

**2024 ANNUAL
WORKFORCE STATISTICS REPORT**

County Clerk/Recorder

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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 County Clerk/Recorder consists of two programs: Recorder, and Clerk. The Recorder program records real estate documents; authorized and informational certified copies of birth, death, and marriage records; and public viewing services including copies of official records.

The Clerk program provides county residents with central registration and report filing for clerk functions as prescribed by state mandate, including process servers, professional photocopiers, legal document assistance, and fictitious business names.

- (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 department adheres to County policies and procedures and Civil Service Rules to select the best-qualified person available. Qualified individuals are determined based on a competitive examination and interview process for the position.

The department provides training opportunities for staff to cross-train and learn how their work impacts the other divisions in the office, both of which assist in developing their skills for future opportunities.

- (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 management team is a member of two trade associations: the California Association of Clerks and Elections Officials (CACEO) and County Recorder’s Association of California (CRAC). Job announcements are advertised through both associations via websites and email groups accessible by members of every county within the state. The department participates in Sacramento County’s annual job fair.

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

Some vacancies are advertised through both the CA County Clerk and CA County Recorder websites as well as the department intranet site. Exam notifications are available on the County website and linked from our intranet as well. We may also advertise through:

- NeoGov
- Sac County Facebook and Twitter pages
- Sac County LinkedIn
- California Association of State and Counties (CSAC)
- California Association of Clerk and Election Officials (CACEO)
- County Recorders' Association of California (CRAC)
- Careers in Government
- Job Fairs we might attend during the recruitment period

(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 interviews all interested candidates (internal and external) who are reachable on the eligibility list. The department has countywide vacancies linked from our intranet. New employees are assigned a mentor in the Customer Service Division as they rotate through the units to learn each business area. All levels of supervisors throughout the department conduct monthly one-on-one meetings, at minimum, to ensure a checkpoint for mentoring, career development, and other information-sharing topics.

(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 continuously strives to attract and retain qualified staff that reflects the community's demographics. This is accomplished by sending employment and exam opportunity notices to other counties in the state, notifying through email, and advertising through professional organizations and social media. Additionally, we maintain informative websites, both internal and external to Sacramento County, that describe our department and meet the county's 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 department has addressed service delivery across all sections of the community, both internal and external, through the use of the Internet and Intranet. These sites include current and understandable information about our services, fees, hours and locations in an

accessible format. By offering translators in many different languages, including sign language, we can effectively provide service to members of 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.

There were no complaints with Violation of County Policy during this reporting period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				County Clerk Recorder			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	504	4.2%	4	6.2%	6	10.0%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	107	0.9%	1	1.5%	0	0.0%
Asian	13.6%	17.4%	1,710	15.2%	2,070	17.3%	12	18.5%	11	18.3%
Black/African American	10.5%	9.2%	1,368	12.2%	1,360	11.4%	5	7.7%	9	15.0%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,424	20.3%	9	13.8%	14	23.3%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	167	1.4%	0	0.0%	0	0.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,300	44.4%	34	52.3%	20	33.3%
Total	100.0%	100.0%	11,236	100.0%	11,932	100.0%	65	100.0%	60	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,632	55.6%	31	47.7%	40	66.7%
Female Representation	50.8%	51.1%	5,812	51.7%	6,142	51.5%	43	66.2%	42	70.0%

¹ Sacramento County Workforce as of pay period 26 ending 12/22/2018

² Sacramento County Workforce as of pay period 26 ending 12/16/2023

³ Employed by County of Sacramento as of pay period 26 ending 12/22/2018

⁴ Employed by County of Sacramento as of pay period 26 ending 12/16/2023

TABLE 2.1
JOB CATEGORIES COMPARISON
BETWEEN 2022 AND 2024 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**
1. Officials/Administrators	#	1	1	1	1	2	2	3	3	5	5
	%	20.0%	20.0%	20.0%	20.0%	40.0%	40.0%	60.0%	60.0%	100.0%	100.0%
2. Professionals	#	1	2	1	1	2	3	1	2	3	4
	%	33.3%	50.0%	33.3%	25.0%	66.7%	75.0%	33.3%	50.0%	100.0%	100.0%
3. Technicians	#	0	0	2	3	2	3	0	0	3	3
	%	0.0%	0.0%	66.7%	100.0%	66.7%	100.0%	0.0%	0.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	22	26	8	6	30	32	38	37	53	48
	%	41.5%	54.2%	15.1%	12.5%	56.6%	66.7%	71.7%	77.1%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	24	29	12	11	36	40	42	42	64	60
	%	37.5%	48.3%	18.8%	18.3%	56.3%	66.7%	65.6%	70.0%	100.0%	100.0%

