

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

*Agricultural Commissioner/Sealer of Weights &
Measures*

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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.

The Sacramento County Agricultural Commissioner and staff are responsible for enforcing laws and regulations pertaining to pesticide use enforcement, weights and measures, State and Federal plant quarantines including export certification, and State seed and nursery inspections. The Department is also responsible for carrying out County-wide programs for both pest detection, pest exclusion and weed and vertebrate pest management.

(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 Agricultural Commissioner Weights & Measures Department is committed to ensuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation in its employment practices. The Department provides equal opportunities before and during employment by administering each and every phase of its hiring and selection process according to County Policies and Procedures. All applicants are interviewed in the same manner and given the same set of questions ensuring an equal basis for rating and selection. This process is administered without regard to race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation. Advertisement of open positions ensuring a diverse pool of applicants is accomplished by way of County circulated intranet announcements, flyers/mailings to other Ag. Commissioner offices throughout the State, and with the assistance of the County’s Human Resources Department placing classified listings in local and regional newspapers.

(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.

Advertisement of open positions ensuring a diverse pool of applicants is accomplished by way of County circulated intranet announcements, flyers/mailings to other Ag. Commissioner offices throughout the State, and with the assistance of the County’s Human Resources Department placing classified listings in local and regional newspapers.

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

The Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised on the County's Employment website, local jurisdictions, and industry specific internet and print publications.

(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 Department encourages career enrichment and advancement. Employees are given equal opportunity to attend conferences, trainings, and other educational events in order to enable them to qualify to test for promotional opportunities. Our supervisory, administrative, and management positions are invited to participate in County trainings such as supervisory training, supervisor forums, or any of the other County training programs. Inspector positions, all of whom have a four-year degree, receive training primarily from the State Department of Food and Agriculture, State Department of Pesticide Regulation, National Institute of Standards and Technology (NIST), California Association of Standards and Agricultural Professionals (CASAP), and one-on-one training by our own staff to obtain better job skills preparing them for promotional opportunities. In addition, inspectors may also participate in County training programs or courses or other external training workshops such as investigative training techniques or report writing. Clerical staff participate, for the most part, in County training such as the County's Clerical Training Program, computer training opportunities, and other County and external private training opportunities.

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

The County's Equal Employment Opportunity program objectives provide the basis for the Department's objectives. The Department adheres to the County's personnel policies and procedures regarding employment. By applying the EEO in our hiring and selection practices, providing equal access to training and career enrichment opportunities, and by providing service to all persons without regard to race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation, the Department ensures it adheres to the County's EEO objectives.

(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 strives to ensure EEO activities and efforts result in service delivery across all sectors of the community by complying with EEO requirements and responding to community requests including:

- The Department responds to community calls/requests related to our scope of services on an as needed basis throughout the County. Field inspectors make site visits, hold community educational meetings, give Department related trainings and presentations, and represent the Department at fairs/exhibitions. Office and field activities of the Department ensure service delivery across all sectors of the community without regard to race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation.
- Language interpretation will be accommodated upon request by utilizing resources of neighboring departments, our contacts with California Department of Food and Agriculture (CDFA) and California Department of Pesticide Regulation (CDPR), and/or referrals from the County EEO Unit.
- The Department currently has several employees who are able to interpret for Spanish speaking customers. Some educational materials provided by the State are available in Spanish and other languages.
- California Relay Service is a resource for the Department to use in the event there is a need to facilitate communication by phone between the Department and one of its customers who may be deaf, hard of hearing or speech disabled.
- Our facility is a single story and is equipped with ADA compliant bathrooms and the building can be entered with no steps. In addition, reception counter was lowered several years ago to comply with ADA requirements.

(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.

