

# EEO Utilization Report

## Organization Information

Name: County Of Sacramento

City: Sacramento

State: CA

Zip: 95826

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

#### Equal Employment Opportunity Policy

It is the policy of the Sacramento County Board of Supervisors to provide equal opportunities in all areas of employment to all people, regardless of race, color, sex, national origin, age, marital status, religion, ancestry, medical condition, disability, political affiliation, sexual orientation, or other factors not directly related to the duties of the county jobs involved.

This Board encourages and supports the Civil Service Commission, County Executive, and Department of Personnel Services in efforts to develop and implement such personnel rules and procedures necessary to create a workforce representative of the county in which we serve. The Board commits all personnel of Sacramento County in this initiative to innovative policy development, implementation, and service delivery best practices to achieve workforce diversity. This includes increased uniform communication between county agencies and direct contact with community organizations.

As a matter of policy, achieving equal opportunity within the County government shall be given high priority by all departments of the County and shall receive prompt and full attention at all times. As such, each department head shall analyze all aspects of employment in his or her department to identify underutilization or inequalities in the county workforce. All actions taken must cover all elements of personnel policy and management practices and must be consistent and supportive of the Board's Equal Opportunity Policy.

(Revised May 2002, & Adopted by the Board of Supervisors September 2002)

Following File has been uploaded: Equal Employment Opportunity Policy12.08.22.docx

## Step 4b: Narrative of Interpretation

see attached

Following File has been uploaded:Narrative of Interpretation (for Step 4b of 7) 2022.docx

## Step 5: Objectives and Steps

### 1. To Encourage Equal Employment Opportunity in Recruitment, Hiring and Retainment for Underutilized Groups

- a. The County's Equal Employment Opportunity Advisory Committee (EEOAC) reviews detailed workforce analysis reports submitted on a regular basis by each department within the County. These reports include ethnicity/race and sex information on the departments' new hires, re-hires, promotions, demotions, terminations, departmental transfers and any EEO related complaints. The EEOAC approves the report or contacts the department with concerns or recommendations.
- b. A representative of the County's Department of Personnel Services/Employment Services Division will attend an Equal Employment Opportunity Advisory Committee meeting once per year (unless otherwise requested) to update and report on the progress of the new Recruitment Team efforts.
- c. County departments are notified by the Employment Services Division on scheduled upcoming job/career fair events in Sacramento area colleges, high schools and expo events. Departmental representatives attending these events are prepared to assist and recruit prospective employees for a workforce representative of Sacramento County's diverse population.
- d. The County's Department of Personnel Services, Employment Services Division, has made an impact with their new recruitment team. Since its implementation, the Recruitment Team has focused on providing professional and technical advice and assistance to line departments on a variety of recruitment and retention issues. Outreach to candidates and the community has increased along with tracking, analyzing recruitment data and marketing trends

### 2. To Encourage Equal Employment Opportunity in Advancement and Training for Current Employees

- a. The County encourages promotional opportunities and allows upward mobility based on experience. The County's website offers continuous information on current open positions and promotional exams.
- b. The new Training and Organization Development Department of the County of Sacramento, has been instrumental in assisting employees succeed in their careers. It provides training services and workplace solutions to enhance skills and working experience. There are County-wide training programs for lead workers, supervisors and managers, organization development for consultation and implementation services in areas such as culture change, team building and executive coaching
- c. The Training and Organization Development Department has implemented a new online learning management system, MyLearning which is now live for Countywide employees. Within MyLearning, employees can browse available courses, view their training history, and submit requests for training which are automatically routed to the employees supervisor for approval.
- d. Education Reimbursement, by labor agreement, is available to all employees and is set by an annual reimbursement amount.

