

**2016 ANNUAL
WORKFORCE STATISTICS REPORT**

Sanitation Districts Agency

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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 of Sacramento Sanitation Districts Agency (SDA) provides the workforce that staffs the Sacramento Area Sewer District and the Sacramento Regional County Sanitation District.

Sacramento Area Sewer District (SASD) was formed in 1978, and is governed by a 10-member Board of Directors representing the various jurisdictions within its service area. SASD is a sewer utility providing service to more than one million people in the Sacramento region, including the unincorporated areas of Sacramento County, the cities of Citrus Heights, Rancho Cordova, and Elk Grove, as well as portions of the cities of Folsom and Sacramento. The District serves residential, commercial and industrial customers. SASD owns and operates thousands of miles of lower lateral and main line pipes and is responsible for the day-to-day operations and maintenance of these sewer pipes. Once collected in the system, sewage flows into the Sacramento Regional County Sanitation District interceptor system, where it is conveyed to the Sacramento Regional Wastewater Treatment Plant near Elk Grove.

The Sacramento Regional County Sanitation District (Regional San) was formed in 1973, and in 1982 the Sacramento Regional Wastewater Treatment Plant began service. Regional San is governed by a 17-member Board of Directors representing the jurisdictions in the contributing agencies. Regional San provides regional wastewater conveyance and treatment services to residential, industrial and commercial customers in most of the unincorporated Sacramento County; the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento and West Sacramento; and the communities of Courtland and Walnut Grove. The wastewater travels through 168 miles of interceptor pipelines to the Sacramento Regional Wastewater Treatment Plant in Elk Grove, where wastewater is treated and safely discharged into the Sacramento River.

- (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 Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Agency currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: 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.

For calendar year 2015, the Agency did not participate in any events for recruitment purposes.

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

The Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised on the County's Employment website, local jurisdictions, 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 Agency has collaborated with the Training and Organization Development Office for the "Supervisor Academy" and other workshops. These training classes are beneficial for promotion and career advancement opportunities. The Agency has a separate leadership program with classes offering development of various competencies and they are open to all interested.

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

The Agency requires that all employees attend diversity training. All lead, supervisory and management employees are required to take Sexual Harassment and Discrimination Prevention (AB1825).

- (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 Agency works to support the employees assigned to the Districts in order to provide safe, efficient and environmentally beneficial services to the Districts' customers.

- (8) For complaints reported in Table 4, if there were any with a finding of *merit*, 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.

Not Applicable. Out of four (4) allegations received, no merit was found.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				SANITATION DISTRICTS AGENCY			
		2010 (1)		2015 (2)		2011 Report (3)		2016 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	168	1.5%	204	1.9%	N/A	0.0%	10	1.4%
Asian/Pacific Islander	13.6%	1,613	14.4%	1,713	15.6%	N/A	0.0%	97	13.9%
American Indian/Alaskan Native	1.3%	131	1.2%	117	1.1%	N/A	0.0%	11	1.6%
Black/African American	10.5%	1,321	11.8%	1,352	12.3%	N/A	0.0%	36	5.2%
Hispanic/Latino	17.9%	1,493	13.3%	1,694	15.4%	N/A	0.0%	100	14.3%
White/Non-Hispanic	51.4%	6,491	57.9%	5,934	53.9%	N/A	0.0%	443	63.6%
Total	100.0%	11,217	100.0%	11,014	100.0%	N/A	0.0%	697	100.0%
Minority Representation	48.6%	4,726	42.1%	5,080	46.1%	N/A	0.0%	254	36.4%
Female Representation	50.8%	5,832	52.0%	5,671	51.5%	N/A	0.0%	159	22.8%