TABLE 2

* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021

** The numbers for the 2024 Report are taken from pay period 26 ending December 16, 2023

TABLE 2.2
JOB CATEGORIES DETAIL (End of 2023 Data)

	Female							Female Total	Male							Male Total	Grand Total
	2+	AIAN	ASN	BLK	HIS	NHPI	WHT		2+	AIAN	ASN	BLK	HIS	NHPI	WHT		
Clerk Recorder	3		7	7	12		13	42	3		4	2	2		7	18	60
41 – Officials/Administrators					1		2	3					1		1		5
Admin Svcs Officer 3, County Clerk/Recorder, Deputy Clerk/Recorder																	
42 – Professionals			1	1				2			1				1	2	4
Accountant, Admin Svcs Officer 1 & 2																	
43 – Technicians									1		2					3	3
Imaging Specialist Lv 2, Sr Imaging Specialist																	
46 – Admin Support/Office Clerical	3		6	6	11		11	37	2		1	2	1		5	11	48
Account Clerk Lv 2, Asst Deputy Clerk/Recorder, Clerk/Recorder Supervisor, Office Specialist Lv 2, Sr Account Clerk, Sr Office Assistant, Sr Office Specialist																	

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2022 to 12/31/2023)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	2	11.1%	0	0.0%	2	11.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	11.1%	0	0.0%	2	11.1%
Black	4	22.2%	0	0.0%	4	22.2%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	11.1%	1	5.6%	3	16.7%
Hispanic	7	38.9%	0	0.0%	7	38.9%
TOTAL MINORITY HIRES	15	83.3%	1	5.6%	16	88.9%
TOTAL NEW HIRES	17	94.4%	1	5.6%	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 RE-HIRES	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.1

There were no new re-hires during this period.

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2022 to 12/31/2023)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	35.3%	2	11.8%	8	47.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	11.8%	0	0.0%	2	11.8%
Black	4	23.5%	0	0.0%	4	23.5%
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	2	11.8%	1	5.9%	3	17.6%
TOTAL MINORITY TERMINATIONS	8	47.1%	1	5.9%	9	52.9%
TOTAL TERMINATIONS	14	82.4%	3	17.6%	17	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	4	23.5%	4	3
RESIGN OTHER EMPLOYMENT	2	11.8%	1	0
EMPLOYEE INITIATED / NO REASON GIVEN	7	41.2%	6	3
DECEASED	1	5.9%	0	1
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	17.6%	3	2
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	17	100%	14	9

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2022 to 12/31/2023)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	5	25%	4	20.0%	9	45.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	5%	2	10.0%	3	15.0%
Black	2	10%	1	5.0%	3	15.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	5.00%	1	5.0%
Hispanic	3	15%	1	5.0%	4	20.0%
TOTAL MINORITY PROMOTIONS	6	30%	5	25.0%	11	55.0%
TOTAL PROMOTIONS	11	55%	9	45.0%	20	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	100.0%	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 DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	1	100.0%	1	0.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2022 to 12/31/2023)

The purpose of this section is to provide the Committee with an overview of the department’s complaint activity. Please supply information pertaining to the last 12 months if the department is reviewed annually or the last two years if the department is reviewed bi-annually.

Complaint Types	In House				Outside Investigator				CRD or EEOC		Total Allegat.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age				B							1
Disability/Medical Condition/Genetic Information									A, C		2
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry				B							1
Religion											
Retaliation											
Sex/Gender				B							1
Sexual Orientation											
TOTAL Allegations:				3					2		5

Note: Use an alpha to represent each complaint. **[County Clerk Recorder 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.