

**2020 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Conflict Criminal Defender

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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 Conflict Criminal Defenders office provides legal representation to criminal defendants who do not have the financial means to retain counsel. The CCD accepts conflicts and overloads from the Public Defender’s office and from the Court.

- (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);

CCD selection and hiring procedures follow the hiring procedures for Sacramento County

- (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 CCD office has a small staff and does not recruit.

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

CCD reviews applications from the website governmentjobs.com

- (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.)

CCD staff have the opportunity to take County classes and use tuition reimbursement to facilitate 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 EEO program provides the basis for the Department's objective. CCD adheres to the County's personnel policies and procedures regarding employment. By applying equal employment opportunities in our hiring and selection process, providing equal access to training and career development opportunities, and by providing services to all persons, staff, clients, attorneys, investigators, and others, without regard to race, color, sex, sexual orientation, religion, ancestry, medical condition, national origin, age, disability, or political affiliation, Conflict Criminal Defenders adheres to the County's EEO 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).

CCD helps defendants of all communities in the Sacramento County by assigning private attorneys to represent indigent defendants.

- (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.

As noted in Table 4, there were no reportable complaints with a finding of Violation of County Policy.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Conflict Criminal Defenders			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	0	0.0%	0	0.0%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	0	0.0%	0	0.0%
Asian	13.6%	1,543	14.3%	1,796	15.8%	0	0.0%	0	0.0%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	1	16.7%	1	16.7%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	0	0.0%	0	0.0%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	5	83.3%	5	83.3%
Total	100.0%	10,758	100.0%	11,362	100.0%	6	100.0%	6	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	1	16.7%	1	16.7%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	6	100.0%	5	83.3%

¹ Sacramento County Workforce as of pay period 26 ending 12/13/2014

² Sacramento County Workforce as of pay period 26 ending 12/21/2019

³ Employed by County of Sacramento as of pay period 26 ending 12/13/2014

⁴ Employed by County of Sacramento as of pay period 26 ending 12/21/2019

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2018 AND 2020 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2018*	2020**	2018*	2020**	2018*	2020**	2018*	2020**	2018*	2020**
1. Officials/Administrators	#										
	%										
2. Professionals	#	0	0	0	0	0	0	1	1	1	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	50.0%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	2	1	0	0	2	1	5	4	5	4
	%	40.0%	25.0%	0.0%	0.0%	40.0%	25.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	2	1	0	0	2	1	6	5	6	6
	%	33.3%	16.7%	0.0%	0.0%	33.3%	16.7%	100.0%	83.3%	100.0%	100.0%

TABLE 2

* The numbers for the 2018 Report are taken from pay period 26, ending December 22, 2017
 ** The numbers for the 2020 Report are taken from pay period 26 ending December 21, 2019

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

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%
<i>TOTAL MINORITY HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL NEW HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>100.0%</i>

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%
<i>TOTAL MINORITY RE-HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL NEW RE-HIRES</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 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

TERMINATIONS	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 TERMINATIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL TERMINATIONS	0	0.0%	0	0.0%	0	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	0	0%	0	0
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	0	0%	0	0
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0%	0	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	0	100%	0	0

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2018 to 12/31/2019)

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%	0	0.0%	0	0.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</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 3.3

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2018 to 12/31/2019)

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		A, D							E		3
Disability/Medical Condition/Genetic Information		C, D							E		3
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		A, C, D							E, F		5
Religion											
Retaliation		A, B, C, D							E, F		6
Sex/Gender									F		1
Sexual Orientation											
TOTAL Allegations:		11							7		18

Note: Use an alpha to represent each complaint. ***[Conflict Criminal Defender had a total of 6 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..