¹ Sacramento County Workforce as of pay period 26 ending 12/18/2010

² Sacramento County Workforce as of pay period 27 ending 12/26/2015

³ Employed by County of Sacramento as of pay period 26 ending 12/18/2010

⁴ Employed by County of Sacramento as of pay period 26 ending 12/26/2015

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2015 AND 2016 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2015*	2016*	2015*	2016*	2015*	2016*	2015*	2016*	2015*	2016*
1. Officials/Administrators	#	9	9	12	12	21	21	26	24	70	70
	%	12.9%	12.9%	17.1%	17.1%	30.0%	30.0%	37.1%	34.3%	100.0%	100.0%
2. Professionals	#	34	37	44	46	78	83	70	74	192	197
	%	17.7%	18.8%	22.9%	23.4%	40.6%	42.1%	36.5%	37.6%	100.0%	100.0%
3. Technicians	#	14	14	19	20	33	34	24	26	86	89
	%	16.3%	15.7%	22.1%	22.5%	38.4%	38.2%	27.9%	29.2%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	1	1	1	2	2	3	3	2	5	5
	%	20.0%	20.0%	20.0%	40.0%	40.0%	60.0%	60.0%	40.0%	100.0%	100.0%
6. Office/Clerical Workers	#	11	13	5	4	16	17	30	27	37	32
	%	29.7%	40.6%	13.5%	12.5%	43.2%	53.1%	81.1%	84.4%	100.0%	100.0%
7. Skilled Craft Workers	#	1	2	88	94	89	96	5	6	302	302
	%	0.3%	0.7%	29.1%	31.1%	29.5%	31.8%	1.7%	2.0%	100.0%	100.0%
8. Service Maintenance	#	0	0	1	0	1	0	0	0	4	2
	%	0.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Total	#	70	76	170	178	240	254	158	159	696	697
	%	10.1%	10.9%	24.4%	25.5%	34.5%	36.4%	22.7%	22.8%	100.0%	100.0%

TABLE 2

* The numbers for the 2015 Report are taken from pay period 26, ending December 13, 2014.

** The numbers for the 2016 Report are taken from pay period 27 ending December 26, 2015.

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2015 to 12/31/2015)

NEW HIRES	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALES HIRED	7	27%
TOTAL MALES HIRED	19	73%
TOTAL MINORITIES HIRED	12	46%
TOTAL CAUCASIANS HIRED	14	54%
TOTAL NEW EMPLOYEES HIRED	26	100%

RE-HIRES	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALES RE-HIRED	0	%
TOTAL MALES RE-HIRED	0	%
TOTAL MINORITIES RE-HIRED	0	%
TOTAL CAUCASIANS RE-HIRED	0	%
TOTAL EMPLOYEES RE-HIRED	0	100%

COMMENTS FOR TABLE 3.1

No rehires for the time period.

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2015 to 12/31/2015)

TERMINATIONS	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALES TERMINATED	10	29%
TOTAL MALES TERMINATED	24	71%
TOTAL MINORITIES TERMINATED	5	15%
TOTAL CAUCASIANS TERMINATED	29	85%
TOTAL EMPLOYEES TERMINATED	34	100%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	21	62%	7	14
RESIGN OTHER EMPLOYMENT	1	2%	0	1
EMPLOYEE INITIATED / NO REASON GIVEN	4	12%	1	3
DECEASED	1	2%	0	1
LAI D OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	21%	2	5
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	34	100%	10	24

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
TRANSFERS OUT – Permanent Position Employees
(From 01/01/2015 to 12/31/2015)

TRANSFERS	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALE TRANSFERS	5	39%
TOTAL MALE TRANSFERS	8	61%
TOTAL MINORITY TRANSFERS	4	31%
TOTAL CAUCASIANS TRANSFERS	9	69%
TOTAL EMPLOYEE TRANSFERS	13	100%

COMMENTS FOR TABLE 3.3

Five (5) Employees transferred out from Temp to Perm positions.

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2015 to 12/31/2015)

PROMOTIONS	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALE PROMOTIONS	11	38%
TOTAL MALE PROMOTIONS	18	62%
TOTAL MINORITY PROMOTIONS	8	28%
TOTAL CAUCASIAN PROMOTIONS	21	72%
TOTAL EMPLOYEE PROMOTIONS	29	100%

DEMOTIONS	NUMBER	PERCENTAGE OF TOTAL
TOTAL FEMALE DEMOTIONS	0	0%
TOTAL MALE DEMOTIONS	1	100%
TOTAL MINORITY DEMOTIONS	0	0%
TOTAL CAUCASIAN DEMOTIONS	1	100%
TOTAL EMPLOYEE DEMOTIONS	1	100%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2015 to 12/31/2015)

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.
	Merit	No Merit	Insuff Evid	On-going	Merit	No Merit	Insuff Evid	On-going	Closed	On-going	
Age											
Disability/Medical Condition									A		1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		B									1
Religion											
Retaliation		B									1
Sex		C									1
Sexual Orientation											
TOTAL Allegations:		3							1		4

Note: Use an alpha to represent each complaint. *[SDA had 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..