**2017 ANNUAL**

**WORKFORCE STATISTICS REPORT**

***Technology***

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**DIVERSITY POLICIES AND EFFORTS QUESTIONNAIRE**

(1) Please provide a brief description of the services and functions provided by your department.

Sacramento County Department of Technology is the Information Technology service provider for all Sacramento County departments. These services include applications development and support, email, network, storage, public safety radio system, 311 call center, and desktop support.

(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);

Department of Technology uses standard hiring processes established by the County Department of Personnel Services. Positions are announced publicly, applicants are able to submit their applications online and the Department of Personnel Services creates the lists of eligible candidates for use by the Department of Technology. Interviews are conducted to select the best qualified 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 of Technology has not participated in such events in the last 12 months.

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

We have predominately used the County website to promote job openings and on occasions advertised on Monster.com and other IT recruitment websites.

(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 of Technology uses the aforementioned (see Question #2) processes for promotion and career advancement.

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

 The County’s Equal Employment Opportunity program provides the basis for the Department’s objective. The Department of Technology adheres to the County’s personnel policies and procedures regarding employment. By applying equal employment opportunity principles in our hiring and selection processes, providing equal access to training and career development opportunities, and by providing services to all persons, staff, clients, and others, without regard to race, color, sex, sexual orientation, religion, ancestry, medical condition, national origin, age, disability, or political affiliation, the Department of Technology adheres to the County’s equal employment opportunity objectives.

(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 of Technology is Sacramento County’s main provider of information technology and telecommunications services. Our primary constituents are other County departments. As part of the services the Department of Technology provides, the department manages the internet portal and aim to offer citizen-centric services through the Internet. Under the authority and direction of the Chief Information Officer, the Department of Technology has assumed the role of coordinating and integrating existing web-based service delivery entities and providers within the Sacramento County portal. This coordination has helped drive the creation of a unified website for the County of Sacramento—a one-stop source for access to a diverse array of e-Government services including, but not limited to, the following on-line transactions and citizen accessible services:

* Countywide Internet web portal with Google Search Engine function
* SacCounty News - Press releases, current events and breaking news
* SacCountyTV – live streaming of government programming on Metro Cable Channel 14
* Board of Supervisors – online agendas, action summaries, meeting materials and live streaming meetings
* e-PropTax, e-Rosi & e-fbn – online property tax records, payments, recorded documents and fictitious business names search
* Restaurant and food facility inspection reports
* County Events Calendar
* Online Payments
* Planning Projects Viewer
* A-Z County Services
* Retirement - on-line retirement planning benefit calculator
* Polling Place Look-up and Spanish Language Voting Information and materials
* Online submission of job applications and supplements
* Searchable County Code, County budget, code enforcement, forms, and documents
* Contracting and Bid opportunities and results

(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.

There were no complaints reported in Table 4.

**TABLE 1**

**WORKFORCE COMPARATIVE ANALYSIS**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Census Data** | **Workforce Composition** | **Workforce Composition** |
|   | **2010** | **County of Sacramento** | **TECHNOLOGY** |
|   |  | **2011 (1)** | **2016 (2)** | **2012 Report (3)** | **2017 Report (4)** |
| ***ETHNICITY*** | **%** | **#** | **%** | **#** | **%** | **#** | **%** | **#** | **%** |
| **2 or More Races** | 4.4% | 174 | 1.6% | 243 | 2.2% | 2 | 0.9% | 11 | 3.1% |
| **American Indian/Alaskan Native** | 1.3% | 129 | 1.2% | 119 | 1.1% | 2 | 0.9% | 3 | 0.8% |
| **Asian/Pacific Islander** | 13.6% | 1,583 | 14.5% | 1,778 | 15.9% | 34 | 15.3% | 70 | 19.6% |
| **Black/African American** | 10.5% | 1,286 | 11.8% | 1,369 | 12.2% | 19 | 8.6% | 21 | 5.9% |
| **Hispanic/Latino** | 17.9% | 1,473 | 13.5% | 1,772 | 15.8% | 13 | 5.9% | 26 | 7.3% |
| **White/Non-Hispanic** | 51.4% | 6,239 | 57.3% | 5,934 | 52.9% | 152 | 68.5% | 226 | 63.3% |
| **Total** | 100.0% | 10,884 | 100.0% | 11,215 | 100.0% | 222 | 100.0% | 357 | 100.0% |
| **Minority Representation** | 48.6% | 4,645 | 42.7% | 5,281 | 47.1% | 70 | 31.5% | 131 | 36.7% |
| **Female Representation** | 50.8% | 5,642 | 51.8% | 5,767 | 51.4% | 65 | 29.3% | 115 | 32.2% |

