

**2019 ANNUAL  
WORKFORCE STATISTICS REPORT**

*Department of General Services*

*Jeff Gasaway, 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.**

The Department of General Services provides a variety of support services to Sacramento County departments and is organized into four operating divisions.

### DIVISIONS AND RESPONSIBILITIES

Administration/Business Services Division provides centralized administrative support services in several key areas: accounting, budget/fiscal, Countywide alarm services, and Support Services. The division provides financial control services, general administrative support for the department; Support Services provides a variety of services to all County departments, to include: printing services, mail delivery, records management and retention, surplus property storage, internal recycling, and scanning services.

Contract and Purchasing Services Division provides purchasing support to all County departments, including commodities, services, and construction contracting. The division also manages the Countywide P-Card program.

Facility and Property Services (F&PS) consists of three Facility Maintenance and Operations Districts that provide maintenance, remodeling, repair and security of County facilities. The Facility Planning and Management/Architectural Services Division serves as the central point for requesting alterations or improvements to County-owned facilities, for major improvements to leased facilities and for facility acquisition. F&PS also includes the Real Estate Division that manages all County property acquisitions and leased property management.

Fleet Services purchases and repairs over 3000 County owned light and heavy vehicles and equipment. The Parking Enterprise provides parking services to the public and County employees.

**(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 complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Department currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orientating a New Employee, and Conducting Performance Evaluations. Providing this type of training ensures a standard for interviewing, selecting, and evaluating 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.)**

For calendar year 2018, the Department participated in the Aerojet Outplacement Job Fair and was part of a team that led the Youth in Government Day, which was a collaborative effort between a local high school and community leaders that helped bring awareness to job readiness and training. There were 80 sophomore high school students that were exposed to the day in the life of county employment and future opportunities.

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

The Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised on the County's Employment website, local jurisdictions, and industry specific internet and print publications.

- (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 Department has collaborated with the Training and Organization Development Office in presenting the Leadership Development series, and with coordinating training activities for the "Supervisor Academy" and "Facilitation Training" workshops. These training classes are beneficial for promotion and career advancement opportunities.

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

The Department requires that all employees attend diversity training. All lead, supervisory and management employees are required to take Sexual Harassment and Discrimination Prevention (AB1825).

- (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 works to support its employees to provide safe, efficient and beneficial services to all citizens of Sacramento County as well as communicating information to the general public and participating in discussions with neighborhood groups.

- (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 was one complaint reported during the calendar year of 2018 for which there was a finding of merit. After a thorough investigation, appropriate actions were taken to address and remedy the situation. As a result, there have been no subsequent recurrences of the behavior.

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

| <i>ETHNICITY</i>                        | Census Data | Workforce Composition |        |          |        | Workforce Composition |        |                 |        |
|---|-------------|-----------------------|--------|----------|--------|-----------------------|--------|-----------------|--------|
|   | 2010        | County of Sacramento  |        |          |        | General Services      |        |                 |        |
|   |             | 2013 (1)              |        | 2018 (2) |        | 2014 Report (3)       |        | 2019 Report (4) |        |
|   | %           | #                     | %      | #        | %      | #                     | %      | #               | %      |
| <b>2 or More Races</b>                  | 4.4%        | 132                   | 1.2%   | 297      | 2.6%   | 10                    | 2.1%   | 10              | 2.5%   |
| <b>American Indian/Alaskan Native</b>   | 1.3%        | 127                   | 1.2%   | 112      | 1.0%   | 7                     | 1.5%   | 5               | 1.3%   |
| <b>Asian</b>                            | 13.6%       | 1,492                 | 13.9%  | 1,761    | 15.4%  | 63                    | 13.1%  | 48              | 12.2%  |
| <b>Black/African American</b>           | 10.5%       | 1,295                 | 12.1%  | 1,379    | 12.1%  | 39                    | 8.1%   | 22              | 5.6%   |
| <b>Hispanic/Latino</b>                  | 17.9%       | 1,521                 | 14.2%  | 1,921    | 16.8%  | 45                    | 9.4%   | 55              | 13.9%  |
| <b>Native Hawaiian/Pacific Islander</b> | 1.0%        | 83                    | 0.8%   | 117      | 1.0%   | 6                     | 1.3%   | 10              | 2.5%   |
| <b>White/Non-Hispanic</b>               | 51.4%       | 6,094                 | 56.7%  | 5,840    | 51.1%  | 310                   | 64.6%  | 245             | 62.0%  |
| <b>Total</b>                            | 100.0%      | 10,744                | 100.0% | 11,427   | 100.0% | 480                   | 100.0% | 395             | 100.0% |
| <b>Minority Representation</b>          | 48.6%       | 4,650                 | 43.3%  | 5,587    | 48.9%  | 170                   | 35.4%  | 150             | 38.0%  |
| <b>Female Representation</b>            | 50.8%       | 5,560                 | 51.7%  | 5,892    | 51.6%  | 78                    | 16.3%  | 62              | 15.7%  |

