

**2020 ANNUAL
WORKFORCE STATISTICS REPORT**

Human Assistance

Ann Edwards, Director

***PREPARED BY:* Doreen Wong, Human Resources Manager
Richard Chang, Personnel Analyst, EEO Unit**

TABLE OF CONTENTS

Departmental Diversity Policies and Efforts Questionnaire	1
Workforce Comparative Analysis - Table 1	9
Job Categories Summary - Table 2	10
Personnel Actions Report: Hires/Rehires - Table 3.1	11
Personnel Actions Report: Terminations - Table 3.2	12
Personnel Actions Report: Promotions/Demotions - Table 3.3	13
Discrimination Complaints - Table 4	14

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 core purpose of the Department of Human Assistance (DHA) is to improve the lives of families and individuals. The primary goal of the Department is to provide the tools, training and temporary support to assist people in their transition from welfare to self-sufficiency. DHA is setting the bar high for premier performance in service delivery, steadfast commitment to empowered staff, innovation and technology.

DHA employs approximately 1,800 skilled and dedicated employees to plan, implement and oversee a spectrum of programs and services designed to move people from public assistance to self-sufficiency. DHA’s mission is to foster self-sufficiency in those it serves. Department programs address many facets of daily life, including employment, housing, health care, transportation, education and childcare.

DHA’s programs are specifically designed to assist low-income families and individuals find workable solutions to daily-living problems as they make the transition from welfare to the workplace. One out of five residents in Sacramento utilizes one form or another of DHA’s services.

DHA is responsible for the initial application processing and ongoing case maintenance, including yearly redeterminations, of financial assistance programs for families, single adults and children. Specific programs are listed below.

- **Adoption Assistance Program (AAP)** provides financial and/or medical support to facilitate the adoption of children who otherwise would remain in long-term foster care.
- **California Work Opportunity and Responsibility to Kids (CalWORKs)** provides financial support for families with dependent children who experience deprivation due to a parent’s absence, incapacity, death, unemployment or underemployment.
- **Refugee Cash Assistance (RCA)** provides cash benefits for new refugees who are not eligible for CalWORKs.
- **CalFresh** provides supplemental nutritional assistance to allow low-income individuals and families to buy food and improve nutrition.
- **Cash Assistance Program for Immigrants (CAPI)** provides financial assistance to aged, blind or disabled immigrants who were in the United States prior to August 21, 1996; or sponsored immigrants who enter the United States on August 21, 1996 or later and whose sponsors are deceased, disabled

or abusive, and who are ineligible for Supplemental Security Income (SSI) solely due to their immigrant status.

- **General Assistance (GA)** provides short-term cash assistance and services. It is a program of last resort to adults without children who are at least eighteen (18) years of age.
- **Foster Care** provides cash and medical benefits for children placed into protective custody by Child Protective Services (CPS) or Probation in approved placement homes, agencies or facilities.
- **Approved Relative Caregiver (ARC)** mandated effective July, 1, 2017, provides basic foster care assistance rates to caretaker relatives of non-federally eligible dependent children.
- **Kinship Guardianship Assistance Payment (Kin-Gap)** provides continued cash assistance utilizing Aid to Families with Dependent Children (AFDC)/Foster Care rates to legal guardian relative caretakers of foster children whose court dependency is terminated.
- **Medi-Cal / Insurance Affordability Programs** provide health insurance for low-income families and individuals. Insurance Affordability Programs either reduce the amount individuals pay for their monthly health insurance premiums or discount out-of-pocket costs for health-care expenses.
- **County Medically Indigent Services Program (CMISP)** provides medically necessary care to indigent adults who are Sacramento County residents not eligible for any other available health coverage programs.

DHA offers a range of Employment Services through CalWORKs-based Welfare-to-Work (WTW), General Assistance Training and Employment (GATE), and CalFresh Employment and Training (CFET). These programs assist singles and families to find and keep jobs by providing pre-employment training workshops, resume writing assistance, job referrals, on-the-job training, and “dress for success” seminars. DHA also administers supportive services such as Child Care, which provides funding for childcare for those enrolled in Welfare-to-Work and those transitioning from CalWORKs.

In addition to the programs and supportive services listed above, DHA’s Homeless Services Division provides supportive services to Sacramento’s homeless community, such as the Homeless Return to Residence and Emergency Motel Voucher programs. DHA also coordinates services with the Sacramento Continuum of Care Administration Agency, Sacramento Steps Forward, as well as law enforcement and code enforcement agencies. The Homeless Services Division manages contracts for the Rapid Rehousing Program services provided through Sacramento Steps Forward, providing funding to house homeless individuals and couples. The Outreach Navigator contracts provide direct services to homeless persons.

