

**2018 BI-ANNUAL  
WORKFORCE STATISTICS  
REPORT**

*County Clerk Recorder*

*Donna Allred, County Clerk Recorder*

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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 County Clerk/Recorder Department consists of the following programs: Recorder, Clerk and Compliance.

The Recorder program provides recording of real estate documents; authorized and informational certified copies of birth, death, and marriage records; and public viewing services including copies of official records.

The Clerk program provides county residents with central registration and report filing for clerk functions as prescribed by state mandate including process servers, professional photocopiers, legal document assistance, and fictitious business names.

The Office of Compliance is required to document and report on its Health Insurance Portability and Accountability Act (HIPAA) compliance efforts.

**(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 department adheres to County policies and procedures and Civil Service Rules to select the best qualified person who is available. The determination of qualification is based upon competitive examination for the position.

The department provides opportunities for staff to train, cross-train and develop their skills to increase their potential as effective employees and to assure optimum performance.

**(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.**

Department management and upper level supervisory staff are members of two trade associations: CA County Clerk and CA County Recorder. Vacancies are advertised through both associations via websites, email groups and monthly meetings in which vacancies are announced. Both methods are accessible by members of every county within the state.

Examinations, both regular and promotional, are posted on department job boards at each of our three locations. Positions vacant within the department are shared with all division chiefs

who disseminate this information to their staff. Notices received from outside agencies are emailed to all CCR staff.

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

Vacancies are advertised through both the CA County Clerk and CA County Recorder websites as well as the department intranet site. Exam notifications are available on the County website.

**(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.)**

Examinations, both regular and promotional, are posted on the department job boards and vacant positions within the department are shared with all division chiefs who disseminate this information to their staff. In addition we post flyers for promotional opportunities, along with notices from outside agencies on department bulletin boards.

**(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 departments, notification through local newspaper ads, 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.

The department also uses the MySacCounty evaluation system which results in consistent and regular performance reviews. MySacCounty gives employees the opportunity to complete voluntary self-evaluations, receive vital feedback from supervisors throughout the year, and make comments on their completed evaluations. Successful performance reviews increase employee retention and encourage employee feedback on our programs, policies, and procedures and affords employees the opportunity to improve skills and advance within the department.

**(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. By offering translators in many different languages, including sign language, we can effectively reach more people.

**(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 that were found to be meritorious.

**TABLE 1  
WORKFORCE COMPARATIVE  
ANALYSIS**

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				COUNTY CLERK RECORDER			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	132	1.2%	268	2.4%	3	4.7%	5	7.6%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	117	1.0%	2	3.1%	1	1.5%
<b>Asian</b>	13.6%	1,492	13.9%	1,710	15.2%	9	14.1%	11	16.7%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,368	12.2%	6	9.4%	5	7.6%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,836	16.3%	8	12.5%	10	15.2%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	113	1.0%	0	0.0%	0	0.0%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,824	51.8%	36	56.3%	34	51.5%
<b>Total</b>	100.0%	10,744	100.0%	11,236	100.0%	64	100.0%	66	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,412	48.2%	28	43.8%	32	48.5%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,812	51.7%	50	78.1%	45	68.2%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending December 15, 2012.

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending December 23, 2017.

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

<sup>4</sup> 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	2	0	1	1	3	3	3	4	5
	%	25.0%	40.0%	0.0%	20.0%	25.0%	60.0%	75.0%	60.0%	100.0%	100.0%
2. Professionals	#	3	3	1	1	4	4	4	4	6	6
	%	50.0%	50.0%	16.7%	16.7%	66.7%	66.7%	66.7%	66.7%	100.0%	100.0%
3. Technicians	#	0	0	3	4	3	4	0	0	4	4
	%	0.0%	0.0%	75.0%	100.0%	75.0%	100.0%	0.0%	0.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#	22	16	5	6	27	22	43	38	51	51
	%	43.1%	31.4%	9.8%	11.8%	52.9%	43.1%	84.3%	74.5%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	26	21	9	12	35	33	50	45	65	66
	%	40.0%	31.8%	13.8%	18.2%	53.8%	50.0%	76.9%	68.2%	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)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	7	50.0%	3	21.4%	10	71.4%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%	1	7.1%	1	7.1%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%	1	7.1%	1	7.1%
Hispanic	1	7.1%	1	7.1%	2	14.3%
<b><i>TOTAL MINORITY HIRES</i></b>	<b><i>1</i></b>	<b><i>7.1%</i></b>	<b><i>3</i></b>	<b><i>21.4%</i></b>	<b><i>4</i></b>	<b><i>28.6%</i></b>
<b><i>TOTAL NEW HIRES</i></b>	<b><i>8</i></b>	<b><i>57.1%</i></b>	<b><i>6</i></b>	<b><i>42.9%</i></b>	<b><i>14</i></b>	<b><i>100.0%</i></b>

