

**2024 ANNUAL
WORKFORCE STATISTICS REPORT**

Department of Community Development

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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.

Community Development is a multi-disciplinary office providing a range of development services to citizens, appointed boards, and commissions. The Department ensures that all development is consistent with State Law and Building Codes, work together to protect life and property, while improving quality of life and the environment. The Department is comprised of the following divisions: Administration, Building Permits and Inspection, Code Enforcement, Construction Management and Inspection, County Engineering, and Planning and Environmental Review.

- (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 County policies and procedures, and Civil Service Rules to select the best qualified candidate. The determination of qualification is based on a competitive examination for the position. Community Development Department is committed to providing equal opportunity to all candidates and ensuring a diverse workforce.

The Department provides At-A-Glance literature and training for hiring managers and supervisors. These include Hiring Process & Interviewing Best Practices, 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.

The Department participated in several County Career Fair in 2023-24 including the Tri-County Job Fair, APWA Sac Region Job Fair, Public Works & Engineering Job Fair and Sac States Job Fair. The Department also works with local colleges and

professional organizations to post job announcements and discuss current recruitments at monthly professional organization meetings.

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

Exam announcements are advertised on the County website. Additionally, Community Development Department positions are advertised at a wide variety of local, State, and national job boards and platforms, 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 leadership encourages employees to attend external job-specific professional training sessions for career development. We also utilize the County learning portal that provides many classes to employees for their continued development. Training topics include personal development, leadership, supervision, management, customer service, business writing, and communication. These training classes are beneficial for promotion and career advancement opportunities.

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

Community Development Department engages in a continuous effort to attract and retain qualified staff that reflect the demographics of the Community. We advertise department specific job openings through professional organizations to reach out to qualified candidates. Additionally, we maintain informative websites that describe our department.

- (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. This includes communicating information to the general public and participating in discussions with 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 that resulted in a Violation of County Policy during this period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				Community Development			
			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%	10	3.7%	24	7.0%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	107	0.9%	2	0.7%	3	0.9%
Asian	13.6%	17.4%	1,710	15.2%	2,070	17.3%	35	13.1%	46	13.3%
Black/African American	10.5%	9.2%	1,368	12.2%	1,360	11.4%	26	9.7%	35	10.1%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,424	20.3%	30	11.2%	50	14.5%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	167	1.4%	1	0.4%	2	0.6%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,300	44.4%	163	61.0%	195	56.5%
Total	100.0%	100.0%	11,237	100.0%	11,932	100.0%	267	100.0%	345	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,632	55.6%	104	39.0%	160	46.4%
Female Representation	50.8%	51.1%	5,812	51.7%	6,142	51.5%	60	22.5%	91	26.4%

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 COMPARISION
BETWEEN 2023 AND 2024 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**
1. Officials/Administrators	#	9	11	28	36	37	47	16	22	145	157
	%	6.2%	7.0%	19.3%	22.9%	25.5%	29.9%	11.0%	14.0%	100.0%	100.0%
2. Professionals	#	9	9	14	19	23	28	24	23	68	78
	%	13.2%	11.5%	20.6%	24.4%	33.8%	35.9%	35.3%	29.5%	100.0%	100.0%
3. Technicians	#	16	19	33	33	49	52	21	26	72	81
	%	22.2%	23.5%	45.8%	40.7%	68.1%	64.2%	29.2%	32.1%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	17	15	6	8	23	23	24	20	32	29
	%	53.1%	51.7%	18.8%	27.6%	71.9%	79.3%	75.0%	69.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	51	54	81	96	132	150	85	91	317	345
	%	16.1%	15.7%	25.6%	27.8%	41.6%	43.5%	26.8%	26.4%	100.0%	100.0%

TABLE 2

* The numbers for the 2023 Report are taken from pay period 26, ending December 17, 2022