DHA also contains the County Veterans Services Office that counsels veterans, their dependents and survivors, and determines eligibility for benefits.

(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);

Selection and Hiring

DHA follows all Civil Service Rules and applicable County Personnel Policies and Procedures when hiring staff. These are the steps the Department follows:

- Based on our labor agreements with the Welfare Supervisory Unit, the Welfare Non-Supervisory Unit, and the Office Technical Unit, all vacancies are advertised to provide current staff an opportunity to change work locations within DHA.
- If a vacancy is not filled through Step 1, the supervisor/manager requests an eligible list of candidates from the County Department of Personnel Services.
- The candidates from the lateral transfer list and the top three ranks are considered.
- For the Human Services Specialist induction classes, the most qualified are hired from the top three ranks. If a rank is cleared (names are exhausted due to job offers or candidate non-interest), the candidates from the next rank are interviewed.

The Department hires employees with special skills (language and/or culture). DHA currently has 14 different language and/or culture classifications that serve the Department's diverse customer base.

Internships

DHA has an Educational Advancement policy that allows staff to flex their work hours if they are attending college classes and, on a limited basis, allows for staff to do required fieldwork or college internships on the job.

Education and Training Opportunities

DHA management works closely with the various civil rights caucuses on issues relevant to the caucus members and their represented communities. The Department currently has five caucuses: Asian Pacific Islander Caucus; African-American Caucus; Latino Caucus; Native American Caucus, and Lesbian Gay Bisexual Transgender Caucus. The Caucuses provide their members and other employees training and career development opportunities. The Department funds these training opportunities in the amount of \$500 per year, per caucus.

In addition to working with the caucuses, the Department provides various training opportunities for employees. Computer, customer service, and diversity training are offered to employees. Some are optional and others mandatory. DHA supervisors and managers are mandated to take the AB 1825 Discrimination and Harassment Prevention Training every two years. Client confidentiality training is also provided.

Employees are also eligible to apply for the County's Education Reimbursement Program. The program offers a maximum of \$1,500 per year to employees who are going to school while working for the County. Many DHA staff take advantage of this program.

Twice a year, Sacramento County sponsors an Employee Higher Education Fair. The fairs were held on January 24, 2019 and August 6, 2019. Representatives from National University, Brandman University, University of the Pacific, University of San Francisco, Golden Gate University, DeVry University, Alliant International University, Ashford University, Union Institute & University, College of Continuing Education at Sacramento State, William Jessup University, University of Phoenix, Sacramento State – College of Business, Sierra College, Grand Canyon University and John F. Kennedy University were in attendance to discuss how they can help employees reach their education goals. Many DHA staff attended these fairs and expressed interest in applying for various degree programs.

Additionally, employees (and immediate family) receive tuition discount benefits through the County's partnerships with Brandman University, Ashford University, National University and DeVry University.

- (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 Department has done active recruitment through various community-based organizations whose clientele are predominantly minority and, in addition to bringing needed skills to the Department programs, may speak one of the languages required to service our customers. DHA has dedicated a hiring team focusing entirely on recruitment at job fairs to ensure that we get the diversity we need in our workforce. The Department participated in numerous outreach events in the last year, which included the following:

- 2/8/19- Travis AFB Career Fair: Veterans and military personnel
- 2/27/19- UC Davis Winter Internship and Career Fair: College students
- 3/5/19- CSUS All Majors Career Fair: College students
- 3/9/19- County-Wide Career Fair: Community job seekers
- 3/16/19- City of Sacramento Youth Job & Resume Fair: Youth aged 16-21
- 4/2/19- Norcal Services for the Deaf and Hard of Hearing: High school students
- 4/9/19- El Camino High School Career Fair: High school students
- 4/10/19- 2020 Census Kick-off and Career Fair: Community job seekers
- 4/15/19- CSUS Student Academic Success and Educational Equity Program's Career Pathways and Workforce Readiness Presentation and Awards: Diverse student population
- 4/17/19- UC Davis Spring Internship and Career Fair: College students
- 4/19/19- DHA Job Talk: Community job seekers
- 4/22/19- CSUS Opportunity Comes Full Circle: First generation college students
- 4/24/19- Consumnes River College County Career Fair Event: College students
- 4/26/19- Honor a Hero, Hire a Vet Career Fair: Veterans and military personnel