### 3. To Encourage Equal Employment Opportunities in Hiring and Selection for all Race/Ethnic Groups

- a. The County's Department of Personnel Services, Employment Services Division, has made an impact with their new recruitment team. Since its implementation, the Recruitment Team has focused on providing professional and technical advice and assistance to line departments on a variety of recruitment and retention issues. Outreach to candidates and the community has increased along with tracking, analyzing recruitment data and marketing trends.
- b. The County continues to maintain and improve their internet site for job applicants. There are instructions to help applicants step by step through the hiring process along with information on how to search and apply for jobs, what the job specifications and education requirements are, and notification of future job openings and job seeker resources.
- c. The County continues to provide diverse qualification appraisal panels and exam panels as per Civil Service Rules that one or more persons be a member of an ethnic minority group and one or more persons be female.
- d. The County will consider substitution of experience for education and, when possible, will add it to the employment standards for the job qualifications.

e. The County continues to maintain and improve their internet site for job applicants. There are instructions to help applicants step by step through the hiring process along with information on how to search and apply for jobs, what the job specifications and education requirements are, and notification of future job openings and job seeker resources.

### **Step 6: Internal Dissemination**

1. Notification to County employees, supervisors and managers that the County of Sacramento's EEOP Utilization Report is complete and ready for viewing will be through an announcement in the County News email publication. There will also be a notification posted in the main break room of the County's Main Administration building.
2. The County of Sacramento's EEOP Utilization Report will be available to all employees on the County's Intranet site.
3. The County's EEO Advisory Committee will be given the County of Sacramento's Utilization Report for their review.
4. A copy of the County of Sacramento's Utilization Report will be available to anyone by requesting a copy from the County of Sacramento's Department of Personnel Services, EEO Unit, 9310 Tech Center Drive, Sacramento, CA 95826.

### **Step 7: External Dissemination**

1. The County of Sacramento will notify contractors and vendors that the County of Sacramento's EEOP Utilization Report is available for viewing.
2. The County of Sacramento's EEOP Utilization Report will be available to the general public on the County's Internet website.
3. A copy of the County of Sacramento's EEO Utilization Report will be available to anyone by requesting a copy from the County of Sacramento's Department of Personnel Services, EEO Unit, 9310 Tech Center Drive, Sacramento, CA 95826.

