

**2022 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

*First 5 Commission
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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 First 5 Sacramento Commission contracts for services for pregnant woman and children 0 – 5 and their families. Staff strategically plans and evaluates services to arrive at desired outcomes for families served. Staff negotiates contracts, monitors costs and service levels and provides technical assistance to our contractors to ensure quality comprehensive services for our clients.

- (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 Commission abides by all County personnel policies and procedures. When the Commission has a hiring need, a request for an updated class list is sent to personnel. When received, applications, resume’s and supplemental questions are reviewed by at least two people. Candidates are selected and invited to interview with no less than two people. The most qualified candidate is then selected and offered the job after either one or two interviews depending upon the position or the difficulty in making decisions.

- (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.

N/A – The Commission has not participated in any recruiting or informational events. Our staffing is very stable and rarely increases so First 5 recruiting is limited.

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

When First 5 requests a list, the position vacancy is posted on the Sacramento County personnel website. The Commission primarily has standard civil service classifications and does not require special recruiting outside the Countywide efforts. However, the Commission does have an Executive Director position that is exempt from civil service and does utilize special recruiting. This position would be posted on the First 5 Association website, as well as the First 5 Sacramento website. The

position can go many years without being vacant, as such, Human Resources is consulted at the time of vacancy as to which additional websites and recruiting methods are appropriate.

- (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.)

First 5 is a small department and limited in the promotional opportunities within the department. When vacancies occur, the staff is encouraged to apply. First 5 cross trains administrative staff wishing to promote to better prepare for senior level positions. This is supported for promotional opportunities within and without the department.

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

Our staffing is currently 82% female encompassing varying age groups, which is not uncommon in the First 5 statewide network. When openings arise, management reaches out to minority led/run agencies for recruitment purposes to ensure a staff that is diverse in age, gender, and racial backgrounds.

- (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 Commission has always encouraged racial diversity to ensure that the language and cultural skills of our staff match those of the communities we serve and are aligned with our Community partners whenever possible. The Commission has always been able to work well with our Community and departmental partners.

- (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 filed in 2020 or 2021.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				First 5 Commission			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	0	0.0%	0	0.0%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	0	0.0%	0	0.0%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	1	7.7%	1	8.3%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	1	7.7%	1	8.3%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	4	30.8%	3	25.0%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	0	0.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	7	53.8%	7	58.3%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	13	100.0%	12	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	6	46.2%	5	41.7%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	13	100.0%	10	83.3%

¹ Sacramento County Workforce as of pay period 26 ending 12/24/2016

² Sacramento County Workforce as of pay period 26 ending 12/18/2021

³ Employed by County of Sacramento as of pay period 26 ending 12/24/2016

⁴ Employed by County of Sacramento as of pay period 26 ending 12/18/2021

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2022 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**
1. Officials/Administrators	#	0	0	0	0	0	0	1	1	2	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	50.0%	100.0%	100.0%
2. Professionals	#	5	4	0	1	5	5	10	9	10	10
	%	50.0%	40.0%	0.0%	10.0%	50.0%	50.0%	100.0%	90.0%	100.0%	100.0%
3. Technicians	#	0		0		0		1		1	
	%	0.0%		0.0%		0.0%		100.0%		100.0%	
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#										
	%										
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	5	4	0	1	5	5	12	10	13	12
	%	38.5%	33.3%	0.0%	8.3%	38.5%	41.7%	92.3%	83.3%	100.0%	100.0%

TABLE 2

* The numbers for the 2020 Report are taken from pay period 26, ending December 21, 2019

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

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

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

COMMENTS FOR TABLE 3.1

There were no hires/rehires during 01/01/2020 – 12/31/2021.

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

TERMINATIONS	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%
<i>TOTAL MINORITY TERMINATIONS</i>	<i>1</i>	<i>50.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>50.0%</i>
<i>TOTAL TERMINATIONS</i>	<i>2</i>	<i>100.0%</i>	<i>0</i>	<i>0.0%</i>	<i>2</i>	<i>100.0%</i>

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	2	100.0%	2	1
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	0	0.0%	0	0
DECEASED	0	0.0%	0	0
LAID 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:	2	100%	2	1

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2020 to 12/31/2021)

PROMOTIONS	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%	1	0.0%	1	0.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>	<i>1</i>	<i>100.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>	<i>1</i>	<i>100.0%</i>

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%
<i>TOTAL MINORITY DEMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL DEMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.4

There were no demotions during 01/01/2020 – 12/31/2021.

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2020 to 12/31/2021)

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											
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:											0

Note: Use an alpha to represent each complaint. *[First 5 Commission had a total of 0 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.