- 4/27/19- CSUS Veterans Career Pathways Etiquette Luncheon: Student veterans
- 4/30/19- Travis AFB Path to County Service Workshop: Veterans and military personnel
- 5/17/19- McClatchy High School Career Fair: High school students
- 5/20/19- DHA Job Talk: Community job seekers
- 5/21/19- DHA Job Talk: Community job seekers
- 6/4/19- SETA Hiring Event: Aerojet dislocated employees
- 6/7/19- Sacramento Asian Sports Federation Career Fair: Asian community job seekers
- 6/12/19- Diversity Employment Day: Outreach to diverse communities
- 6/18/19- SETA Hiring Event: Blue Shield dislocated employees & community job seekers
- 6/27/19- DHA Susie Gaines-Mitchell Community Job Fair: Community job seekers
- 7/22/19- DHA Job Talk: Community job seekers
- 7/25/19- Summer @ City Hall: High school students interning with Sacramento City Hall
- 8/7/19- National Night Out: Community job seekers
- 8/22/19- Tri-County Career Fair: Sacramento, Placer, and El Dorado County job seekers
- 9/5/19- Travis AFB Career Summit: Veterans and military personnel
- 9/6/19- Sol Collective Transgender Career Fair: LGBTQ community
- 9/10/19- SETA Hiring Event: Educational Credit Management Corporation dislocated employees
- 9/17/19- Norcal BAC Career Fair: Individuals with disabilities
- 9/19/19- Career & Internship Info Session at American River College: College students
- 9/24/19- Facebook Live Event: Community job seekers
- 9/30/19- CSUS Career and Internship Fair: College students
- 10/1/19- CSUS Career and Internship Fair: College students
- 10/5/19- Aloha Festival: Native Hawaiians, other Pacific Islanders, and community
- 10/7/19- DHA Job Talk: Community job seekers
- 10/8/19- Assemblyman Ken Cooley's Job Fair: Community job seekers
- 10/10/19- Interns 2 Pros Internship Success Summit: College & high school students
- 10/16/19- National University Career Fair: College students
- 10/23/19- CSUS "Must Do's to Translating Your College Experience to Public Sector Work" Panel: College students
- 11/8/19- Sacramento Region Health Workforce Initiative: High school students
- 11/13/19- Greater Sacramento Urban League Path to County Service Workshop: Underrepresented youth and adults
- 12/3/19- Yolo County Career Fair: Yolo County Probation Department dislocated workers
- 12/6/19- Sacramento Veteran Career Fair: Veterans

Every month, DHA also holds Job Talk events at bureaus throughout the county. These outreach events provide referrals to current job openings, job search information, job fair information, access to employment and training resources, and job search assistance. DHA

and Sacramento County openings are highlighted and staff assist members of the public with the process of applying for positions.

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

DHA posts Announcement Bulletins (ABs) on DHAnet, the internal Department intranet website. When a vacancy occurs, the Department posts an AB on the site and interested employees can submit their interest to the hiring contact. Additionally, the County's Department of Personnel Services posts open competitive examinations on Neogov, which is the applicant tracking system the County uses. As exams are announced and posted on Neogov, employees who are interested may apply and submit their applications. For job seekers who are interested in an exam which is not yet open to the public, they have the option to fill out a Job Interest Card within Neogov for a specific job classification. When an exam is announced for that classification, Neogov automatically sends an email to those who have completed a Job Interest Card informing them the exam is now open for applications.

- (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 currently uses several methods to ensure all employees have an equal and fair opportunity to compete for and attain County promotional opportunities. DHA informs employees of job opportunities (promotional exams, transfers, jobs outside of the County) by posting them on the Department's intranet (DHAnet). We also send out relevant announcements for all promotional exams via email to staff interested in taking the exams. In addition, paper copies of the above information are made available to employees to review at various work locations.

DHA also holds mock interviews for employees who have an interest in having their interviews critiqued by a panel of Program Managers. During these sessions, the Program Managers present information on their career journeys, give written exercises, present a PowerPoint on how to prepare for an interview, and hold mock interviews that are videotaped. The Program Managers provide feedback to the employees on how they can improve their interview skills. The recorded interviews are provided to the employees so they can view their interview performance and review panel feedback to help them prepare for actual interviews.