<b>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%
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	1	100%		0.0%	1	100%
<b><i>TOTAL MINORITY RE-HIRES</i></b>	<b><i>1</i></b>	<b><i>100%</i></b>		<b><i>0.0%</i></b>	<b><i>1</i></b>	<b><i>100%</i></b>
<b><i>TOTAL RE-HIRES</i></b>	<b><i>1</i></b>	<b><i>100%</i></b>		<b><i>0.0%</i></b>	<b><i>1</i></b>	<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.1**

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

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	6	40.0%	1	6.7%	7	46.7%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black	2	13.3%		0.0%	2	13.3%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	6	40.0%		0.0%	6	40.0%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>8</b>	<b>53.3%</b>		<b>0.0%</b>	<b>8</b>	<b>53.3%</b>
<b>TOTAL TERMINATIONS</b>	<b>14</b>	<b>93.3%</b>	<b>1</b>	<b>6.7%</b>	<b>15</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	4	26.7%	4	1
RESIGN OTHER EMPLOYMENT	1	6.7%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	7	46.7%	7	4
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	20.0%	2	2
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	15	100%	14	8

**COMMENTS FOR TABLE 3.2**

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

<b>TRANSFERS OUT</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	4	50.0%	0	0.0%	4	50.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	12.5%	0	0.0%	1	12.5%
Black	0	0.0%	1	12.5%	1	12.5%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	2	25.0%	0	0.0%	2	25.0%
<b><i>TOTAL MINORITY TRANSFERS</i></b>	<b><i>3</i></b>	<b><i>37.5%</i></b>	<b><i>1</i></b>	<b><i>12.5%</i></b>	<b><i>4</i></b>	<b><i>50.0%</i></b>
<b><i>TOTAL TRANSFERS</i></b>	<b><i>7</i></b>	<b><i>85.7%</i></b>	<b><i>1</i></b>	<b><i>14.3%</i></b>	<b><i>8</i></b>	<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.3**

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1 Transfer Out was a return to former class.

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

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	6	42.9%	2	14.3%	8	57.1%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	7.1%		0.0%	1	7.1%
Black	2	14.3%		0.0%	2	14.3%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	1	7.1%	2	14.3%	3	21.4%
<b><i>TOTAL MINORITY PROMOTIONS</i></b>	<b><i>4</i></b>	<b><i>28.6%</i></b>	<b><i>2</i></b>	<b><i>14.3%</i></b>	<b><i>6</i></b>	<b><i>42.9%</i></b>
<b><i>TOTAL PROMOTIONS</i></b>	<b><i>10</i></b>	<b><i>0.0%</i></b>	<b><i>4</i></b>	<b><i>28.6%</i></b>	<b><i>14</i></b>	<b><i>100.0%</i></b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
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%
<b><i>TOTAL MINORITY DEMOTIONS</i></b>		<b><i>0.0%</i></b>		<b><i>0.0%</i></b>		<b><i>0.0%</i></b>
<b><i>TOTAL DEMOTIONS</i></b>		<b><i>0.0%</i></b>		<b><i>0.0%</i></b>		<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.4**

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**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											
<b>TOTAL Allegations:</b>											0

Note: Use an alpha to represent each complaint. **[COUNTY CLERK RECORDER 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..