

**2020 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Personnel Services

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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 Personnel Services (DPS) is responsible for providing central human resources, employee benefits, and risk management services for the County of Sacramento. The work activities of DPS include:

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- Managing employee benefits contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code section 457).
- Providing or managing skills-based training programs and employee development services, and providing Countywide and department-specific training services.
- Processing personnel and payroll transactions, including the processing of employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing department-specific human resources services and support to the County’s operating departments.
- Providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County’s Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County’s Equal Employment Opportunity Committee; advising County agencies and departments on Equal Employment policies; and representing the County and assisting County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County’s Unemployment Insurance, Liability/Property Insurance, Workers’ Compensation Insurance, and Safety/Accident Prevention and Industrial Hygiene programs.

(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);

- DPS follows Civil Service Rules and County policy to assure that employment is based upon merit principles; that appointment to a position in the Civil Service shall be made to a person who is qualified and available to perform that particular position; and that determination of qualifications shall be based upon competitive examination for the position.
- Further, DPS fully supports the doctrine that the County will employ the best-qualified person reasonably available; that the tenure of every employee will be based upon demonstrated need for the work performed, availability of funds, faithful effective performance, and continuing fitness for his or her position; and that each employee will be encouraged, trained, and developed to assure optimum performance.
- In order to assure compliance with the Civil Service policies listed above, DPS follows the administrative requirements stated in Civil Service Rules, Section 7, as well as Sacramento County Code, Chapter 2.78 (Personnel Ordinance).

(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.

- In order to attract a diverse population of applicants for County employment, DPS sends representatives from its Employment Services Division's Recruitment Team to local job fairs presented by various organizations, including colleges and universities, media outlets, and others. In March of 2018 and 2019 we held a County-Wide Career Fair that included participation from over 20 of our Departments. The primary goal of our County-Wide Career Fair was to give attendees the opportunity to talk with Department representatives directly regarding career opportunities within each Department. ESD's Recruitment Team attended the Department of Human Assistance's Job Talk events throughout the year. We also held quarterly "Path to County Service" workshops at various locations throughout the County. These workshops were promoted on Eventbrite and held in the evening and included a PowerPoint Presentation on how to navigate our website, apply for jobs, explanation of the types of exams we administer and what to expect when an applicant is placed on an employment list. We participated in over 100 events in 2018/2019 throughout the Sacramento Region, including outlying areas like Yolo County, Travis and Beale Air Force Bases. We participated in community events that reached out to veterans, underserved/underrepresented populations, displaced workers, LGTBQ community and individuals with disabilities.

The following is a list of events our Recruitment Team attended in 2018/2019:

- **High School Career Fairs:** Rio Linda High School, Monterey Trail High School, Galt High School, Valley High School, El Camino High School, McClatchy High School
- **College Job Fairs:** CSUS College Assistance Migrant Program, William Jessup University, CSUS Human Resource Management Association, American River College, Folsom Lake College, Sacramento City College, Cosumnes River College, CSUS All Majors Career Fair, UC Davis Winter, Fall & Spring Internship and Career Fair, National University
- **Community Events:** La Familia Job Fair, San Juan Unified Adult Education and Career Resource Fair, Volunteers of America “Hire-Up” event, DHA Susie Gaines-Mitchell Community Fair, Assemblyman Ken Cooley’s Career Fair, Sacramento Job Corps Center Career Fair, Tri-County Career Fair, City of Sacramento Youth Job & Resume Fair, Norcal Services for the Deaf and Hard of Hearing, 2020 Census Kick-Off and Career Fair, Sacramento Asian Sports Federation Career Fair, Diversity Employment Day, Sol Collective Transgender Career Fair, Norcal BAC Career Fair, Aloha Festival, Greater Sacramento Urban League Path to County Service Workshop, Yolo County Career Fair, Crossroads Diversified Employment and Resource Fair, CSUS Feria de Educacion
- **Veteran’s Events:** Beale Air Force Base Job Fair, Travis Air Force Base Job Fair, Veterans Business Forum/Career and Resource Fair, CSUS Veterans Center Pathways Program, Sacramento Veteran Career Fair, Honor a Hero, Hire a Vet Career Fair
- **Sacramento Employment and Training Agency (SETA) Hiring Events for displaced workers:** events held specifically for displaced employees from Sears, Aerojet, Blue Shield, and Educational Credit Management Corporation

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

- DPS lists all County Civil Service employment examinations on the County’s Internet site at <http://agency.governmentjobs.com/sacramento/default.cfm?action=jobs>. This site includes a description of the County’s hiring process and a listing of all County job classifications and their specifications. Additionally, the site enables applicants to search and apply for current job examinations, and to request notification of future examinations.
- In addition to the County’s Internet site, we have contracted with Careers In Government, <https://www.careersingovernment.com>, to advertise all open County exams. County exams are automatically posted to all of the following:
 - Careers In Government Job Board

- Careers In Government’s social media platforms
 - Twitter
 - Facebook
 - LinkedIn

Automatic postings to private sector and diversity job boards include the following:

- Glassdoor
- Zip Recruiter
- Nexxt
- African American Network
- Asian Job Network
- Disability Network
- Latino Network
- Retirement Network
- LGBT Network
- Women's Job Network
- Veteran Job Network

(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.)

- Examination announcements – both regular and promotional – are posted in each operating program within DPS, and distributed electronically to all DPS employees when electronic copies are available. Certification letters are sent to department employees as well as other County employees on a routine basis. Programs are encouraged to post internal and external flyers and to distribute internal and external emails announcing positions within the department. Vacant position reports are shared with all program managers, who in turn share the information with supervisors for further dissemination to staff members. DPS also posts Countywide flyers for promotional opportunities, as well as announcements from outside agencies.