DHA also offers Management and Leadership Development courses developed internally and through various organization for new supervisors and managers including CITI Leadership and Investment in Excellence.

Sacramento County uses the MyLearning portal that allows employees to schedule their own trainings and also to view their training history. Employees can review the courses that are

offered in the County training catalog and then if they would like to register for a training, they use MyLearning to submit their request to their supervisor.

In February 2019, DHA began using the new Performance Evaluation and Goals program to replace the previous Sacramento County Online Performance Evaluation (SCOPE) service. The new automated evaluation form contains a goal library with 500 ready-to-use goals and 86 competencies organized by categories and job classifications. These specifically job-tailored resources allow employees and supervisors to jointly complete the evaluation with relevant goals and competencies based on the employee's position. This allows employees to target individual goals that they can work toward attaining, in order to obtain experience and prepare for career advancement.

In July 2019, a new Leadership Dashboard Learning and Coaching Portal was launched. This portal invites employees to access over 300 free resources created by subject matter experts via 2 to 20 minute YouTube & TED Talks videos, podcasts, apps, websites, articles, blogs, books, etc. on various topics such as: Change Leadership, Communication, Emotional Intelligence, Stress Management and Resilience, Team Building and more. Employees can also connect to a wide variety of learning and leadership coaching resources.

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

It is the policy of the County and the Department to provide equal opportunities in all areas of employment to all people, regardless of race, color, sex, national origin, age, marital status, religion, ancestry, medical condition, disability, political affiliation, sexual orientation, or other factors not directly related to County job duties.

DHA is one of the largest departments in Sacramento County, with approximately 1,800 employees. There are more than 130 job classifications within the Department, including social work, eligibility, supervision, management, accounting and law enforcement positions. Opportunities for advancement to a variety of specialized positions both within the Department and throughout the County are continually available.

Over 50 percent of DHA's workforce is classified as minority, and bilingual staff provides services in a dozen languages to our customers. The Department also has twelve vendors who assist with our customers' language needs, including sign language. In addition, a department-wide TDD-TTY (telephone device for the deaf/teletype) telephone was installed and the number was publicized to our customers. The Department's six Civil Rights Advisory Caucuses serve in an advisory capacity to the DHA Director. These caucuses champion the civil rights of clients as well as employees. Department Caucuses raise money to award college scholarships for children of diverse families on our public assistance caseloads.

DHA provides basic services and care to the neediest in our community. In recent years, the Department has broadened the mission statement to include goals of fostering economic stability and self-sufficiency for those served. DHA is dedicated to providing

quality assistance to our customers and to curtailing the cycle of poverty through education and job training.

DHA has demonstrated innovative policy development, implementation, service delivery, and best practices to achieve workforce diversity. DHA stays current with data on its customer base and reinforces the need to address broad customer diversity with diversity training for all employees. DHA provides specially trained employees, special skilled language employees, and customized literature for its varied customer populations. The Department maintains direct contact with community organizations and through the various caucuses and keeps open communication with representation units.

- (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.)

DHA performs outreach with many agencies in the community and works collaboratively with several other County departments, including Probation; Sheriff; Child, Family and Adult Services; and Health Services. DHA also has staff members located in schools and other non-profit organizations in order to provide access to services for local residents.

DHA offices throughout the County play an active role in the community. The Department has a website that can be accessed by members of the public. The site provides information on the various services that the Department provides.

- (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.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Human Assistance			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	34	1.7%	47	2.6%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	24	1.2%	15	0.8%
Asian	13.6%	1,543	14.3%	1,796	15.8%	402	20.7%	395	21.8%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	338	17.4%	295	16.3%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	375	19.3%	405	22.3%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	23	1.2%	23	1.3%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	749	38.5%	633	34.9%
Total	100.0%	10,758	100.0%	11,362	100.0%	1,945	100.0%	1,814	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	1,196	61.5%	1,180	65.0%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	1,412	72.6%	1,279	70.5%