** 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 +	AIA N	AS N	BL K	HI S	NHP I	WH T		2 +	AIA N	AS N	BL K	HI S	NHP I	WH T		
Community Development	8	1	14	16	14	1	37	91	16	2	32	9	36	1	158	254	345
41 – Officials/Administrators	1	1	3	2	3	1	11	22	8	1	7	3	17		99	135	157
Accounting Mgr, Admin Svcs Officer 3, Asst Building Official, Building Inspector 1, Building Inspector 2 Rng A, Building Inspector 2 Rng B, Chief Building Official, Chief Code Enforcement Division, Chief Construction Mgmt & Inspection Div, Chief Departmental Admin Svcs, Chief Development & Surveyor Svcs Div, Code Enforcement Manager, Construction Inspection Supervisor, Construction Inspector, Construction Manager, Dir of Community Development, Manager of Special Districts, Planning Director Planning Services Div, Principal Building Inspector, Principal Civil Engineer, Principal Construction Inspector, Principal Planner, Senior Planner, Sr Civil Engineer, Sr Construction Inspector, Supv Building Inspector																	
42 – Professionals	2		5	1	1		14	23	3	1	6	1	7	1	36	55	78
Admin Svcs Officer 1, Admin Svcs Officer 2, Assoc Civil Engineer, Assoc Engineer Architect, Assoc Land Surveyor, Assoc Landscape Architect, Assoc Planner, Asst Engineer - Civil Lv 2, Asst Land Surveyor, Asst Landscape Architect Lv 2, Asst Mechanical Engineer Lv 2, Asst Planner, Construction Management Specialist, Construction Management Supervisor, Principal Land Surveyor, Sr Accountant, Sr Land Surveyor, Sr Safety Specialist																	
43 – Technicians	3		2	7	7		7	26	5		16	2	10		22	55	81
Accounting Technician, Code Enforcement Officer Lv 1, Code Enforcement Officer Lv 2, Construction Materials Lab Tech Lv 1, Construction Materials Lab Tech Lv 2, Engineering Technician Lv 2, Principal Engineering Technician, Sr Code Enforcement Officer, Sr Engineering Technician, Supv Code Enforcement Officer, Supv Engineering Technician, Supv Permits Fees, Survey Party Chief, Survey Technician Lv 2																	
46 – Admin Support/Office Clerical	2		4	6	3		5	20			3	3	2		1	9	29
Account Clerk Lv 2, Clerical Supv 2, Executive Secretary, Office Assistant Lv 2, Secretary, Sr Account Clerk, Sr Office Assistant, Sr Office Specialist																	

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

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

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	5	9.4%	18	34.0%	23	43.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	3.8%	4	7.5%	6	11.3%
Black	3	5.7%	3	5.7%	6	11.3%
Native Hawaiian/Pacific Islander	0	0.0%	1	1.9%	1	1.9%
2 or More Races	2	3.8%	5	9.4%	7	13.2%
Hispanic	4	7.5%	6	11.3%	10	18.9%
TOTAL MINORITY HIRES	11	20.8%	19	35.8%	30	56.6%
TOTAL NEW HIRES	16	30.2%	37	69.8%	53	100.0%

NEW RE-HIRES	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 RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	1	0.0%	0	0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

There is one (1) New Hire who is Hispanic but gender is Undeclared.

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	7.1%	11	39.3%	13	46.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	7.1%	1	3.6%	3	10.7%
Black	1	3.6%	1	3.6%	2	7.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	3.6%	1	3.6%
Hispanic	6	21.4%	3	10.7%	9	32.1%
TOTAL MINORITY TERMINATIONS	9	32.1%	6	21.4%	15	53.6%
TOTAL TERMINATIONS	11	39.3%	17	60.7%	28	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	8	28.6%	1	5
RESIGN OTHER EMPLOYMENT	8	28.6%	1	2
EMPLOYEE INITIATED / NO REASON GIVEN	10	35.7%	7	6
DECEASED	2	7.1%	2	2
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0.0%	0	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	28	100%	11	15

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	9	24.3%	12	32.4%	21	56.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	4	10.8%	4	10.8%	8	21.6%
Black	3	8.1%	0	0.0%	3	8.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	2.7%	1	2.7%
Hispanic	0	0.0%	4	10.8%	4	10.8%
TOTAL MINORITY PROMOTIONS	7	18.9%	9	24.3%	16	43.2%
TOTAL PROMOTIONS	16	43.2%	21	56.8%	37	100.0%

DEMOTIONS	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 DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	0	0.0%	0	0.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2023 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											
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. **[Community Development 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.