

**2021 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Waste Management & Recycling

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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.

Planning for public health and safety and environmental protection in the area of solid waste management and recycling, state-mandated coordination of the County Integrated Waste Management Plan and preparation of elements of the Plan for the unincorporated area.

- Regional coordination of multi-jurisdictional programs:
 - Staff to the Sacramento Regional Solid Waste Authority.
 - Staff to the Sacramento Cities and County and Assembly Bill (AB) 939 Task Force.
- Numerous interagency and public/private agreements related to waste management services.
- Energy producer at the Kiefer Landfill Gas to Energy Plant.
- Compliance with all regulatory permits for the Kiefer Landfill, Elk Grove Landfill, Grand Island Landfill, North Area Recovery Station, and South Area Transfer Station.
- Municipal Services:
 - Exclusive provider for residential collection of garbage, recycling, bulky waste and green waste in the unincorporated area north of Calvine Road.
 - Contract administrator for comparable residential collection in the unincorporated area south of Calvine Road.
 - Service provider for regional landfill operations, a regional transfer station, household hazardous waste drop-off, electronic waste drop-off, and illegal dumping cleanup.

(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);

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 years 2017 and 2018, the Department participated in the County Job Fair for recruitment purposes.

- In 2017, the Department participated in the Bella Vista High School Career day. Staff gave a presentation on the career options within the Department and the solid waste industry in general.
- In November 2018, the Department hosted more than 50 high school students from George Washington Carver High School for a “Youth in Government Day” event at its Bradshaw South Collections Division. The County in conjunction with Innovative Pathways to Public Service organized the event. Students toured four different County departments including Waste Management and Recycling, which had projects or programs related to the High School’s theme of Social and Environmental Justice. The tour provided a career exploration opportunity for students and an opportunity for the County of Sacramento to educate students about careers within County service. Several students expressed interest in future job shadowing opportunities with the Department.
- The Department’s Engineering Division typically posts advertisements at Sacramento State Career Center and recruits interns through the university’s internship program, as well as other institutions including UC Davis and the Los Rios Community College District. In 2017 and 2018, the Department hired two and one engineering student interns, respectively, from Sac State. In 2019, the Department hired two engineering student interns from Sac State and one intern from Cosumnes River College.
- The Department utilizes the recruiting portal, Handshake, to recruit interns who are completing their education. In 2020, there were two interns hired through this program.
- In 2020, our recruitment efforts were reduced due to the COVID-19 pandemic and we expect an increase in actively recruiting. The most current event will be the Los Rios job fair the last quarter of 2021.
- Recently, the Department has also utilized a third-party contractor, University Enterprises successfully, to hire three new interns in the Solid Waste Planning division in 2021.

- (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 Leadership and Organizational 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.
- The Department communicates job postings to employees on a regular basis, specifically new promotional opportunities within the Department.
- Onboarding of new hires includes speaking to the promotional opportunities in the future and is discussed at the Department’s New Employee Orientation.
- The Department’s Sr. Training and Development Specialist provides a 90-Day Roadmap to all employees providing steps to grow within the Department.
- The Department’s Sr. Training and Development Specialist often contracts key speakers on Leadership, Training and other personnel items, which encourages career mobility.

(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.

- The Department, in conjunction with its Sr. Training and Development Specialist holds training sessions to educate managers, supervisors and employees on issues that are relevant in creating a healthy work environment.

(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.

The Department of Waste Management and Recycling had five complaints during this reporting period. There was one (1) complaint with a Violation of County Policy. The respondent received an appropriate disciplinary action. As a result, there has been no subsequent recurrences of the behavior.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	2019 American Community Survey Data	Workforce Composition				Workforce Composition			
		County of Sacramento				Waste Management & Recycling			
		2015 (1)		2020 (2)		2016 Report (3)		2021 Report (4)	
		%	#	%	#	%	#	%	#
2 or More Races	5.4%	204	1.9%	338	3.0%	2	0.8%	7	2.6%
American Indian/Alaskan Native	0.4%	117	1.1%	103	0.9%	4	1.7%	3	1.1%
Asian	15.4%	1,619	14.7%	1,819	16.1%	16	6.6%	22	8.1%
Black/African American	9.5%	1,352	12.3%	1,307	11.6%	46	19.0%	48	17.7%
Hispanic/Latino	23.2%	1,694	15.4%	2,010	17.8%	43	17.8%	51	18.8%
Native Hawaiian/Pacific Islander	1.1%	94	0.9%	120	1.1%	5	2.1%	6	2.2%
Other	0.3%								
White/Non-Hispanic	44.7%	5,934	53.9%	5,574	49.5%	126	52.1%	134	49.4%
Total	100.0%	11,014	100.0%	11,271	100.0%	242	100.0%	271	100.0%
Minority Representation	48.6%	5,080	46.1%	5,697	50.5%	116	47.9%	137	50.6%
Female Representation	51.1%	5,671	51.5%	5,752	51.0%	26	10.7%	39	14.4%

