

**2019 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. A 17-member Board of Directors representing the jurisdictions in the contributing agencies governs regional San. 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 & develop 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 Orienting 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 2018, the Agency participated in various career and hiring fairs. Events attended include:

- The Sacramento County Career Fair, held on March 10, 2018 at the Sacramento Employment and Training Agency (SETA) office. This is an annual event hosted by the County of Sacramento intended to promote career opportunities with the County.
- The Skilled Trades Job Fair, held on April 21, 2018 at the Citrus Heights Community Center. This annual event is hosted by the North State Building Industry Foundation to connect job seekers and employers from all over the Sacramento Region.
- The Sacramento City College Career Fair, held on April 24, 2018 at Sacramento City College. This event allows students to discover many different opportunities while they meet and network with various employers.
- The Valley High Career Fair, held on October 10, 2018 at Valley High School in Sacramento. The event is to introduce high school students to higher education options leading to career opportunities while they meet and network with employers and representatives from various colleges.
- The UC Davis Fall Internship and Career Fair, held on October 17, 2018 at UC Davis campus. This event allow students to discover various career opportunities while they meet and network with employers.
- The Map Your Future, held on October 25, 2018 at SES Hall in Elk Grove. This event allows students and families to explore career academy and pathway programs.
- The Youth in Government Day, held on November 14, 2018 at 9611 Conservation Road in Sacramento. This event was a pilot project to create a template for promoting career opportunities in local government. The template can be used by other County departments or local government agencies for similar future events.
- Aerojet Recruitment Event, held on November 20, 2018 at Rancho Cordova City Hall. This event was hosted by the Sacramento Employment Training Agency (SETA) to provide an opportunity for the region's employer to recruit comparable job classes that were impacted by the Aerojet Rocketdyne layoff. Comparable job classes included Data Management, Technicians, Engineers (Electrical, Mechanical and Structural), Mechanics, Administrative, Analysts (Financial and Accounting), and Health and Safety occupations.

**(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 three 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. In addition, the Agency has specific requirements related to job announcements, candidate pool selection for interviews, interview panel composition to promote open and fair competition for job opportunities.

**(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 *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.**

For Calendar Year 2018, the Agency had no complaints for which there was a finding of Violation of Policy.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Sanitation Districts Agency			
		2013 (1)		2018 (2)		2014 Report (3)		2019 Report (4)	
	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	132	1.2%	297	2.6%	8	1.2%	18	2.6%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	112	1.0%	10	1.5%	10	1.4%
<b>Asian</b>	13.6%	1,492	13.9%	1,761	15.4%	83	12.1%	87	12.4%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,379	12.1%	38	5.5%	37	5.3%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,921	16.8%	90	13.1%	104	14.8%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	117	1.0%	4	0.6%	5	0.7%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,840	51.1%	454	66.1%	443	62.9%
<b>Total</b>	100.0%	10,744	100.0%	11,427	100.0%	687	100.0%	704	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,587	48.9%	229	33.3%	261	37.1%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,892	51.6%	155	22.6%	161	22.9%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/14/2013

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/14/2013

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2018 AND 2019 REPORTS**

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2018*	2019*	2018*	2019*	2018*	2019*	2018*	2019*	2018*	2019*
1. Officials/Administrators	#	10	10	12	11	22	21	22	21	68	66
	%	14.7%	15.2%	17.6%	16.7%	32.4%	31.8%	32.4%	31.8%	100.0%	100.0%
2. Professionals	#	38	41	44	46	82	87	75	78	187	188
	%	20.3%	21.8%	23.5%	24.5%	43.9%	46.3%	40.1%	41.5%	100.0%	100.0%
3. Technicians	#	14	11	19	20	33	31	29	26	89	86
	%	15.7%	12.8%	21.3%	23.3%	37.1%	36.0%	32.6%	30.2%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	0	1	3	2	3	3	1	1	5	4
	%	0.0%	25.0%	60.0%	50.0%	60.0%	75.0%	20.0%	25.0%	100.0%	100.0%
6. Office/Clerical Workers	#	15	16	5	6	20	22	28	28	37	38
	%	40.5%	42.1%	13.5%	15.8%	54.1%	57.9%	75.7%	73.7%	100.0%	100.0%
7. Skilled Craft Workers	#	2	3	84	91	86	94	6	7	303	315
	%	0.7%	1.0%	27.7%	28.9%	28.4%	29.8%	2.0%	2.2%	100.0%	100.0%
8. Service Maintenance	#	0	0	3	3	3	3	0	0	9	7
	%	0.0%	0.0%	33.3%	42.9%	33.3%	42.9%	0.0%	0.0%	100.0%	100.0%
Total	#	79	82	170	179	249	261	161	161	698	704
	%	11.3%	11.6%	24.4%	25.4%	35.7%	37.1%	23.1%	22.9%	100.0%	100.0%

