

**2018 BI-ANNUAL  
WORKFORCE STATISTICS  
REPORT**

***FINANCE***  
***Ben Lamera, Director***

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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.

Finance is comprised of the following Divisions:

- The **Administrative Services** division provides centralized support in the areas of personnel, budget, contracts, service and supply purchasing, facilities and operational support to all divisions within the Department of Finance.
- The **Auditor-Controller** division maintains the County's financial system and provides services including Payroll, Payment Services, Internal Audits, Financial Accounting Reporting and Control, Tax Accounting and Fiscal Services, to County departments and special districts.
- **Consolidated Utilities and Billing Services** performs billing and collection services for over 311,000 customer accounts that receive any combination of services (Refuse, water, sewer, and/or stormwater drainage).
- The **Investments** Division manages the approximately \$3.3 billion Sacramento County Pooled Investment Fund and separate accounts; invests and manages approximately \$500 million in proceeds of municipal debt for our customers; and provides compliance and performance reporting for the Sacramento County Pooled Investment Fund for review by the Board of Supervisors, the County Executive, and the Treasury Oversight Committee.
- The **Tax Collection and Business Licensing Division** collects taxes on real property and personal property as required by the State of California; and licenses businesses operating in the unincorporated area of Sacramento County.
- The **Treasury** Division is responsible for the receipt, custody, depository, investment accounting, and recording of funds for the County, school districts, joint power authorities and special districts whose funds are held and invested by the County Treasurer.

(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 encourage optimum performance and promotability.

The department utilizes student interns to complement its ability to develop and hire a diverse and qualified work force that is reflective of Sacramento County. A majority of our student interns are from California State University Sacramento, University of California Davis, and Los Rios Community College District. The department coordinates recruitment efforts with California State University Sacramento, University of California Davis and Los Rios Community College District.

To maximize our internal and external community presence, we continue to expand our Internet and Intranet web presence, and participate in job fairs to target job classifications that are specific to our department.

- (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.

Staff in various department classifications are members of trade associations. Vacancies are advertised through the associations via websites, and announced to email groups and meetings. These methods are accessible by members of every county within the state.

All examinations are announced via email to all staff and interns as recruitments begin. Notices received from outside agencies are posted on the department bulletin boards in common locations, including lunch and break areas.

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

Governmental Finance Officers Association (GFOA)

State Association of County Auditors (SACA)

California Association of Tax Collectors

CA State University, Sacramento

University of CA, Davis

Other CA County websites

- (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.)

All examinations announcements are emailed to the entire department. When vacancies occur, certification letters are sent to department employees reachable on the eligible list as well as to other certified candidates. Vacant position reports are shared with all division chiefs to make available to their staff members. DOF also posts countywide flyers for promotional opportunities, notices from outside agencies, and other vacancy announcements on bulletin boards in common areas.

- (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.

There were no complaints with merit during the reporting period.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				FINANCE			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	132	1.2%	268	2.4%	5	3.0%	8	4.8%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	117	1.0%	0	16.9%	0	0.0%
<b>Asian</b>	13.6%	1,492	13.9%	1,710	15.2%	28	0.0%	31	18.8%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,368	12.2%	25	15.1%	26	15.8%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,836	16.3%	19	11.4%	18	10.9%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	113	1.0%	0	0.0%	1	0.6%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,824	51.8%	89	53.6%	81	49.1%
<b>Total</b>	100.0%	10,744	100.0%	11,236	100.0%	166	100.0%	165	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,412	48.2%	77	46.4%	84	50.9%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,812	51.7%	108	65.1%	102	61.8%

<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 COMPARISION**  
**BETWEEN 2016 AND 2018 REPORTS**

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**
1. Officials/Administrators	# %	2 8.7%	3 12.5%	5 21.7%	7 29.2%	7 30.4%	10 41.7%	12 52.2%	11 45.8%	23 100.0%	24 100.0%
2. Professionals	# %	16 41.0%	16 45.7%	8 20.5%	4 11.4%	24 61.5%	20 57.1%	24 61.5%	23 65.7%	39 100.0%	35 100.0%
3. Technicians	# %	4 28.6%	4 26.7%	2 14.3%	4 26.7%	6 42.9%	8 53.3%	9 64.3%	8 53.3%	14 100.0%	15 100.0%
4. Protective Services											
5. Para-Professionals											
6. Administrative Support	# %	29 32.2%	31 34.1%	11 12.2%	15 16.5%	40 44.4%	46 50.5%	63 70.0%	60 65.9%	90 100.0%	91 100.0%
7. Skilled Craft Workers	# %										
8. Service Maintenance	# %										
Total	# %	51 30.7%	54 32.7%	26 15.7%	30 18.2%	77 46.4%	84 50.9%	108 65.1%	102 61.8%	166 100.0%	165 100.0%