**Utilization Analysis Chart**  
**Relevant Labor Market: Sacramento County, California**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	302/41%	52/7%	17/2%	3/0%	46/6%	4/1%	9/1%	0/0%	184/25%	29/4%	28/4%	2/0%	49/7%	1/0%	9/1%	0/0%
CLS #/%	35,510/39%	4,980/5%	2,125/2%	220/0%	4,760/5%	185/0%	590/1%	425/0%	27,805/30%	5,050/6%	3,135/3%	260/0%	4,905/5%	235/0%	765/1%	425/0%
Utilization #/%	2%	2%	-0%	0%	1%	0%	1%	-0%	-5%	-2%	0%	-0%	1%	-0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	766/17%	207/5%	132/3%	15/0%	333/8%	10/0%	36/1%	0/0%	1154/26%	549/12%	458/10%	15/0%	602/14%	26/1%	133/3%	0/0%
CLS #/%	38,435/29%	5,570/4%	3,260/2%	170/0%	10,660/8%	230/0%	1,200/1%	550/0%	46,730/35%	7,190/5%	4,875/4%	330/0%	11,830/9%	285/0%	1,100/1%	765/1%
Utilization #/%	-12%	0%	1%	0%	-0%	0%	-0%	-0%	-9%	7%	7%	0%	5%	0%	2%	-1%
<b>Technicians</b>																
Workforce #/%	172/21%	57/7%	33/4%	3/0%	73/9%	5/1%	19/2%	0/0%	154/19%	113/14%	66/8%	4/0%	88/11%	5/1%	15/2%	0/0%
CLS #/%	5,165/31%	745/4%	520/3%	4/0%	1,660/10%	75/0%	185/1%	45/0%	4,735/28%	685/4%	705/4%	90/1%	1,650/10%	60/0%	210/1%	155/1%
Utilization #/%	-10%	3%	1%	0%	-1%	0%	1%	-0%	-9%	10%	4%	-0%	1%	0%	1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	848/44%	283/15%	92/5%	11/1%	163/8%	13/1%	27/1%	0/0%	244/13%	130/7%	52/3%	8/0%	40/2%	3/0%	15/1%	0/0%
CLS #/%	7,350/50%	1,520/10%	1,295/9%	115/1%	940/6%	360/2%	160/1%	230/2%	1,535/10%	425/3%	320/2%	20/0%	395/3%	15/0%	65/0%	75/1%
Utilization #/%	-6%	4%	-4%	-0%	2%	-2%	0%	-2%	2%	4%	1%	0%	-1%	0%	0%	-1%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	74/47%	23/15%	12/8%	1/1%	13/8%	7/4%	2/1%	0/0%	15/10%	2/1%	0/0%	1/1%	6/4%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	255/28%	55/6%	55/6%	0/0%	15/2%	0/0%	0/0%	0/0%	345/38%	110/12%	20/2%	15/2%	0/0%	0/0%	34/4%	0/0%
Utilization #/%	19%	9%	2%	1%	7%	4%	1%	0%	-29%	-11%	-2%	-1%	4%	0%	-4%	0%
<b>Administrative Support</b>																
Workforce #/%	201/11%	92/5%	58/3%	5/0%	104/5%	5/0%	21/1%	0/0%	525/28%	337/18%	208/11%	14/1%	240/13%	27/1%	67/4%	0/0%
CLS #/%	39,195/22%	10,225/6%	5,875/3%	415/0%	9,515/5%	495/0%	1,700/1%	765/0%	64,945/36%	18,305/10%	10,905/6%	805/0%	11,565/6%	1,115/1%	2,485/1%	1,275/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%							%	%	%		%			
Utilization #/%	-11%	-1%	-0%	0%	0%	-0%	0%	-0%	-9%	8%	5%	0%	6%	1%	2%	-1%
<b>Skilled Craft</b>																
Workforce #/%	422/61%	134/19%	36/5%	12/2%	40/6%	4/1%	28/4%	0/0%	6/1%	1/0%	1/0%	0/0%	1/0%	0/0%	3/0%	0/0%
CLS #/%	25,465/55%	11,440/25%	1,935/4%	285/1%	2,915/6%	385/1%	640/1%	270/1%	1,620/3%	375/1%	525/1%	40/0%	485/1%	55/0%	38/0%	70/0%
Utilization #/%	7%	-5%	1%	1%	-0%	-0%	3%	-1%	-3%	-1%	-1%	-0%	-1%	-0%	0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	168/30%	127/23%	78/14%	4/1%	52/9%	15/3%	19/3%	0/0%	32/6%	28/5%	12/2%	0/0%	18/3%	2/0%	3/1%	0/0%
CLS #/%	32,935/23%	26,525/19%	6,185/4%	575/0%	10,360/7%	875/1%	1,165/1%	615/0%	27,660/19%	16,105/11%	5,820/4%	395/0%	10,880/8%	1,015/1%	1,265/1%	680/0%
Utilization #/%	7%	4%	10%	0%	2%	2%	3%	-0%	-14%	-6%	-2%	-0%	-4%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>									✓							
<b>Professionals</b>	✓							✓	✓							✓
<b>Technicians</b>	✓								✓							✓
<b>Protective Services: Sworn</b>	✓		✓			✓		✓								✓
<b>Protective Services: Non-sworn</b>									✓	✓					✓	
<b>Administrative Support</b>	✓							✓	✓							✓
<b>Skilled Craft</b>		✓						✓	✓		✓		✓			
<b>Service/Maintenance</b>									✓	✓	✓		✓			

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Cori A. Stillson, Ph.D.

EEO Officer

01-03-2023

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