

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

County Executive

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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 Executive Cabinet is to ensure all county activities are efficient and effectively administered on behalf of the Board of Supervisors and their constituents. This is achieved by providing: 1) program oversight to county departments; 2) coordinated policy development and implementation; 3) coordination with elected officials; 4) coordinated legislative platform; 5) budget analysis; and 6) monitoring and reporting of major system indicators.

(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. The determination of qualification is based upon competitive examination for the position. Moreover, vacancies in the Civil Service-exempt classes are generally filled following a recruitment process that may encompass a nationwide, statewide, or local search, depending on the specific needs of the department. The County Executive’s Office is committed to providing equal opportunity to all candidates and securing a diverse work force comprised of the best and brightest candidates.

As it relates to education and training opportunities, employees are provided time off for job-related or career-development training. The County of Sacramento provides an online resource center, as well as, ongoing workforce learning programs through the Department of Personnel Services Leadership and Organizational Development unit. Also, the CEO Cabinet has participated in various student intern programs with some interns eventually being hired as professional staff.

(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.

Most recruitments for the department are conducted through the County’s Department of Personnel Services. The Department of Personnel Services participates in local events within the community. The Department of Personnel Services has attended a community job fair where information about the County’s employment opportunities was given and has given multiple presentations entitled “How to Get a Job at Sacramento County” at various locations within the area. These recruitment efforts help ensure a diverse applicant pool.

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

All vacancies are advertised on the County website. Additionally, some department vacancies have been advertised on the Sacramento Business Journal, the Sacramento Bee, Craigslist, Career Builder, and websites, such as, the California State Association of Counties, the League of California Cities, Government Finance Officers Association, Lobbying Jobs, California Association of County Treasurers and Tax Collectors, Cal CPA, and the Association of Government Accountants, etc.

(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 County Executive and County Executive Cabinet informs employees about a variety of job opportunities (promotions, transfers, examinations), both locally and within other agencies, through hard copies of the announcements posted in a specific location and e-mails if the opportunity is in a class specific to staff in within the office.

Staff is encouraged to apply for any promotional opportunities for which they are interested. Staff has access to the Department of Personnel Services website. By accessing the website, employees can view any examinations that are currently open, review minimum qualifications for various job classifications throughout the County, and put in electronic interest cards for examinations that are not currently be open.

Although no official mentoring program has been initiated, it is the custom within the department for senior staff to lend support to new employees. Staff is provided an opportunity to work on various projects that span the breadth of countywide activities, often resulting in an ability to be promoted into a management position anywhere within the County.

(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 notification through local newspaper ads and web notification through professional organizations. Additionally, we maintain informative websites, both internal and external to Sacramento County, which describe our 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)

County Executive staff regularly attends neighborhood meetings and are also members of various chambers and associations with Sacramento County.

(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 during the reporting period

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				COUNTY EXECUTIVE			
		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%	4	2.6%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	0	0.0%	1	0.7%
Asian	13.6%	1,492	13.9%	1,710	15.2%	6	8.7%	14	9.3%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	7	10.1%	16	10.6%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	8	11.6%	19	12.6%
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%	48	69.6%	97	64.2%
Total	100.0%	10,744	100.0%	11,236	100.0%	69	100.0%	151	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	21	30.4%	54	35.8%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	47	68.1%	97	64.2%

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	#	2	8	2	8	4	16	12	31	21	56
	%	9.5%	14.3%	9.5%	14.3%	19.0%	28.6%	57.1%	55.4%	100.0%	100.0%
2. Professionals	#	4	9	1	7	5	16	12	33	16	55
	%	25.0%	16.4%	6.3%	12.7%	31.3%	29.1%	75.0%	60.0%	100.0%	100.0%
3. Technicians	#	0	3	0	1	0	4	0	3	0	6
	%	0.0%	50.0%	0.0%	16.7%	0.0%	66.7%	0.0%	50.0%	0.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	0	0	0	0	0	0	0	1	0	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	100.0%
6. Administrative Support	#	8	17	1	1	9	18	15	29	17	32
	%	47.1%	53.1%	5.9%	3.1%	52.9%	56.3%	88.2%	90.6%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	14	37	4	17	18	54	39	97	54	151
	%	25.9%	24.5%	7.4%	11.3%	33.3%	35.8%	72.2%	64.2%	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	13	56.5%	4	17.4%	17	73.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	4.3%	0	0.0%	1	4.3%
Black	1	4.3%	1	4.3%	2	8.7%
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	3	13.0%	0	0.0%	3	13.0%
TOTAL MINORITY HIRES	5	21.6%	1	4.3%	6	26.1%
TOTAL NEW HIRES	18	78.3%	5	21.7%	23	100.0%

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	2	100.0%	0	0.0%	2	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 RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	2	100.0%	0	0.0%	2	100.0%

COMMENTS FOR TABLE 3.1

Community Development was reorganized and sections of the department were added to the County Executive's Office in May 2017. Some of these numbers may have been reported on in the report for Community Development for 1/1/15 – 12/31/16.

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	15	68.2%	6	27.3%	21	95.5%
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%	1	4.5%	1	4.5%
TOTAL MINORITY TERMINATIONS	0	0.0%	1	4.5%	1	4.5%
TOTAL TERMINATIONS	15	0.0%	7	0.0%	22	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	12	55%	9	0
RESIGN OTHER EMPLOYMENT	3	14%	2	0
EMPLOYEE INITIATED / NO REASON GIVEN	3	14%	2	0
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	14%	2	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list: Position Expired	1	5%	0	0
Totals:	22	100%	15	0

COMMENTS FOR TABLE 3.2

Community Development was reorganized and sections of the department were added to the County Executive’s Office in May 2017. Some of these numbers may have been reported on in the report for Community Development for 1/1/15 – 12/31/16.

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	3	50.0%	0	0.0%	3	50.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	16.7%		0.0%		0.0%
Black	2	33.3%		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>	3	50.0%	0	0.0%	3	50.0%
<i>TOTAL TRANSFERS</i>	6	100.0%	0	0.0%	6	100.0%

COMMENTS FOR TABLE 3.3

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	5	45.4%	3	27.3%	8	72.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	9.1%	1	9.1%	2	18.2%
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	9.1%	0	0.0%	1	9.1%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<i>TOTAL MINORITY PROMOTIONS</i>	2	18.2%	1	9.1%	3	27.3%
<i>TOTAL PROMOTIONS</i>	7	63.6%	4	36.4%	11	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%
<i>TOTAL MINORITY DEMOTIONS</i>	0	0.0%	0	0.0%	0	0.0%
<i>TOTAL DEMOTIONS</i>	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.4

Community Development was reorganized and sections of the department were added to the County Executive's Office in May 2017. Some of these numbers may have been reported on in the report for Community Development for 1/1/15 – 12/31/16.

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. **[DEPARTMENT 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..