**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	15	28.8%	11	21.2%	26	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	8	15.4%	1	1.9%	9	17.3%
Black	2	3.8%	2	3.8%	4	7.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	3	5.8%	2	3.8%	5	9.6%
Hispanic	5	9.6%	3	5.8%	8	15.4%
<b>TOTAL MINORITY HIRES</b>	<b>18</b>	<b>34.6%</b>	<b>8</b>	<b>15.4%</b>	<b>26</b>	<b>50.0%</b>
<b>TOTAL NEW HIRES</b>	<b>33</b>	<b>0.0%</b>	<b>19</b>	<b>36.5%</b>	<b>52</b>	<b>100.0%</b>

<b>RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	50.0%	1	25.0%	3	75.0%
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	1	25.0%	0	0.0%	1	25.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<b>TOTAL MINORITY RE-HIRES</b>	<b>1</b>	<b>25.0%</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>25.0%</b>
<b>TOTAL RE-HIRES</b>	<b>3</b>	<b>75.0%</b>	<b>1</b>	<b>25.0%</b>	<b>4</b>	<b>100.0%</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	15	40.5%	8	21.6%	23	62.2%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	5	13.5%	0	0.0%	5	13.5%
Black	1	2.7%	0	0.0%	1	2.7%
Native Hawaiian/Pacific Islander	1	2.7%	0	0.0%	1	2.7%
2 or More Races	1	2.7%	1	2.7%	2	5.4%
Hispanic	3	8.1%	2	5.4%	5	13.5%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>11</b>	<b>29.7%</b>	<b>3</b>	<b>8.1%</b>	<b>14</b>	<b>37.8%</b>
<b>TOTAL TERMINATIONS</b>	<b>26</b>	<b>70.3%</b>	<b>11</b>	<b>29.7%</b>	<b>37</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	15	40.5%	12	4
RESIGN OTHER EMPLOYMENT	1	2.7%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	12	32.4%	8	5
DECEASED	1	2.7%	0	1
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	18.9%	4	1
AUTOMATIC RESIGNATION	1	2.7%	1	1
OTHER– Please list:	0	0%	0	0
Totals:	37	100%	0	0

**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	18	46.15%	4	10.26%	22	56.41%
American Indian/Alaskan Native	0	0.00%	0	0.00%	0	0.00%
Asian	4	10.26%	2	5.13%	6	15.38%
Black	3	7.69%	0	0.00%	3	7.69%
Native Hawaiian/Pacific Islander	0	0.00%	0	0.00%	0	0.00%
2 or More Races	0	0.00%	1	2.56%	1	2.56%
Hispanic	5	12.82%	2	5.13%	7	17.95%
<b><i>TOTAL MINORITY TRANSFERS</i></b>	12	30.77%	5	12.82%	17	43.59%
<b><i>TOTAL TRANSFERS</i></b>	30	76.92%	9	23.08%	39	100.00%

**COMMENTS FOR TABLE 3.3**

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2 Black Females are 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	14	31.1%	8	17.8%	22	48.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	7	15.5%	3	6.7%	10	22.2%
Black	1	2.2%	4	0.0%	5	11.1%
Native Hawaiian/Pacific Islander	1	2.2%	0	0.0%	1	2.2%
2 or More Races	0	0.0%	3	6.7%	3	6.7%
Hispanic	0	0.0%	4	8.9%	4	8.9%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>9</b>	<b>20.0%</b>	<b>14</b>	<b>31.1%</b>	<b>23</b>	<b>51.1%</b>
<b>TOTAL PROMOTIONS</b>	<b>23</b>	<b>51.1%</b>	<b>22</b>	<b>48.9%</b>	<b>45</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	40.0%	0	0.0%	2	40.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	20.0%	0	0.0%	1	20.0%
Black	2	40.0%	0	0.0%	2	40.0%
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%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>3</b>	<b>60.0%</b>	<b>0</b>	<b>0.0%</b>	<b>3</b>	<b>60.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>5</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>5</b>	<b>100.0%</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		A									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation		A									1
Sex											
Sexual Orientation											
<b>TOTAL Allegations:</b>		2									<b>2</b>

Note: Use an alpha to represent each complaint. **[FINANCE had a total of 1 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..