

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	COPS Anti-Gang Initiative	Grant Number:	2015-GV-WX-0006
Grantee Name:	County of Sacramento	Award Amount:	\$1,494,728.00
Grantee Type:	Local Government Agency		
Address:	700 H. Street Sacramento, California 95814		
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DOJ Grant Manager:	Tammy Richardson	DOJ Telephone #:	202-307-3422

Policy Statement:

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 the 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 a 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 Boards Equal Opportunity Policy.

All personnel policies and procedures regarding employment and utilization shall preserve the concept of equal opportunity in all terms, conditions and benefits of employment and compliance with the state federal laws and guidelines.

Step 4b: Narrative Underutilization Analysis

The County's HR Personnel Office/EEO Unit reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White males were significantly under-represented in the following job categories: Professionals(-8%), Technicians (-9%) and Administrative Support (-11%).
2. White females were significantly under-represented in the following job categories: Professionals (-4%), Technicians (-4%), Protective Services: Non-Sworn (18%), Administrative Support (-4%), Skilled Craft (-2%) and Service Maintenance (-12%).
3. Hispanic males were significantly under-represented in the following job categories: Administrative Support -1%) and Skilled Craft (-9%).
4. Hispanic females were significantly under-represented in the following job categories: Officials/Administrators (-2%) and Service/Maintenance (-6%).
5. Black males were significantly under-represented in the following job category: Protective Services Sworn (-4%).
6. Black females were significantly under-represented in the following job category: Skilled Craft (-1%).
7. American Indian/Alaskan Native females were significantly under-represented in the following job category: Protective Services: Non-sworn (-2%).
8. Asian males were significantly under-represented in the following job categories: Technicians (-3%) and Administrative Support (1%).
9. Asian females were significantly under-represented in the following job categories: Skilled Craft (-1%) and Service/Maintenance (4%).
10. Native Hawaiian/Other Pacific Islander males were significantly under-represented in the following category: Protective Services/Sworn (-2%).

PLEASE SEE THE ATTACHED HARD COPY DOCUMENT FOR THE COMPLETE NARRATIVE OF INTERPRETATION.

Step 5 & 6: Objectives and Steps

1. To Encourage Equal Employment Opportunities in Hiring and Selection

- a. Jobs are now applied for online at the County of Sacramento's website.
- b. The County's internet site has instructions to help applicants through the hiring process, how to search and apply for jobs, notification of future job openings, and job seeker resources.
- c. The County's Department of Personnel Services, Employment Services Division, has implemented a recruitment team whose task is to provide professional and technical advice and assistance to line departments on a variety of recruitment and retention issues; increasing outreach to candidates and the community and research, tracking and analyzing recruitment data and marketing trends.
- d. A notice of Equal Employment Opportunity is included in all job announcements, the New Employees Handbook and in Employee Orientation programs.

- e. Written examinations are used only where appropriate.
- f. The County provides diverse qualification appraisal panels and exam panels as the County's Civil Service Rules provide that qualification panel composition shall include: one or more persons who shall be a member of an ethnic minority group, and one or more persons who will be female.
- g. All job classifications are reviewed to eliminate arbitrary education and experience standards.
- h. Gender restrictions have been eliminated unless necessitated by bona fide occupational qualifications.
- i. Substitution of experience for education is considered and, when possible, is added to the employment standards.
- j. Physical agility examinations are job related.
- k. Trainee-level classes which do not require previous education or experience have been established.
- l. Persons with bilingual/bicultural skills have been employed in public contact jobs and sometimes receive extra pay differentials for the use of those skills.

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

- a. Statistical data on all employees and applicants is maintained by ethnicity/race and sex.
- b. The Equal Employment Opportunity Advisory Committee (EEOAC) reviews detailed workforce analysis reports that are submitted by each department on a regular basis. These reports include information regarding ethnicity/race and sex on 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.
- c. A comprehensive disability compliance program has been developed and maintained to ensure that employee requests for reasonable accommodation are appropriately considered.
- d. Negotiated contracts and the Personnel Ordinance provide maternity, FMLA/CFRA, and parental leave job protection for employees.
- e. Sexual Harassment/Discrimination prevention training is provided to all supervisors, managers, and non-supervisory employees on a regular basis.
- f. Educational reimbursement, by agreement, is available to all employees.
- g. Promotional opportunities allow upward mobility on the basis of experience.
- h. The County's website offers continuous information on current open positions, promotional exams and career advancement opportunities.