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/14/2013

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/14/2013

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2018 AND 2019 REPORTS**

| JOB Categories              |   | Minority Females |       | Minority Males |       | Minority Total |       | Female Total |       | Total Employees |        |
|-----------------------------|---|------------------|-------|----------------|-------|----------------|-------|--------------|-------|-----------------|--------|
|                             |   | 2018*            | 2019* | 2018*          | 2019* | 2018*          | 2019* | 2018*        | 2019* | 2018*           | 2019*  |
| 1. Officials/Administrators | # | 1                | 1     | 7              | 8     | 8              | 9     | 5            | 5     | 27              | 26     |
|                             | % | 3.7%             | 3.8%  | 25.9%          | 30.8% | 29.6%          | 34.6% | 18.5%        | 19.2% | 100.0%          | 100.0% |
| 2. Professionals            | # | 12               | 11    | 10             | 11    | 22             | 22    | 21           | 22    | 47              | 51     |
|                             | % | 25.5%            | 21.6% | 21.3%          | 21.6% | 46.8%          | 43.1% | 44.7%        | 43.1% | 100.0%          | 100.0% |
| 3. Technicians              | # | 1                | 1     | 1              | 1     | 2              | 2     | 2            | 2     | 10              | 8      |
|                             | % | 10.0%            | 12.5% | 10.0%          | 12.5% | 20.0%          | 25.0% | 20.0%        | 25.0% | 100.0%          | 100.0% |
| 4. Protective Services      | # | 3                | 3     | 10             | 11    | 13             | 14    | 4            | 4     | 22              | 24     |
|                             | % | 13.6%            | 12.5% | 45.5%          | 45.8% | 59.1%          | 58.3% | 18.2%        | 16.7% | 100.0%          | 100.0% |
| 5. Para-Professionals       | # | 1                | 1     | 0              | 1     | 1              | 2     | 3            | 3     | 3               | 4      |
|                             | % | 33.3%            | 25.0% | 0.0%           | 25.0% | 33.3%          | 50.0% | 100.0%       | 75.0% | 100.0%          | 100.0% |
| 6. Office/Clerical Workers  | # | 6                | 3     | 5              | 6     | 11             | 9     | 12           | 8     | 31              | 27     |
|                             | % | 19.4%            | 11.1% | 16.1%          | 22.2% | 35.5%          | 33.3% | 38.7%        | 29.6% | 100.0%          | 100.0% |
| 7. Skilled Craft Workers    | # | 1                | 1     | 38             | 37    | 39             | 38    | 1            | 1     | 182             | 181    |
|                             | % | 0.5%             | 0.6%  | 20.9%          | 20.4% | 21.4%          | 21.0% | 0.5%         | 0.6%  | 100.0%          | 100.0% |
| 8. Service Maintenance      | # | 14               | 14    | 44             | 40    | 58             | 54    | 17           | 17    | 78              | 74     |
|                             | % | 17.9%            | 18.9% | 56.4%          | 54.1% | 74.4%          | 73.0% | 21.8%        | 23.0% | 100.0%          | 100.0% |
| Total                       | # | 39               | 35    | 115            | 115   | 154            | 150   | 65           | 62    | 400             | 395    |
|                             | % | 9.8%             | 8.9%  | 28.8%          | 29.1% | 38.5%          | 38.0% | 16.3%        | 15.7% | 100.0%          | 100.0% |