¹ Sacramento County Workforce as of pay period 26 ending 12/26/2015

² Sacramento County Workforce as of pay period 26 ending 12/19/2020

³ Employed by County of Sacramento as of pay period 26 ending 12/26/2015

⁴ Employed by County of Sacramento as of pay period 26 ending 12/19/2020

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2019 AND 2021 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2019*	2021**	2019*	2021**	2019*	2021**	2019*	2021**	2019*	2021**
1. Officials/Administrators	#	1	1	3	3	4	4	3	3	17	18
	%	5.9%	5.6%	17.6%	16.7%	23.5%	22.2%	17.6%	16.7%	100.0%	100.0%
2. Professionals	#	3	4	2	2	5	6	7	7	16	19
	%	18.8%	21.1%	12.5%	10.5%	31.3%	31.6%	43.8%	36.8%	100.0%	100.0%
3. Technicians	#	1	1	4	4	5	5	1	1	13	14
	%	7.7%	7.1%	30.8%	28.6%	38.5%	35.7%	7.7%	7.1%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	0		0		0		1		1	
	%	0.0%		0.0%		0.0%		100.0%		100.0%	
6. Office/Clerical Workers	#	3	4	0	0	3	4	8	9	8	10
	%	37.5%	40.0%	0.0%	0.0%	37.5%	40.0%	37.5%	80.0%	100.0%	100.0%
7. Skilled Craft Workers	#	1	0	17	24	18	24	1	1	39	43
	%	2.6%	0.0%	43.6%	55.8%	46.2%	55.8%	2.6%	2.3%	100.0%	100.0%
8. Service Maintenance	#	3	4	92	90	95	94	11	13	164	167
	%	1.8%	2.4%	56.1%	53.9%	57.9%	56.3%	6.7%	7.8%	100.0%	100.0%
Total	#	12	14	118	123	130	137	27	33	258	271
	%	4.7%	5.2%	45.7%	45.4%	50.4%	50.6%	10.5%	12.2%	100.0%	100.0%

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2019 to 12/31/2020)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	3	5.6%	23	42.6%	26	48.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	5	9.3%	5	9.3%
Black	0	0.0%	10	18.5%	10	18.5%
Native Hawaiian/Pacific Islander	0	0.0%	1	1.9%	1	1.9%
2 or More Races	1	1.9%	1	1.9%	2	3.7%
Hispanic	2	3.7%	8	14.8%	10	18.5%
TOTAL MINORITY HIRES	3	5.6%	25	46.3%	28	51.9%
TOTAL NEW HIRES	6	11.1%	48	88.9%	54	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	100.0%	0	0.0%	1	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	1	0.0%	0	0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2019 to 12/31/2020)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	5.0%	18	45.0%	20	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	5.0%	2	5.0%
Black	1	2.5%	7	17.5%	8	20.0%
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	2.5%	9	22.5%	10	25.0%
TOTAL MINORITY TERMINATIONS	2	5.0%	18	45.0%	20	50.0%
TOTAL TERMINATIONS	4	10.0%	36	90.0%	40	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	23	57.5%	2	13
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	8	20.0%	1	2
DECEASED	1	2.5%	0	1
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	17.5%	1	4
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: Medically Disqualified	1	2.5%	0	0
Totals:		100%	4	20

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2019 to 12/31/2020)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	7	23.3%	7	23.3%	14	46.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	6.7%	2	6.7%
Black	0	0.0%	2	6.7%	2	6.7%
Native Hawaiian/Pacific Islander	0	0.0%	2	6.7%	2	6.7%
2 or More Races	1	3.3%	1	3.3%	2	6.7%
Hispanic	2	6.7%	6	20.0%	8	26.7%
TOTAL MINORITY PROMOTIONS	3	10.0%	13	43.3%	16	53.3%
TOTAL PROMOTIONS	10	33.3%	20	66.7%	30	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	33.3%	1	33.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	33.3%	0	0.0%	1	33.3%
Black	0	0.0%	1	33.3%	1	33.3%
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	1	33.3%	1	33.3%	2	66.7%
TOTAL DEMOTIONS	1	33.3%	2	66.7%	3	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
 (From 01/01/2019 to 12/31/2020)

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											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry	A	B, D									3
Religion											
Retaliation		B							D		2
Sex/Gender									C		1
Sexual Orientation											
TOTAL Allegations:	1	3							2		6

Note: Use an alpha to represent each complaint. *[Waste Management & Recycling 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..