

**2020 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Assessor

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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.

Assessment

Discovers, values, and assesses taxable real and personal property in accordance with the provisions of the California Constitution

Exemptions

Administers homeowners', veterans' and institutional property tax exemptions

Mapping

Creates and maintains assessor parcel maps and associated GIS files

Property Transfer

Determines ownership and administer changes in ownership and qualifying exclusions

Customer Service

Provides in-person, telephone, email and written responses to inquiries regarding the assessment of property

Systems

Administers the Assessor Information Management system (New AIMS), an Oracle based workflow management system that maintains and generates assessor property assessments and data

Assessment Standards

Administers the Assessor's Operations Manual, Employee Owned Property Program, website, annual report, forms and press releases; coordinates community outreach efforts, State Board of Equalization assessment surveys and legislation analysis; serves as liaison with government agencies and is the official Custodian of Records

Administration

Provides administrative, personnel, fiscal, safety, and facilities management services to staff

- (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 Assessor's Office requests and receives a certification list of the top three ranks from the Certification unit in the Employment Office. Once the list is received and reviewed, certification letters are sent to eligible candidates to schedule an interview.

Interviews: Interviews include a writing sample and oral interview with a two or three-member panel. The panel is a combination of Managers and/or Supervisors and when not available request the assistance from Personnel Services. References are checked and once a successful candidate has been chosen, the Division Manger makes a hiring recommendation to the Assistant Assessor or Assessor for approval. Note that effective April 1, 2020 (per County Policy), offers of employment will be conditional on the completion of a background check.

Intern Interviews: Candidates are chosen from applications submitted by students via mail, drop off applications in person or school job fairs. Upon a vacant position, applications are reviewed and applicants are called to schedule an interview. The most successful candidate(s) name is submitted to the Chief Appraiser for approval.

- (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.

The Assessor's Office participates in the County of Sacramento Career Fair and California State University, Sacramento Career Fairs.

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

The Assessor's Office advertises job vacancies through the County of Sacramento, Employment Office jobs website and the California Assessor Association electronic distribution- CAA eforum.

- (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 Assessor's Office encourages staff to sign up for training classes offered by the County's Department of Personnel Services - Training and Organization

Development and WebEx trainings held in our office given by The State Board of Equalization and the California Assessors' Administrative Service Association. Also, training classes with the Board of Equalization, Appraisal Institute and International Association of Assessing Officers for certification and educational opportunities.

The Assessor's Office provides advance notice of hiring opportunities for vacancies to all staff.

The Assessor's Office encourages and offers internal reassignment and cross training opportunities to staff when open positions become available.

Leadership coaching and training for Supervisors and Managers is provided every two months.

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

The Assessor's Office adheres to the 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 notices to various county Human Resource Departments and web notifications through professional organizations. The Assessor's Office also maintains an informative internal and external website. The websites comply with the 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 Assessor's Office has addressed service delivery across all section of the community, both internal and external, through the use of the Internet and Intranet. Both sites include current and understandable information about our services in an accessible format. In addition, we provide interpreters upon customers' request.

- (8) For complaints reported in Table 4, if there were any with a finding of Violation of County *Policy*, 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.

No cases had a finding of merit.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				ASSESSOR			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	1	0.7%	0	0.0%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	2	1.4%	1	0.7%
Asian	13.6%	1,543	14.3%	1,796	15.8%	27	18.8%	24	16.3%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	8	5.6%	9	6.1%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	12	8.3%	21	14.3%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	3	2.1%	2	1.4%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	91	63.2%	90	61.2%
Total	100.0%	10,758	100.0%	11,362	100.0%	144	100.0%	147	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	53	36.8%	57	38.8%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	76	52.8%	78	53.1%

¹ Sacramento County Workforce as of pay period 26 ending 12/13/2014

² Sacramento County Workforce as of pay period 26 ending 12/21/2019

³ Employed by County of Sacramento as of pay period 26 ending 12/13/2014

⁴ Employed by County of Sacramento as of pay period 26 ending 12/21/2019

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2018 AND 2020 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2018*	2020**	2018*	2020**	2018*	2020**	2018*	2020**	2018*	2020**
1. Officials/Administrators	#	1	1	1	1	2	2	2	4	6	8
	%	16.7%	12.5%	16.7%	12.5%	33.3%	25.0%	33.3%	50.0%	100.0%	100.0%
2. Professionals	#	15	17	10	13	25	30	45	44	92	96
	%	16.3%	17.7%	10.9%	13.5%	27.2%	31.3%	48.9%	45.8%	100.0%	100.0%
3. Technicians	#	5	5	2	4	7	9	6	8	12	14
	%	41.7%	35.7%	16.7%	28.6%	58.3%	64.3%	50.0%	57.1%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	13	12	5	4	18	16	24	22	32	29
	%	40.6%	41.4%	15.6%	13.8%	56.3%	55.2%	75.0%	75.9%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	34	35	18	22	52	57	77	78	142	147
	%	23.9%	23.8%	12.7%	15.0%	36.6%	38.8%	54.2%	53.1%	100.0%	100.0%

TABLE 2

* The numbers for the 2018 Report are taken from pay period 26, ending December 22, 2017

** The numbers for the 2020 Report are taken from pay period 26 ending December 21, 2019

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	5	27.8%	5	27.8%	10	55.6%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	5.6%	0	0.0%	1	5.6%
Black	1	5.6%	1	5.6%	2	11.1%
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	4	22.2%	1	5.6%	5	27.8%
TOTAL MINORITY HIRES	6	33.3%	2	11.1%	8	44.4%
TOTAL NEW HIRES	11	61.1%	7	38.9%	18	100.0%

NEW RE-HIRES	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%
TOTAL MINORITY RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL NEW RE-HIRES	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	28.6%	8	38.1%	14	66.7%
American Indian/Alaskan Native	1	4.8%	0	0.0%	1	4.8%
Asian	3	14.3%	0	0.0%	3	14.3%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	1	4.8%	0	0.0%	1	4.8%
2 or More Races	1	4.8%	0	0.0%	1	4.8%
Hispanic	1	4.8%	0	0.0%	1	4.8%
TOTAL MINORITY TERMINATIONS	7	33.3%	0	0.0%	7	33.3%
TOTAL TERMINATIONS	13	61.9%	8	38.1%	21	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	10	47.6%	5	4
RESIGN OTHER EMPLOYMENT	4	19.1%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	3	14.3%	3	2
DECEASED	0	%	0	0
LAI D OFF/REDUCTION IN FORCE	0	%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	4	19%	4	0
AUTOMATIC RESIGNATION	0	%	0	0
OTHER– Please list:	0	%	0	0
Totals:	21	100%	13	7

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2018 to 12/31/2019)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	14	28.0%	16	32.0%	30	60.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	6	12.0%	4	8.0%	10	20.0%
Black	2	4.0%	1	02.0%	3	6.0%
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	5	10.0%	2	4.0%	7	14.0%
TOTAL MINORITY PROMOTIONS	13	26.0%	7	14.0%	20	0.0%
TOTAL PROMOTIONS	27	54.0%	23	46.0%	50	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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.3

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2018 to 12/31/2019)

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.
	Violatio n	No Violation	Insuff Evid	On-going	Violatio n	No Violation	Insuff Evid	On- going	Closed	On- going	
Age		D								G	2
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		D									1
Religion											
Retaliation		D	A			B, C, E, F					6
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:		3	1			4				1	9

Note: Use an alpha to represent each complaint. **[ASSESSOR had a total of 7 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..