**TABLE 2**

\* The numbers for the 2018 Report are taken from pay period 26, ending December 23, 2017

\*\* The numbers for the 2019 Report are taken from pay period 26 ending December 22, 2018.

**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

| <b>NEW HIRES</b>                 | <b>FEMALE</b> | <b>%</b>    | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|-------------|-------------|--------------|--------------|---------------|
| White                            | 1             | 4.5%        | 12          | 54.5%        | 13           | 59.0%         |
| 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%        | 1           | 4.5%         | 1            | 4.5%          |
| Native Hawaiian/Pacific Islander | 0             | 0.0%        | 0           | 0.0%         | 0            | 0.0%          |
| 2 or More Races                  | 0             | 0.0%        | 2           | 9.1%         | 2            | 9.1%          |
| Hispanic                         | 0             | 0.0%        | 6           | 27.3%        | 6            | 27.3%         |
| <b>TOTAL MINORITY HIRES</b>      | <b>0</b>      | <b>0.0%</b> | <b>9</b>    | <b>41.0%</b> | <b>9</b>     | <b>41.0%</b>  |
| <b>TOTAL NEW HIRES</b>           | <b>1</b>      | <b>4.5%</b> | <b>21</b>   | <b>95.5%</b> | <b>22</b>    | <b>100.0%</b> |

| <b>NEW 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%        | 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%        |
| <b>TOTAL MINORITY RE-HIRES</b>   | <b>0</b>      | <b>0.0%</b> | <b>0</b>    | <b>0.0%</b> | <b>0</b>     | <b>0.0%</b> |
| <b>TOTAL RE-HIRES</b>            | <b>0</b>      | <b>0.0%</b> | <b>0</b>    | <b>0.0%</b> | <b>0</b>     | <b>0.0%</b> |

**COMMENTS FOR TABLE 3.1**

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There are no rehires reported for this period.

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**TABLE 3.2**  
**Personnel Action Report**  
**TERMINATIONS – Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

| <b>TERMINATIONS</b>                | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|------------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                              | 1             | 2.8%         | 17          | 47.2%        | 18           | 50.0%         |
| American Indian/Alaskan Native     | 0             | 0.0%         | 0           | 0.0%         | 0            | 0.0%          |
| Asian                              | 1             | 2.8%         | 3           | 8.3%         | 4            | 11.1%         |
| Black                              | 2             | 5.5%         | 5           | 13.9%        | 7            | 19.4%         |
| Native Hawaiian/Pacific Islander   | 1             | 2.8%         | 0           | 0.0%         | 1            | 2.8%          |
| 2 or More Races                    | 1             | 2.8%         | 0           | 0.0%         | 1            | 2.8%          |
| Hispanic                           | 0             | 0.0%         | 5           | 13.9%        | 5            | 13.9%         |
| <b>TOTAL MINORITY TERMINATIONS</b> | <b>5</b>      | <b>13.9%</b> | <b>13</b>   | <b>36.1%</b> | <b>18</b>    | <b>50.0%</b>  |
| <b>TOTAL TERMINATIONS</b>          | <b>6</b>      | <b>16.7%</b> | <b>30</b>   | <b>83.3%</b> | <b>36</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                           | 22            | 61.1%             | 4                  | 3                    |
| RESIGN OTHER EMPLOYMENT                                    | 0             | 0.0%              | 0                  | 0                    |
| EMPLOYEE INITIATED / NO REASON GIVEN                       | 12            | 33.3%             | 1                  | 1                    |
| DECEASED   | 0             | 0.0%              | 0                  | 0                    |
| LAID OFF/REDUCTION IN FORCE                                | 0             | 0.0%              | 0                  | 0                    |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 2             | 5.6%              | 1                  | 1                    |
| AUTOMATIC RESIGNATION                                      | 0             | 0.0%              | 0                  | 0                    |
| OTHER– Please list: N/A                                    | 0             | 0.0%              | 0                  | 0                    |
| Totals:  | 36            | 100%              | 6                  | 5                    |

