

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Conflict Criminal Defenders

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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.

Conflict Criminal Defenders, upon court appointment, provides legal representation to individuals facing criminal charges when the Public Defender cannot provide representation

- (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 & development assignments, etc);

Conflict Criminal Defenders is committed to ensuring equal opportunity to all persons. The 6 positions in the department are fiscal service support and office support, with one administrative services position. Because we are so small we have little opportunity to hire new employees, however when a vacancy occurs we use the current county lists to seek out potential candidates.

- (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.

Conflict Criminal Defenders does not participate in recruitment efforts because there is no need to recruit for positions.

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

Conflict Criminal Defenders has not had a need to advertise a vacancy.

- (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.)

There are few promotion opportunities in the department. We were able to promote two employees from within due to a retirement. All employees are cross trained and encouraged to take promotional exams and training offered by the County of Sacramento.

- (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 EEO program provides the basis for the Department's objective. CCD adheres to the County's personnel policies and procedures regarding employment. By applying equal employment opportunities in our hiring and selection process, providing equal access to training and career development opportunities, and by providing services to all persons, staff, clients, attorneys, investigators, and others, without regard to race, color, sex, sexual orientation, religion, ancestry, medical condition, national origin, age, disability, or political affiliation, Conflict Criminal Defenders 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)

Conflict Criminal Defenders 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 needs and requests. The department has a contract with "Language Line" enabling all staff and attorneys to provide simultaneous interpretations services as needed for clients and family members who might contact the department. Additionally, the department required cultural competency training for all staff, as well as the attorneys representing the departments appointed clients.

- (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.

There were no complaints

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				CONFLICT CRIMINAL DEFENDERS			
		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%	1	16.7%
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%	0	0.0%	0	0.0%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	1	16.7%	1	16.7%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	0	0.0%	0	0.0%
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%	5	83.3%	4	66.7%
Total	100.0%	10,744	100.0%	11,236	100.0%	6	100.0%	6	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	1	16.7%	2	33.3%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	6	100.0%	6	100.0%

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	#										
	%										
2. Professionals	#	0	0	0	0	0	0	1	1	1	1
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#	1	2	0	0	1	2	5	5	5	5
	%	20.0%	40.0%	0.0%	0.0%	20.0%	40.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	1	2	0	0	1	2	6	6	6	6
	%	16.7%	33.3%	0.0%	0.0%	16.7%	33.3%	100.0%	100.0%	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	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	1	100.0%	0	0.0%	1	100.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY HIRES	1	100.0%	0	0.0%	1	100.0%
TOTAL NEW HIRES	1	100.0%	0	0.0%	1	100.0%

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%
TOTAL MINORITY RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.1

There were no rehires for this time period.

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	100.0%	0	0.0%	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%
TOTAL MINORITY TERMINATIONS	1	100.0%	0	0.0%	0	0.0%
TOTAL TERMINATIONS	1	100.0%	0	0.0%	1	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	1	100%	1	0
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	0	0%	0	0
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:	0	100%	0	0

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%	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 TRANSFERS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL TRANSFERS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.3

There were no transfers out of the department during this period of time.

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	50.0%	0	0.0%	1	50.0%
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	1	50.0%	0	0.0%	1	50.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY PROMOTIONS	1	50.0%	0	0.0%	1	50.0%
TOTAL PROMOTIONS	2	100.0%	0	0.0%	2	100.0%

DEMOTIONS	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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.4

No demotions during this time period.

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. **[Conflict Criminal Defenders 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 annual number of complaints..