

**2020 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Finance

Ben Lamera, Director

PREPARED BY: Alina Mangru, Senior Administrative Analyst, Department of
Finance
Richard Chang, Personnel Analyst, EEO Unit

TABLE OF CONTENTS

Departmental Diversity Policies and Efforts Questionnaire1

Workforce Comparative Analysis -**Table 1**5

Job Categories Summary - **Table 2**6

Personnel Actions Report: Hires/Rehires - **Table 3.1**7

Personnel Actions Report: Terminations - **Table 3.2**.....8

Personnel Actions Report: Promotions/Demotions - **Table 3.3**9

Discrimination Complaints - **Table 4**10

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 **Administrative Services** division provides centralized support in the areas of personnel, budget, contracts, 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 324,749 customer accounts that receive any combination of services (refuse, water, sewer, and/or storm water drainage).
- The **Investments** division manages the approximately \$4.55 billion Sacramento County Pooled Investment Fund and separate accounts; invests and manages approximately \$561 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 & development assignments, etc);

Hiring interview procedures and policies: The department adheres to County policies, procedures, and Civil Service Rules to select the best-qualified candidate. The determination of qualifications is based upon competitive examination for the position.

Education, training, and staff development: The department provides opportunities for staff to train, cross-train, and develop their skills, which encourages optimum performance, increases staff effectiveness, and as a result, staff are able to promote.

Internships: The department utilizes student interns to complement its ability to develop and hire a diverse and qualified workforce that is reflective of Sacramento County. A majority of our student interns are from California State University Sacramento 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.

Exams are advertised on the various Professional Association websites, social media websites for Professionals, such as, LinkedIn.com, County website, and Governmentjobs.com. These methods provide global exposure to our recruitment efforts. Additionally, we participate in job fairs at colleges to reach out to our external candidate pool. We also send email messages to existing County employees to keep our internal candidates informed of the open exams.

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

We advertise with the following organizations to provide maximum exposure to our exam announcements:

- Governmentjobs.com
- Governmental Finance Officers Association (GFOA)
- State Association of County Auditors (SACA)
- California Association of Tax Collectors
- CALCPA
- California State Associations of Counties (CSAC)
- CA State University, Sacramento
- University of CA, Davis
- LinkedIn.com
- 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 departmental staff. When vacancies occur, certification letters are sent to department employees that are reachable on the eligible list, in addition to other certified candidates. Vacancy reports are shared with all Division Chiefs, so they may share the information with their staff.

- (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. We advertise through professional organizations to reach out to qualified candidates. Additionally, we maintain informative websites in compliance with the County accessibility standards, to provide additional information regarding the department to both the internal and external candidates.

- (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 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 *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 4 reflects one complaint in area of sex/gender. We are continuously looking to ensure that staff feel safe at work, are treated equitably, and that our workplace is free of harassment and discrimination. To ensure employees are familiar with the County policy, construe the meaning of harassment and discrimination, understand appropriate workplace demeanor, and gain skills for responding to situations where sexual harassment or discrimination may occur, all staff are mandated as of January 1, 2019, to take a "Discrimination and Harassment Prevention" training class every two years. The training class addresses the best techniques for preventing, reporting, and responding to equal employment ("EEO") issues. With annual updates to course materials, scenarios are presented in the training, to encourage employees to analyze, discuss, and understand the impacts that discrimination and harassment may potentially have on their work environment. Through this training, we believe that the cases of sex or gender discrimination are preventable in the workplace, as employees are more educated on the issues.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Finance			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	6	3.7%	8	4.8%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	2	1.2%	0	0.0%
Asian	13.6%	1,543	14.3%	1,796	15.8%	32	19.9%	40	24.0%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	23	14.3%	28	16.8%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	14	8.7%	21	12.6%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	0	0.0%	3	1.8%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	84	52.2%	67	40.1%
Total	100.0%	10,758	100.0%	11,362	100.0%	161	100.0%	167	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	77	47.8%	100	59.9%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	113	70.2%	104	62.3%

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 COMPARISION
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	#	3	4	7	5	10	9	11	9	24	23
	%	12.5%	17.4%	29.2%	21.7%	41.7%	39.1%	45.8%	39.1%	100.0%	100.0%
2. Professionals	#	16	16	4	10	20	26	23	23	35	37
	%	45.7%	43.2%	11.4%	27.0%	57.1%	70.3%	65.7%	62.2%	100.0%	100.0%
3. Technicians	#	4	6	4	2	8	8	8	8	15	16
	%	26.7%	37.5%	26.7%	12.5%	53.3%	50.0%	53.3%	50.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	31	41	15	16	46	57	60	64	91	91
	%	34.1%	45.1%	16.5%	17.6%	50.5%	62.6%	65.9%	70.3%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	54	67	30	33	84	100	102	104	165	167
	%	32.7%	40.1%	18.2%	19.8%	50.9%	59.9%	61.8%	62.3%	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	7	14.3%	3	6.1%	10	20.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	7	14.3%	5	10.2%	12	24.5%
Black	9	18.4%	2	4.1%	11	22.4%
Native Hawaiian/Pacific Islander	1	2.0%	1	2.0%	2	4.1%
2 or More Races	4	8.2%	0	0.0%	4	8.2%
Hispanic	8	16.3%	2	4.1%	10	20.4%
TOTAL MINORITY HIRES	29	59.2%	10	20.4%	39	79.6%
TOTAL NEW HIRES	36	73.5%	13	26.5%	49	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	33.3%	0	0.0%	1	33.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	66.7%	0	0.0%	2	66.7%
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	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY RE-HIRES	2	66.7%	0	0.0%	2	66.7%
TOTAL NEW RE-HIRES	3	10.00%	0	0.0%	3	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	12	37.5%	3	9.4%	15	46.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	3	9.4%	2	6.3%	5	15.6%
Black	4	12.5%	2	6.3%	6	18.8%
Native Hawaiian/Pacific Islander	1	3.1%	0	0.0%	1	3.1%
2 or More Races	3	9.4%	0	0.0%	3	9.4%
Hispanic	2	6.3%	0	0.0%	2	6.3%
TOTAL MINORITY TERMINATIONS	13	40.6%	4	12.5%	17	53.1%
TOTAL TERMINATIONS	25	78.1%	7	21.9%	32	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	9	28.1%	5	3
RESIGN OTHER EMPLOYMENT	3	9.4%	1	3
EMPLOYEE INITIATED / NO REASON GIVEN	11	34.4%	10	5
DECEASED	0	%	0	0
LAID OFF/REDUCTION IN FORCE	0	%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	8	25.0%	8	6
AUTOMATIC RESIGNATION	1	3.1%	1	0
OTHER– Please list:	0	0.0%	0	0
Totals:	32	100%	25	17

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	13	22.0%	13	22.0%	26	
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	14	23.7%	2	3.4%	16	27.1%
Black	4	6.8%	2	3.4%	6	10.2%
Native Hawaiian/Pacific Islander	2	3.4%	0	0.0%	2	3.4%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	7	11.9%	2	3.4%	9	15.3%
TOTAL MINORITY PROMOTIONS	27	45.8%	6	10.2%	33	55.9%
TOTAL PROMOTIONS	40	67.8%	19	32.2%	59	100.0%

DEMOTIONS	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 DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	1	100.0%	0	0.0%	1	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											
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation											
Sex/Gender	A										1
Sexual Orientation											
TOTAL Allegations:	1										1

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..