Not applicable in the relevant period – there were no discrimination /harassment complaints.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				AGRICULTURAL COMMISSIONER			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	0	0.0%	0	0.0%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	0	0.0%	0	0.0%
Asian	13.6%	1,492	13.9%	1,710	15.2%	2	8.0%	3	12.0%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	1	4.0%	0	0.0%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	5	20.0%	6	24.0%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	0	0.0%	0	0.0%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	17	68.0%	16	64.0%
Total	100.0%	10,744	100.0%	11,236	100.0%	25	100.0%	25	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	8	32.0%	9	36.0%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	16	64.0%	14	56.0%

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	5	4	6	5	7	9	17	17
	%	5.9%	5.9%	29.4%	23.5%	35.3%	29.4%	41.2%	52.9%	100.0%	100.0%
2. Professionals	#	2	2	0	1	2	3	4	3	4	5
	%	50.0%	40.0%	0.0%	20.0%	50.0%	60.0%	100.0%	60.0%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#										
	%										
5. Para-Professionals	#	0	0	1	1	1	1	0	0	1	1
	%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%
6. Administrative Support	#	1	0	0	0	1	0	2	2	2	2
	%	50.0%	0.0%	0.0%	0.0%	50.0%	0.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	4	3	6	6	10	9	13	14	24	25
	%	16.7%	12.0%	25.0%	24.0%	41.7%	36.0%	54.2%	56.0%	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	2	40.0%	2	40.0%	4	80.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	20.0%	0	0.0%	1	20.0%
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%
<i>TOTAL MINORITY HIRES</i>	<i>1</i>	<i>20.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>20.0%</i>
<i>TOTAL NEW HIRES</i>	<i>3</i>	<i>60.0%</i>	<i>2</i>	<i>40.0%</i>	<i>5</i>	<i>100.0%</i>

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
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%	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%
<i>TOTAL MINORITY RE-HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL RE-HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>

COMMENTS FOR TABLE 3.1

There were no rehires into the department.

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	20.00%	2	40.00%	3	60.00%
American Indian/Alaskan Native	0	0.00%	0	0.00%	0	0.00%
Asian	1	20.00%	0	0.00%	1	20.00%
Black	1	20.00%	0	0.00%	1	20.00%
Native Hawaiian/Pacific Islander	0	0.00%	0	0.00%	0	0.00%
2 or More Races	0	0.00%	0	0.00%	0	0.00%
Hispanic	0	0.00%	0	0.00%	0	0.00%
TOTAL MINORITY TERMINATIONS	2	40.00%	0	0.00%	2	40.00%
TOTAL TERMINATIONS	3	60.00%	2	40.00%	5	100.00%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	3	60%	2	1
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	0	0%	0	0
DECEASED	1	20%	1	1
LAI D OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	20%	0	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	5	100%	3	2

COMMENTS FOR TABLE 3.2

N/A

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%
<i>TOTAL MINORITY TRANSFERS</i>		0.0%		0.0%		<i>0.0%</i>
<i>TOTAL TRANSFERS</i>		0.0%		0.0%		<i>0.0%</i>

COMMENTS FOR TABLE 3.3

There were 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	0	0.00%	0	0.00%	0	0.00%
American Indian/Alaskan Native	0	0.00%	0	0.00%	0	0.00%
Asian	0	0.00%	2	66.7%	2	66.7%
Black	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian/Pacific Islander	0	0.00%	0	0.00%	0	0.00%
2 or More Races	0	0.00%	0	0.00%	0	0.00%
Hispanic	0	0.00%	1	33.3%	1	33.3%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>0</i>	<i>0.00%</i>	<i>3</i>	<i>100.00%</i>	<i>3</i>	<i>100.00%</i>
<i>TOTAL PROMOTIONS</i>	<i>0</i>	<i>0.00%</i>	<i>3</i>	<i>100.00%</i>	<i>3</i>	<i>100.00%</i>

DEMOTIONS	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%
<i>TOTAL MINORITY DEMOTIONS</i>		<i>0.0%</i>		<i>0.0%</i>		<i>0.0%</i>
<i>TOTAL DEMOTIONS</i>		<i>0.0%</i>		<i>0.0%</i>		<i>100.0%</i>

COMMENTS FOR TABLE 3.4

There were no demotions in the department.

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				DFEH or EEOC		Total Alleg:
	Merit	No Merit	Insuff Evid	On-going	Merit	No Merit	Insuff Evid	On-going	Closed	On-going	
Age											
Disability/Medical Condition											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation											
Sex											
Sexual Orientation											
TOTAL Allegations:											0

Note: Use an alpha to represent each complaint. **[Ag Comm had a total of 0 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..