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2018 to 12/31/2018)**

| <b>PROMOTIONS</b>                | <b>FEMALE</b> | <b>%</b>     | <b>MALE</b> | <b>%</b>     | <b>TOTAL</b> | <b>%</b>      |
|----------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White                            | 7             | 18.4%        | 16          | 42.1%        | 23           | 60.5%         |
| American Indian/Alaskan Native   | 0             | 0.0%         | 1           | 2.6%         | 1            | 2.6%          |
| Asian                            | 0             | 0.0%         | 2           | 5.3%         | 2            | 5.3%          |
| Black                            | 2             | 5.3%         | 1           | 2.6%         | 3            | 7.9%          |
| Native Hawaiian/Pacific Islander | 1             | 2.6%         | 2           | 5.3%         | 3            | 7.9%          |
| 2 or More Races                  | 1             | 2.6%         | 0           | 0.0%         | 1            | 2.6%          |
| Hispanic                         | 1             | 2.6%         | 4           | 10.5%        | 5            | 13.2%         |
| <b>TOTAL MINORITY PROMOTIONS</b> | <b>5</b>      | <b>13.2%</b> | <b>10</b>   | <b>26.3%</b> | <b>15</b>    | <b>39.5%</b>  |
| <b>TOTAL PROMOTIONS</b>          | <b>12</b>     | <b>31.6%</b> | <b>26</b>   | <b>68.4%</b> | <b>38</b>    | <b>100.0%</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%        | 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%        |
| <b>TOTAL MINORITY DEMOTIONS</b>  | <b>0</b>      | <b>0.0%</b> | <b>0</b>    | <b>0.0%</b> | <b>0</b>     | <b>0.0%</b> |
| <b>TOTAL DEMOTIONS</b>           | <b>0</b>      | <b>0.0%</b> | <b>0</b>    | <b>0.0%</b> | <b>0</b>     | <b>0.0%</b> |

**COMMENTS FOR TABLE 3.4**

There are no demotions reported for this period.

**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
**(From 01/01/2018 to 12/31/2018)**

*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 Allegat. |
|--|-----------|--------------|-------------|----------|----------------------|----------|-------------|----------|--------------|----------|----------------|
|  | Violation | No Violation | Insuff Evid | On-going | Merit                | No Merit | Insuff Evid | On-going | Closed       | On-going |                |
| Age  |           | B            |             |          |                      |          |             |          |              | E        | 2              |
| Disability/Medical Condition/Genetic Information | A         | B, C         |             |          |                      |          |             |          |              | E        | 4              |
| Marital Status                                   |           |              |             |          |                      |          |             |          |              |          |                |
| Pregnancy  |           |              |             |          |                      |          |             |          |              |          |                |
| Political Affiliation or Beliefs                 |           |              |             |          |                      |          |             |          |              |          |                |
| Race/Color/National Origin/Ancestry              |           |              |             |          |                      |          |             |          |              | D        | 1              |
| Religion   |           |              |             |          |                      |          |             |          |              |          |                |
| Retaliation                                      |           |              |             |          |                      |          |             |          |              | E        | 1              |
| Sex/Gender                                       |           |              |             |          |                      |          |             |          |              |          |                |
| Sexual Orientation                               |           |              |             |          |                      |          |             |          |              |          |                |
| <b>TOTAL Allegations:</b>                        | 1         | 3            |             |          |                      |          |             |          |              | 4        | <b>8</b>       |

Note: Use an alpha to represent each complaint. **[General Services had a total of 5 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.*