factored base year value.
 - Property Tax Exemption: The processing of all homeowner, religious, and other types of tax exemptions.
 - Customer Service: The provision of responses to verbal (telephone and in person), email, and written inquiries from customers for assistance regarding real property issues.
 - Administration: This includes department administration, personnel, fiscal, and assessment standards activities.

- Personal Property:
 - Assessment: All activities related to the valuation of business property, aircraft, and other miscellaneous taxable personal property.
 - Audit: This includes all activities required in auditing businesses operating in the County at the location of their financial records, which in many cases are located out of the County and California.
 - Customer Service: The provision of responses to verbal (telephone and in person), email, and written inquiries from customers for assistance regarding personal property issues.

(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);

The Assessor's Office requests and receives a certification list of the top three ranks from the Employment Office. Once the list is received a certification letter is sent to eligible candidates to schedule an interview.

Interviews: All interviews for clerical and appraiser positions include a writing sample and speaking portion with a three member panel. The three panel members are two Managers or Supervisors and one person from Personnel Services. When the interviews have been completed a background check is done on the most successful candidates. When all

background checks have completed a recommendation is made to the Assessor who will give final approval of the potential candidate.

Intern Interviews: Candidates are chosen from applications submitted by students via mail, school job fairs or walk in. Upon an open position applications are reviewed. Applicants are brought in for an interview. The most successful candidates name is submitted to the Chief Appraiser for approval.

- (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.

The Assessor's Office has participated in job fairs at California State University, Sacramento and the County of Sacramento Job fair.

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

The Assessor's Office advertises job vacancies through the County of Sacramento website and the California Assessor Association (CAAForm). The advertisement is distributed to all Elected Assessor throughout the State of California.

- (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.)

The Assessor's Office encourages staff to sign up for training classes offered by the Training and Organization Development Department and WebEx trainings held in our office given by The State Board of Equalization and the California Assessors' Administrative Service Association.

The Assessor's Office encourages and offers cross training to clerical staff when open positions become available.

- (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. This is accomplished by sending employment and exam opportunity notices to other county Human Resource/Personnel departments and web notification through professional organizations. Additionally, we maintain informative websites, both internal and external to Sacramento County, which describe our department. These websites comply with County accessibility standards.

- (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 use of 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 *merit*, 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.

None, no cases had a finding of merit.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				ASSESSOR			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	1	0.7%	1	0.7%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	2	1.4%	2	1.4%
Asian	13.6%	1,492	13.9%	1,710	15.2%	27	18.2%	26	18.3%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	9	6.1%	7	4.9%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	13	8.8%	13	9.2%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	3	2.0%	3	2.1%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	93	62.8%	90	63.4%
Total	100.0%	10,744	100.0%	11,236	100.0%	148	100.0%	142	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	55	37.2%	52	36.6%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	79	53.4%	77	54.2%

¹ Sacramento County Workforce as of pay period 26 ending December 15, 2012.

² Sacramento County Workforce as of pay period 26 ending December 23, 2017.

³ Employed by County of Sacramento as of pay period 26 ending December 15, 2012.

⁴ Employed by County of Sacramento as of pay period 27 ending December 23, 2017.

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2016 AND 2018 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**
1. Officials/Administrators	#	1	1	1	1	2	2	3	2	7	6
	%	14.3%	16.7%	14.3%	16.7%	28.6%	33.3%	42.9%	33.3%	100.0%	100.0%
2. Professionals	#	15	15	12	10	27	25	41	45	95	92
	%	15.8%	16.3%	12.6%	10.9%	28.4%	27.2%	43.2%	48.9%	100.0%	100.0%
3. Technicians	#	5	5	2	2	7	7	7	6	13	12
	%	38.5%	41.7%	15.4%	16.7%	53.8%	58.3%	53.8%	50.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#	13	13	4	5	17	18	23	24	30	32
	%	43.3%	40.6%	13.3%	15.6%	56.7%	56.3%	76.7%	75.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	34	34	19	18	53	52	74	77	145	142
	%	23.4%	23.9%	13.1%	12.7%	36.6%	36.6%	51.0%	54.2%	100.0%	100.0%

TABLE 2

*The numbers for the 2016 Report are taken from pay period 27 ending December 31, 2015.