1 Sacramento County Workforce as of pay period 26 ending 12/18/2011

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

3 Employed by County of Sacramento as of pay period 26 ending 12/23/2011

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

**TABLE 2**

**JOB CATEGORIES COMPARISION**

**BETWEEN 2016 AND 2017 REPORTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JOB | Minority | Minority | Minority | Female | Total |
| Categories | Females | Males | Total | Total | Employees |
| *REPORT:* | 2016\* | 2017\* | 2016\* | 2017\* | 2016\* | 2017\* | 2016\* | 2017\* | 2016\* | 2017\* |
| 1. Officials/Administrators | # | 2 | 2 | 1 | 2 | 3 | 4 | 7 | 6 | 23 | 25 |
| % | 8.7% | 8.0% | 4.3% | 8.0% | 13.0% | 16.0% | 30.4% | 24.0% | 100.0% | 100.0% |
| 2. Professionals | # | 39 | 40 | 66 | 68 | 105 | 108 | 90 | 89 | 282 | 292 |
| % | 13.8% | 13.7% | 23.4% | 23.3% | 37.2% | 37.0% | 31.9% | 30.5% | 100.0% | 100.0% |
| 3. Technicians  | # | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 8 | 7 |
| % | 12.5% | 14.3% | 12.5% | 14.3% | 25.0% | 28.6% | 25.0% | 28.6% | 100.0% | 100.0% |
| 4. Protective Services | # |   |   |   |   |   |   |   |   |   |   |
| % |   |   |   |   |   |   |   |   |   |   |
| 5. Para-Professionals | # |   |   |   |   |   |   |   |   |   |   |
| % |   |   |   |   |   |   |   |   |   |   |
| 6. Office/Clerical Workers | # | 8 | 10 | 7 | 7 | 15 | 17 | 17 | 18 | 33 | 33 |
| % | 24.2% | 30.3% | 21.2% | 21.2% | 45.5% | 51.5% | 51.5% | 54.5% | 100.0% | 100.0% |
| 7. Skilled Craft Workers | # |   |   |   |   |   |   |   |   |   |   |
| % |   |   |   |   |   |   |   |   |   |   |
| 8. Service Maintenance | # |   |   |   |   |   |   |   |   |   |   |
| % |   |   |   |   |   |   |   |   |   |   |
| Total | # | 50 | 53 | 75 | 78 | 125 | 131 | 116 | 115 | 346 | 357 |
| % | 14.5% | 14.8% | 21.7% | 21.8% | 36.1% | 36.7% | 33.5% | 32.2% | 100.0% | 100.0% |
| **TABLE 2** |  | \* The numbers for the 2016 Report are taken from pay period 27, ending December 26, 2015. |
|  | \*\* The numbers for the 2017 Report are taken from pay period 26 ending December 24, 2016. |

**TABLE 3.1**

**Personnel Actions Report**

**HIRES/RE-HIRES - Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **NEW HIRES** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALES HIRED  | 6 | 55% |
| TOTAL MALES HIRED | 5 | 45% |
| TOTAL MINORITIES HIRED | 4 | 36% |
| TOTAL CAUCASIANS HIRED | 7 | 64% |
| TOTAL NEW EMPLOYEES HIRED | 11 | 100% |

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

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| **COMMENTS FOR TABLE 3.1** |
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**TABLE 3.2**