3. To Encourage Equal Employment Opportunity in Recruitment and Outreach for Underutilized Categories

- a. The County's Department of Personnel Services, Employment Services Division, has implemented a new recruitment team whose task is to provide professional and technical advice and assistance to line departments on a variety of recruitment and retention issues; increasing outreach to candidates and the community and research, tracking and analyzing recruitment data and marketing trends.
- b. A representative of the County's Department of Personnel Services/Employment Services Division will come before the County of Sacramento's Equal Employment Opportunity Advisory Committee to report on the progress of the new recruitment team's efforts.
- c. County Departments will be notified by the Employment Services Division on scheduled upcoming job/career fair events in the Sacramento area colleges, high schools, and expo events. Representatives attending these events will be able to recruit a workforce representative of Sacramento County's diverse population.

Step 7a: 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 breakroom of the County's 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 EEOP Utilization Report for their review.
4. 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, 700 H. Street, Sacramento, CA 95814

Step 7b: 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 EEO Utilization Report will be available to the general public on the Countys 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, 700 H. Street #5720, Sacramento, CA 95814.

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
Officials/Administrators																
Workforce #/%	295/44%	39/6%	17/3%	5/1%	37/6%	2/0%	2/0%	0/0%	183/27%	25/4%	23/3%	3/0%	33/5%	0/0%	7/1%	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 #/%	5%	0%	0%	1%	0%	0%	-0%	-0%	-3%	-2%	-0%	0%	-0%	-0%	0%	-0%
Professionals																
Workforce #/%	768/21%	138/4%	101/3%	11/0%	276/7%	5/0%	12/0%	0/0%	1133/31%	307/8%	389/11%	16/0%	445/12%	17/0%	71/2%	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 #/%	-8%	-0%	0%	0%	-1%	-0%	-1%	-0%	-4%	3%	7%	0%	3%	0%	1%	-1%
Technicians																
Workforce #/%	180/22%	42/5%	32/4%	5/1%	54/7%	4/0%	8/1%	0/0%	194/24%	112/14%	79/10%	7/1%	83/10%	0/0%	8/1%	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 #/%	-9%	1%	1%	1%	-3%	0%	-0%	-0%	-4%	10%	6%	0%	0%	-0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	930/54%	188/11%	76/4%	10/1%	120/7%	9/1%	6/0%	0/0%	230/13%	63/4%	36/2%	7/0%	35/2%	2/0%	4/0%	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 #/%	5%	1%	-4%	-0%	1%	-2%	-1%	-2%	3%	1%	-0%	0%	-1%	0%	-0%	-1%
Protective Services: Non-sworn																
Workforce #/%	100/29%	42/12%	24/7%	3/1%	30/9%	5/1%	4/1%	0/0%	69/20%	38/11%	11/3%	0/0%	16/5%	0/0%	1/0%	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 #/%	1%	6%	1%	1%	7%	1%	1%	0%	-18%	-1%	1%	-2%	5%	0%	-3%	0%
Administrative Support																
Workforce #/%	295/11%	118/4%	103/4%	6/0%	112/4%	6/0%	21/1%	0/0%	852/32%	379/14%	347/13%	20/1%	294/11%	26/1%	57/2%	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%	1%	-0%	-1%	-0%	-0%	-0%	-4%	4%	7%	0%	5%	0%	1%	-1%
Skilled Craft																
Workforce #/%	484/68%	109/15%	35/5%	17/2%	34/5%	6/1%	10/1%	0/0%	8/1%	1/0%	2/0%	0/0%	1/0%	0/0%	1/0%	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 #/%	14%	-9%	1%	2%	-1%	0%	0%	-1%	-2%	-1%	-1%	-0%	-1%	-0%	0%	-0%
Service/Maintenance																
Workforce #/%	152/30%	94/19%	78/15%	4/1%	53/10%	15/3%	8/2%	0/0%	35/7%	27/5%	14/3%	2/0%	20/4%	1/0%	2/0%	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%	0%	11%	0%	3%	2%	1%	-0%	-12%	-6%	-1%	0%	-4%	-1%	-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
Officials/Administrators										✓						
Professionals	✓						✓	✓	✓							✓
Technicians	✓				✓				✓							✓
Protective Services: Sworn			✓			✓	✓	✓								✓
Protective Services: Non-sworn									✓			✓			✓	
Administrative Support	✓	✓			✓			✓	✓							✓
Skilled Craft		✓						✓	✓		✓		✓			
Service/Maintenance									✓	✓			✓			

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 EEOP Utilization Report.

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

Certified As Final By: Cori A. Stillson

EEO Officer

01-05-2017

[signature]

[title]

[date]