**TABLE 2**

\* The numbers for the 2018 Report are taken from pay period 26, ending December 23, 2017

\*\* The numbers for the 2019 Report are taken from pay period 26 ending December 22, 2018.



**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	7	16.6%	18	42.9%	25	59.5%
American Indian/Alaskan Native	0	0.0%	1	2.4%	1	2.4%
Asian	1	2.4%	3	7.1%	4	9.5%
Black	1	2.4%	1	2.4%	2	4.8%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.4%	4	9.5%	5	11.9%
Hispanic	3	7.1%	2	4.8%	5	11.9%
<b>TOTAL MINORITY HIRES</b>	<b>6</b>	<b>14.3%</b>	<b>11</b>	<b>26.2%</b>	<b>17</b>	<b>40.5%</b>
<b>TOTAL NEW HIRES</b>	<b>13</b>	<b>30.9%</b>	<b>29</b>	<b>69.1%</b>	<b>42</b>	<b>100.0%</b>

<b>NEW RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	1	12.5%	2	25.0%	3	37.5%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	25.0%	2	25.0%
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	2	25.0%	1	12.5%	3	37.5%
<b>TOTAL MINORITY RE-HIRES</b>	<b>2</b>	<b>25.0%</b>	<b>3</b>	<b>37.5%</b>	<b>5</b>	<b>62.5%</b>
<b>TOTAL RE-HIRES</b>	<b>3</b>	<b>37.5%</b>	<b>5</b>	<b>62.5%</b>	<b>8</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.1**

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**TABLE 3.2**  
**Personnel Action Report**  
**TERMINATIONS – Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	12	28.5%	22	52.3%	34	80.8%
American Indian/Alaskan Native	0	0.0%	2	4.8%	2	4.8%
Asian	3	7.2%	1	2.4%	4	9.6%
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	2.4%	1	2.4%	2	4.8%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>4</b>	<b>9.6%</b>	<b>4</b>	<b>9.6%</b>	<b>8</b>	<b>19.2%</b>
<b>TOTAL TERMINATIONS</b>	<b>16</b>	<b>38.1%</b>	<b>26</b>	<b>61.9%</b>	<b>42</b>	<b>100.0%</b>

<b>REASON TERMINATED</b>	<b>Number</b>	<b>% of Total</b>	<b># of Female</b>	<b># of Minority</b>
RETIRED OR DISABILITY RETIREMENT	25	59.6%	7	3
RESIGN OTHER EMPLOYMENT	3	7.1%	2	0
EMPLOYEE INITIATED / NO REASON GIVEN	10	23.8%	5	4
DECEASED	0	0.0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	7.1%	2	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: SERVICE RETIRE IN LIEU OF DISCIPLINE	1	2.4%	0	0
Totals:	42	100%	16	8

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2018 to 12/31/2018)**

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	7	18.0%	19	48.7%	26	66.7%
American Indian/Alaskan Native	0	0.0%	2	5.1%	2	5.1%
Asian	4	10.2%	1	2.6%	5	12.8%
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	2.6%	5	12.8%	6	15.4%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>5</b>	<b>12.8%</b>	<b>8</b>	<b>20.5%</b>	<b>13</b>	<b>33.3%</b>
<b>TOTAL PROMOTIONS</b>	<b>12</b>	<b>30.8%</b>	<b>27</b>	<b>69.2%</b>	<b>39</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	0	0.0%	2	100.0%	2	100.0%
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%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>2</b>	<b>100.0%</b>	<b>2</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.4**

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
**(From 01/01/2018 to 12/31/2018)**

*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		B									1
Religion											
Retaliation		C									1
Sex/Gender		A									1
Sexual Orientation											
<b>TOTAL Allegations:</b>		3									<b>3</b>

Note: Use an alpha to represent each complaint. ***[Sanitation Districts Agency had a total of 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.*