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 2019 AND 2020 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**
1. Officials/Administrators	#	6	7	5	5	11	12	22	25	32	34
	%	18.8%	20.6%	15.6%	14.7%	34.4%	35.3%	68.8%	73.5%	100.0%	100.0%
2. Professionals	#	382	382	135	136	517	518	593	586	803	803
	%	47.6%	47.6%	16.8%	16.9%	64.4%	64.5%	73.8%	73.0%	100.0%	100.0%
3. Technicians	#	2	2	1	1	3	3	4	4	7	7
	%	28.6%	28.6%	14.3%	14.3%	42.9%	42.9%	57.1%	57.1%	100.0%	100.0%
4. Protective Services	#	0	0	3	3	3	3	3	3	23	19
	%	0.0%	0.0%	13.0%	15.8%	13.0%	15.8%	13.0%	15.8%	100.0%	100.0%
5. Para-Professionals	#	51	46	20	18	71	64	72	68	106	98
	%	48.1%	46.9%	18.9%	18.4%	67.0%	65.3%	67.9%	69.4%	100.0%	100.0%
6. Office/Clerical Workers	#	470	409	195	171	665	580	676	593	976	853
	%	48.2%	47.9%	20.0%	20.0%	68.1%	68.0%	69.3%	69.5%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	911	846	359	334	1270	1180	1370	1279	1947	1814
	%	46.8%	46.6%	18.4%	18.4%	65.2%	65.0%	70.4%	70.5%	100.0%	100.0%

TABLE 2

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

** 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 01/01/2019 to 12/31/2019)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	8	24.0%	3	9.0%	11	33.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	8	24.0%	2	5.0%	10	29.0%
Black	3	9.0%	0	0.0%	3	9.0%
Native Hawaiian/Pacific Islander	1	3.0%	0	0.0%	1	3.0%
2 or More Races	1	3.0%	0	0.0%	1	3.0%
Hispanic	3	9.0%	5	14.0%	8	23.0%
TOTAL MINORITY HIRES	16	48.0%	7	19.0%	23	67.0%
TOTAL NEW HIRES	24	72.0%	10	28.0%	34	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%	1	100.0%	1	100.0%
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%	1	100.0%	1	100.0%
TOTAL RE-HIRES	0	0.0%	1	100.0%	1	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	19	20.0%	10	11.0%	29	31.0%
American Indian/Alaskan Native	2	2.0%	0	0.0%	2	2.0%
Asian	11	12.0%	11	12.0%	22	24.0%
Black	14	15.0%	4	4.0%	18	19.0%
Native Hawaiian/Pacific Islander	2	2.0%	1	1.0%	3	3.0%
2 or More Races	1	1.0%	2	2.0%	3	3.0%
Hispanic	13	14.0%	4	4.0%	17	18.0%
TOTAL MINORITY TERMINATIONS	43	46.0%	22	23.0%	65	69.0%
TOTAL TERMINATIONS	62	66.0%	32	34.0%	94	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	59	40%	36	37
RESIGN OTHER EMPLOYMENT	26	17%	21	21
EMPLOYEE INITIATED / NO REASON GIVEN	49	33%	38	30
DECEASED	3	2%	1	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	10	7%	6	8
AUTOMATIC RESIGNATION	2	1%	0	2
OTHER– Please list:				
Totals:	149	100%	102	98

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	24.0%	2	8.0%	8	32.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	4	16.0%	1	4.0%	5	20.0%
Black	4	16.0%	1	4.0%	5	20.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	4.0%	0	0.0%	1	4.0%
Hispanic	6	24.0%	0	0.0%	6	24.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>15</i>	<i>60.0%</i>	<i>2</i>	<i>8.0%</i>	<i>17</i>	<i>68.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>21</i>	<i>84.0%</i>	<i>4</i>	<i>16.0%</i>	<i>25</i>	<i>100.0%</i>

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	33.4%	1	33.3%	2	66.7%
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	1	33.3%	0	0.0%	1	33.3%
<i>TOTAL MINORITY DEMOTIONS</i>	<i>1</i>	<i>33.3%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>33.3%</i>
<i>TOTAL DEMOTIONS</i>	<i>2</i>	<i>66.7%</i>	<i>1</i>	<i>33.3%</i>	<i>3</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.3

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2019 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.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age		B, F, G, I							W		5
Disability/Medical Condition/Genetic Information		C, F, J, L							S, W		6
Marital Status		G, H, J		R							4
Pregnancy											
Political Affiliation or Beliefs		A									1
Race/Color/National Origin/Ancestry		A, B, D, E, G, I, K, N, O		R					W	T	12
Religion		B		Q							2
Retaliation		B, C, F, K, O							W	T, V	8
Sex/Gender		A, B, D, G, H, I, M, O, P		R						U	11
Sexual Orientation		H		R							2
TOTAL Allegations:		37		5					5	4	51

Note: Use an alpha to represent each complaint. **[Human Assistance had a total of 23 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..