** The numbers for the 2018 Report are taken from pay period 26 ending December 23, 2017.

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	4	29%	4	29%	8	58%
American Indian/Alaskan Native		0%		0%		0%
Asian	3	21%		0%	3	21%
Black		0%		0%		0%
Native Hawaiian/Pacific Islander		0%		0%		0%
2 or More Races		0%		0%		0%
Hispanic	1	7%	2	14%	3	21%
TOTAL MINORITY HIRES	4	29%	2	14%	6	42%
TOTAL HIRES	8	57%	6	43%	14	100%

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	2	67%	1	33%	3	100%
American Indian/Alaskan Native		0%		0%		0%
Asian		0%		0%		0%
Black		0%		0%		0%
Native Hawaiian/Pacific Islander		0%		0%		0%
2 or More Races		0%		0%		0%
Hispanic		0%		0%		0%
TOTAL MINORITY RE-HIRES	0	0%	0	0%		0%
TOTAL RE-HIRES	2	67%	1	33%	3	100%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	25%	9	37.5%	15	62.5%
American Indian/Alaskan Native		0%		0%		0%
Asian	2	8%	1	4%	3	12.5%
Black	1	4%		0%	1	4%
Native Hawaiian/Pacific Islander		0%	1	4%	1	4%
2 or More Races		0%		0%		0%
Hispanic	1	4%	3	12.5%	4	17.5%
TOTAL MINORITY TERMINATIONS	4	17%	5	21%	9	37.5%
TOTAL TERMINATIONS	10	42%	14	58%	24	100%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	18	75%	7	4
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	25%	2	5
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0%	0	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	24	100%	9	9

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
TRANSFERS OUT – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

TRANSFERS OUT	FEMALE	%	MALE	%	TOTAL	%
White		0.0%		0.0%		0.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
TOTAL MINORITY TRANSFERS	0	0.0%	0	0.0%	0	0.0%
TOTAL TRANSFERS	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.3

No transfers out of the department.

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2016 to 12/31/2017)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	14	45%	13	42%	27	87%
American Indian/Alaskan Native		0%		0%		0%
Asian	2	7%		0%		0%
Black		0%	1	3%		0%
Native Hawaiian/Pacific Islander		0%		0%		0%
2 or More Races		0%		0%		0%
Hispanic		0%	1	3%		0%
TOTAL MINORITY PROMOTIONS	2	7%	2	7%	4	13%
TOTAL PROMOTIONS	16	52%	15	48%	31	100%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White		0%		0%		0%
American Indian/Alaskan Native		0%		0%		0%
Asian		0%		0%		0%
Black		0%		0%		0%
Native Hawaiian/Pacific Islander		0%		0%		0%
2 or More Races		0%		0%		0%
Hispanic		0%	2	100%	2	100%
TOTAL MINORITY DEMOTIONS		0%	2	100%	2	100%
TOTAL DEMOTIONS		0%	2	100%	2	100%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2016 to 12/31/2017)

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

Complaint Types	In House				Outside Investigator, Other				DFEH or EEOC		Total Alleg.
	Merit	No Merit	Insuff Evid	On-going	Merit	No Merit	Insuff Evid	On-going	Closed	On-going	
Age		H,M							I		3
Disability/Medical Condition		C								F	2
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation		A,D,G,J K,L,M, N		U,V,W, X,Y,Z				B,R,S,T AA	I	E,F,I	23
Sex		C,J,L,M						B			5
Sexual Orientation				U							1
TOTAL Allegations:		15		7				6	2	4	34

Note: Use an alpha to represent each complaint. (ASSESSOR had a total of 26 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 number of complaints..