

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Voter Registration

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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 Department of Voter Registration and Elections registers voters and maintains voter’s files; certifies citizen-initiated petitions; files candidate nomination papers; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal and internal county employee elections. The Department is part of the Administrative Services Agency.

- (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);

Most applicants for employment in the Election Assistant classification come from the department’s Election Clerk classification, a class designed for temporary, intermittent employment. Election Clerks are assigned to a variety of duties within the department. During the peak of an election cycle, the department can have 100-300 temporary election clerks. The Election Clerks represent the diverse community of Sacramento. During this time, they are all encouraged to pursue an election career and introduced to the County of Sacramento hiring process.

- (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.

VRE has 2 permanent full time staff to do Outreach whose goal is to encourage all eligible citizens to participate in the democratic voting process especially with young adults while simultaneously recruiting for election positions. The VRE team attended over 41 local community events. Outreach was able to recruit 70 student interns to work the June 2018 election. In addition, Outreach continues to advertise and seek bilingual election officers to assist with meeting the diversity requirements for the County of Sacramento.

VRE has participated in the County of Sacramento’s Career Fairs on March 11, 2017, and also March 10, 2018, which reached a wide variety of diverse job seekers.

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

The recent websites are as follows:

Sacramento County Internet and Intranet
CACEO – Elect Net Statewide election organization

Other forms of Advertisement:

- a. News Paper: Sacramento Bee, Sacramento Bee Vida(Spanish),
 - b. Television Commercials: Crossing TV (Asian Community Television Channel)
 - c. Radio Stations: Vive and LA Razor (Spanish)
- (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.)

New employees work with an established employee to learn the process of administering elections. All employees are encouraged to work in other sections for purposes of cross-training and to utilize staff efficiently. Whenever a vacancy in the department is announced, all permanent employees in that classification are given an opportunity to apply for an internal transfer. Employees who are eligible for a lateral interclass transfer are also encouraged to apply.

Employees are encouraged to attend trainings and conferences that will further their education and contribute to their success.

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

Our goal is to have a diverse workforce among permanent and temporary employees. All supervisors and managers are instructed to consider all applicants for vacancies, without discrimination. All employees are offered an equal opportunity for training programs and for membership in one or more professional organizations. Within budget constraints, employees are encouraged to attend professional conferences. All employees are encouraged to complete the California Association of Clerks and Election Officials series of courses, as well as the Certified Election and Registration Administrator certificate program offered by the National Election Center.

- (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)

We actively encourage all qualified persons to register to vote, without regard to their gender, religious affiliation, physical ability, etc. We hire voters of all ethnic backgrounds to assist with Election Day/Night duties. We are required to provide election material and services in English, Spanish and Chinese and limited material in Japanese, Vietnamese, Korean, Hindi and Tagalong. This includes placing bilingual poll workers in polling places that serve these diverse communities.

Our Outreach Unit is extremely active in the community. They regularly attend community and cultural events in Sacramento County to encourage voter registration and participation in the election process. We have also used our presence at these events to encourage working for the elections department, specifically as bilingual clerks. We have established an excellent relationship with media that focus on the ethnic and cultural diversity of Sacramento County to promote voter participation and informing the community that we need their involvement in assisting with the election process, including hiring bilingual election clerks.

- (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 this reporting period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				VOTER REGISTRATION			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	2	5.6%	5	14.7%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	1	2.8%	0	0.0%
Asian	13.6%	1,492	13.9%	1,710	15.2%	5	13.9%	6	17.6%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	1	2.8%	0	0.0%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	3	8.3%	2	5.9%
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%	24	66.7%	21	61.8%
Total	100.0%	10,744	100.0%	11,236	100.0%	36	100.0%	34	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	12	33.3%	13	38.2%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	23	63.9%	23	67.6%

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	#	3	3	0	0	3	3	6	6	6	6
	%	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	100.0%	100.0%	100.0%	100.0%
2. Professionals	#	2	1	0	1	2	2	2	1	3	3
	%	66.7%	33.3%	0.0%	33.3%	66.7%	66.7%	66.7%	33.3%	100.0%	100.0%
3. Technicians	#	0	0	0	0	0	0	0	0	1	1
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#	3	5	5	3	8	8	14	16	24	24
	%	12.5%	20.8%	20.8%	12.5%	33.3%	33.3%	58.3%	66.7%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	8	9	5	4	13	13	22	23	34	34
	%	23.5%	26.5%	14.7%	11.8%	38.2%	38.2%	64.7%	67.6%	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	1	16.7%	0	0.0%	1	16.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	16.7%	0	0.0%	1	16.7%
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	3	50.0%	0	0.0%	3	50.0%
Hispanic	0	0.0%	1	16.7%	1	16.7%
TOTAL MINORITY HIRES	4	66.7%	1	16.7%	5	83.3%
TOTAL NEW HIRES	5	83.3%	1	16.7%	6	100.0%

RE-HIRES	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 RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	1	100.0%	0	0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	40.0%	0	0.0%	2	40.0%
American Indian/Alaskan Native	1	20.0%	0	0.0%	1	20.0%
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%	2	40.0%	2	40.0%
TOTAL MINORITY TERMINATIONS	1	20.0%	2	40.0%	3	60.0%
TOTAL TERMINATIONS	3	60.0%	2	40.0%	5	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	1	20%	1	1
RESIGN OTHER EMPLOYMENT	2	40%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	1	20%	1	0
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	20%	0	1
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	5	100%	3	3

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	1	25.0%	0	0.0%	1	25.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	25.0%		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	1	25.0%	1	25.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
<i>TOTAL MINORITY TRANSFERS</i>	<i>2</i>	<i>50.0%</i>	<i>1</i>	<i>25.0%</i>	<i>3</i>	<i>75.0%</i>
<i>TOTAL TRANSFERS</i>	<i>3</i>	<i>75.0%</i>	<i>1</i>	<i>25.0%</i>	<i>4</i>	<i>100.0%</i>

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	2	28.6%	1	14.3%	3	42.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	28.6%	1	14.3%	3	42.9%
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	14.3%	1	14.3%
<i>TOTAL MINORITY PROMOTIONS</i>	2	28.6%	2	28.6%	4	57.1%
<i>TOTAL PROMOTIONS</i>	4	57.1%	3	42.9%	7	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

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. **[VOTER REGISTRATION 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..