**Personnel Action Report**

**TERMINATIONS – Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **TERMINATIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALES TERMINATED  | 11 | 50% |
| TOTAL MALES TERMINATED | 11 | 50% |
| TOTAL MINORITIES TERMINATED | 9 | 41% |
| TOTAL CAUCASIANS TERMINATED | 13 | 59% |
| TOTAL EMPLOYEES TERMINATED | 22 | 100% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASON TERMINATED** | **Number** | **% of Total** | **# of Female** | **# of Minority** |
| RETIRED OR DISABILITY RETIREMENT | 11 | 50% | 6 | 4 |
| RESIGN OTHER EMPLOYMENT | 3 | 14% | 1 | 2 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 7 | 32% | 3 | 3 |
| DECEASED | 0 | % | 0 | 0 |
| LAID OFF/REDUCTION IN FORCE | 0 | % | 0 | 0 |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 1 | 4% | 1 | 0 |
| AUTOMATIC RESIGNATION | 0 | % | 0 | 0 |
| OTHER– Please list: | 0 | % | 0 | 0 |
| Totals: | 22 | 100% | 11 | 9 |

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| **COMMENTS FOR TABLE 3.2** |
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**TABLE 3.3**

**Personnel Action Report**

**TRANSFERS OUT – Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

**)**

|  |  |  |
| --- | --- | --- |
| **TRANSFERS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE TRANSFERS  | 0 | 0% |
| TOTAL MALE TRANSFERS  | 1 | 100% |
| TOTAL MINORITY TRANSFERS | 1 | 100% |
| TOTAL CAUCASIANS TRANSFERS | 0 | 0% |
| TOTAL EMPLOYEE TRANSFERS | 1 | 100% |

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| **COMMENTS FOR TABLE 3.3** |
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**TABLE 3.4**

**Personnel Action Report**

**PROMOTIONS/DEMOTIONS - Permanent Positions**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE PROMOTIONS | 3 | 23% |
| TOTAL MALE PROMOTIONS | 10 | 77% |
| TOTAL MINORITY PROMOTIONS | 3 | 23% |
| TOTAL CAUCASIAN PROMOTIONS | 10 | 77% |
| TOTAL EMPLOYEE PROMOTIONS | 13 | 100% |

|  |  |  |
| --- | --- | --- |
| **DEMOTIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE DEMOTIONS | 0 | 0% |
| TOTAL MALE DEMOTIONS | 0 | 0% |
| TOTAL MINORITY DEMOTIONS | 0 | 0% |
| TOTAL CAUCASIAN DEMOTIONS | 0 | 0% |
| TOTAL EMPLOYEE DEMOTIONS | 0 | 0% |

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| **COMMENTS FOR TABLE 3.4** |
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**TABLE 4**

**Discrimination/Harassment Complaint Activity**

**(From 01/01/2016 to 12/31/2016)**

***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.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **In House** | **Outside Investigator** | **DFEH or EEOC**  |  |
| **Complaint Types** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Closed** | **On-going** | **Total Allegat.** |
| **Age** |  | B,D |  |  |  |  |  |  | C,E |  | 4 |
| **Disability/Medical Condition** |  |  |  |  |  |  |  |  | C |  | 1 |
| **Marital Status** |  |  |  |  |  |  |  |  |  |  |  |
| **Pregnancy** |  |  |  |  |  |  |  |  |  |  |  |
| **Political Affiliation or Beliefs** |  |  |  |  |  |  |  |  |  |  |  |
| **Race/Color/National Origin/Ancestry** |  | A,G |  |  |  |  |  |  | C,E |  | 4 |
| **Religion** |  |  |  |  |  |  |  |  |  |  |  |
| **Retaliation** |  |  |  |  |  |  |  |  | E,F |  | 2 |
| **Sex** |  | A,B |  |  |  |  |  |  | C,E |  | 4 |
| **Sexual Orientation** |  | D |  |  |  |  |  |  |  |  | 1 |
| **TOTAL Allegations:** |  | 7 |  |  |  |  |  |  | 9 |  | 16 |

Note: Use an alpha to represent each complaint. ***[TECHNOLOGY HAD 7 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.*.