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

- DPS fully utilizes Civil Service Commission rules, along with personnel policies and procedures developed by DPS and the operating departments, to create a workforce representative of County demographics. DPS looks for innovative ways to develop policies that meet the County’s EEO program and service delivery methods to achieve workforce diversity by interviewing all available candidates for open positions within the department. DPS has analyzed its underutilization and/or inequities in the County workforce and actively encourages its supervisors to interview and select the most qualified candidates for these positions.

- In order to achieve these goals, DPS has relied heavily on making itself more “reachable” and “understandable” to the local community, both internally and externally, by expanding its presence on the Internet and Intranet. All of the department’s information on both the Intranet and Internet is accessible and complies with County accessibility standards. This is explained further in Question 7 below.
- As in past reports, DPS continues to emphasize training opportunities within the department and to fulfill its commitment to make DPS employees the most highly trained and promotable employees possible in County service. DPS believes it is encouraging the Sacramento County workforce vision “To build and maintain a workplace environment that will attract, develop, retain and value our employees.”

(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)

- As noted above, one of the most obvious ways DPS has addressed service delivery across all sections of the community, both internal and external, has been through the use of the Internet and Intranet. DPS has devoted extensive time to updating the websites in both locations and to include current and understandable information about its services in an accessible format. This was accomplished by teams made up of operating program staff, IT staff, and administrative staff.
- DPS has found ways to accommodate its customers in many areas. Some of these include offering information in alternate formats, providing interpreters when possible, and extending office hours to accommodate all members of the community.
- DPS has made facility changes to accommodate its customers by remodeling these programs’ facilities. Each of these remodel projects has directly addressed accessibility issues and improved service delivery.

(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.

- There were no complaints with a finding of Violation of Policy for the period of January 1, 2018 to December 31, 2019.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Personnel Services			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	3	1.6%	6	3.0%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	1	0.5%	1	0.5%
Asian	13.6%	1,543	14.3%	1,796	15.8%	28	14.7%	29	14.7%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	23	12.0%	22	11.2%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	24	12.6%	27	13.7%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	1	0.5%	2	1.0%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	111	58.1%	110	55.8%
Total	100.0%	10,758	100.0%	11,362	100.0%	191	100.0%	197	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	80	41.9%	87	44.2%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	153	80.1%	159	80.7%

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	#	8	9	2	1	10	10	24	25	36	36
	%	22.2%	25.0%	5.6%	2.8%	27.8%	27.8%	66.7%	69.4%	100.0%	100.0%
2. Professionals	#	24	29	8	7	32	36	65	65	79	76
	%	30.4%	38.2%	10.1%	9.2%	40.5%	47.4%	82.3%	85.5%	100.0%	100.0%
3. Technicians	#	1	1	0	0	1	1	1	1	1	1
	%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	10	10	4	5	14	15	23	24	30	32
	%	33.3%	31.3%	13.3%	15.6%	46.7%	46.9%	76.7%	75.0%	100.0%	100.0%
6. Office/Clerical Workers	#	23	23	3	2	26	25	44	44	49	52
	%	46.9%	44.2%	6.1%	3.8%	53.1%	48.1%	89.8%	84.6%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	66	72	17	15	83	87	157	159	195	197
	%	33.8%	36.5%	8.7%	7.6%	42.6%	44.2%	80.5%	80.7%	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	10	43.5%	5	21.7%	15	65.2%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	4.3%	1	4.3%	2	8.7%
Black	3	13.0%	0	0.0%	3	13.0%
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	3	13.0%	0	0.0%	3	13.0%
TOTAL MINORITY HIRES	7	30.4%	1	4.3%	8	34.8%
TOTAL NEW HIRES	17	73.9%	6	26.1%	23	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	1	100.0%	0	0.0%	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	1	100.0%	0	0.0%	1	100.0%
TOTAL NEW 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 01/01/2018 to 12/31/2019)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	13	40.6%	5	15.6%	18	56.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	3.1%	0	0.0%	1	3.1%
Black	3	9.4%	1	3.1%	4	12.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	6.3%	0	0.0%	2	6.3%
Hispanic	5	15.6%	2	6.3%	7	21.9%
TOTAL MINORITY TERMINATIONS	11	34.4%	3	9.4%	14	43.8%
TOTAL TERMINATIONS	24	75.0%	8	0.0%	32	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	16	50.0%	12	5
RESIGN OTHER EMPLOYMENT	7	21.9%	4	4
EMPLOYEE INITIATED / NO REASON GIVEN	5	15.6%	4	3
DECEASED	0	0.0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	9.4%	3	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: Illness	1	3.1%	1	1
Totals:	32	100%	24	14

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	11	25.6%	6	14.0%	17	39.5%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	6	14.0%	1	2.3%	7	16.3%
Black	4	9.3%	0	0.0%	4	9.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	4	9.3%	0	0.0%	4	9.3%
Hispanic	9	20.9%	2	4.7%	11	25.6%
TOTAL MINORITY PROMOTIONS	23	53.5%	3	7.0%	26	60.5%
TOTAL PROMOTIONS	34	79.1%	9	20.9%	43	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	50.0%	0	0.0%	1	50.0%
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	1	50.0%	0	0.0%	1	50.0%
TOTAL MINORITY DEMOTIONS	1	50.0%	0	0.0%	1	50.0%
TOTAL DEMOTIONS	2	100.0%	0	0.0%	2	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.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age											
Disability/Medical Condition/Genetic Information										B	1
Marital Status						A					1
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry						A				C	2
Religion						A					1
Retaliation										B	1
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:						3				3	6

Note: Use an alpha to represent each complaint. *[Personnel Services had a total of 3 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..