**2016 ANNUAL**

**WORKFORCE STATISTICS REPORT**

***Sheriff/Correctional Health***

***Scott Jones, Sheriff***

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**DIVERSITY POLICIES AND EFFORTS QUESTIONNAIRE**

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

The Sacramento County Sheriff’s Department is the primary law enforcement agency for the unincorporated areas of Sacramento County. The mission of the Sacramento County Sheriff’s Department is the protection of life and property, the preservation of the public peace and the enforcement of the law in partnership with our communities. In recognition of our mission, the Sacramento County Sheriff’s Department enforces the laws which govern our society, including Federal, State, and local statutes. The laws are enforced in a just manner, without prejudice.

The Sheriff’s Department is divided into service areas designed to meet the needs of the diverse and varied Sacramento community. The service areas include: the Office of the Sheriff, the Office of the Undersheriff, Support Services, Correctional Services, Contract and Regional Services, and Field and Investigative Services.

Additionally, the Sheriff’s Department provides law enforcement services on a contractual basis to the City of Rancho Cordova and the Sacramento International Airport.

(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 Sacramento County Sheriff’s Department adheres to Sacramento County Employment Office rules and regulations. Every applicant must complete a county application and the corresponding job class examination process. Upon completion of the application and testing process, each candidate is ranked by the Sacramento County Employment Office and a certification list (eligible list) is generated. If the candidate is within the top three (3) ranks, they are eligible for hire.

Deputy Sheriff / Deputy Sheriff Recruit

The Sacramento County Sheriff’s Department’s Pre-Employment Investigation Unit receives the certification list. Based upon this list, candidates are invited to participate in the Physical Ability Testing portion of the process. If the candidate is successful at meeting the minimum standards set forth in the Physical Ability Test, they are invited to complete a Personal History Statement (PHS). The Pre-Employment Investigation Unit reviews each PHS, ensuring minimum qualifications are met.

If the candidate is selected for the background process, an investigation is conducted focusing on several areas of the candidate’s personal history, including: prior/present employment, military service, credit check, rental history, drug usage, driving record (citations/accidents), reference checks and neighborhood canvasses.

Additionally, the candidates must complete a Computer Voice Stress Analyzer (CVSA) examination to verify the information the candidate provided in the PHS. Upon completion of a CVSA, the assigned background investigator conducts a Personal Assessment Interview with the candidate. This interview is to discuss any inconsistencies developed during the investigation or answer any questions the investigator may have regarding the candidate’s background information.

If the candidate is successful in the background process, a conditional offer of employment is extended. The conditional offer is contingent upon the candidate passing the applicable medical and physical examinations.

The Sacramento County Sheriff’s Department offers a variety of programs designed to assist candidates with successfully completing the selection and hiring process. These programs include multiple venues and methods.

Currently, personnel assigned to the Background Investigations Unit, along with the Auxiliary Recruitment Team, field candidate questions received via email, via phone and in person at recruiting events. Additionally, staff attend a multitude of community events, job fairs and career fairs at a variety of venues throughout the year.

Both sworn and professional staff assist the candidates in preparing for the testing process for various jobs. Included in this are practice sessions for both the physical and written tests.

Efforts are made to locate and hire the best qualified candidates throughout the state of California. Designated personnel assigned to the Background Investigations Unit and Auxiliary Recruitment Team visit and recruit from other law enforcement academies throughout California.

The Sacramento County Sheriff’s Department supports California State University, Sacramento by sponsoring internships in a variety of areas within the Sheriff’s Department. Interns have opportunities to see the inner working of various divisions and get a wide exposure to the variety of career paths within the Sacramento County Sheriff’s Department.

Additionally, the Sacramento County Sheriff’s Department supports a wide ranging volunteer program. Interested candidates can volunteer in a variety of divisions throughout the Sheriff’s Department, gaining experience and skills which will help them further their employment opportunities.

The Sacramento County Sheriff’s Department recognizes the need to constantly review and revamp practices and procedures in order to move forward with generational and populace changes. Therefore, the Background Investigations Unit is currently reviewing their outreach practices. Efforts are being made to identify new and innovative techniques to target a larger and more diverse group of people from which to recruit for all classifications within the Sacramento County Sheriff’s Department.

New outreach programs that have been implemented within 2015 include the Sacramento County Sheriff’s Department’s participation in the Links to Law Enforcement program. The Links to Law Enforcement program is supported by multiple law enforcement agencies and introduces candidates to the variety of career paths associated with Law Enforcement.

Additionally, the Sacramento County Sheriff’s Department created SPARTA (Sheriff’s Pre-Academy Recruit Training Activities), which is a free program available to anyone interested in becoming a law enforcement officer. SPARTA has a component of physical training, which mirrors current academy practices, along with a weekly presentation outlining some of the curriculum recruits will encounter as part attending an academy. Both these programs were innovations designed to educate the Sacramento community regarding careers in Law Enforcement and to continually widen the draw from an ever changing pool of 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 Sacramento County Sheriff’s Department and the County of Sacramento Employment website offer continuous information on current open positions with the Sheriff’s Department. Additionally, members of the Pre-Employment Backgrounds Investigation Unit and Auxiliary Recruitment Team members attend a variety of events on behalf of the Sacramento County Sheriff’s Department in an effort to help ensure a workforce representative of Sacramento County. For 2015, we attended the following events:

MLK Diversity Expo 1/19/2015

Recruit Military 1/22/2015

Career Fair - Galt High School 1/28/2015

EDD Hire a Hero 2/23/2015

CSUS Career Fair 2/27/2015

SacJobs Career Fair 3/13/2015

Career Fair - Center HS 3/19/2015

William Jessup Univ. Career Fair 3/19/2015

Sac Urban League Diversity Fair 3/25/2015

Career Fair - Sheldon High School 3/25/2015

SacJobs Career Fair 3/25/2015

Travis AFB / Hiring Heroes 3/26/2015

Sac Job Journal Job Fair 4/7/2015

Veterans Resource Fair 4/11/2015

Career Fair - Elk Grove HS 4/15/2015

San Francisco City College 4/22/2015

Black Expo 4/25/2015

Delta College Spring Job Fair 4/30/2015

American River College Career Fair 4/30/2015

Hnrg Contrb of Military Women 5/2/2015

Folsom Lake College Career Fair 5/7/2015

Pleasanton Run to Remember 5/9/2015

Florin HS Law Academy Fair 5/19/2015

Links to Law Enforcement 5/27/2015

District 8 Career and Job Fair 5/28/2015

Citizen's Academy - SPD 6/9/2015

Public Safety Training Center 6/10/2015

Travis Career Fair 6/16/2015

Kops N Kids Camp 6/16/2015

Unity in the Community 6/20/2015

SacJobs Career Fair 6/25/2015

CSUS LE Academy 7/17/2015

Unity in the Community 7/19/2015

Recruit Military Sacramento 7/23/2015

Unity in the Community 8/16/2015

Tri-County Job Fair 8/21/2015

Elk Grove Multicultural Festival 8/22/2015

Folsom Lake Col. Spotlight Night 9/10/2015

Rocklin Patriot Day 9/12/2015

Unity in the Community 9/13/2015

Modesto Junior College CF 9/16/2015

Links to Law Enforcement 9/23/2015

American River College Career Fair 10/1/2015

Capital City Air Show 10/3/2015

CSUS Career Fair 10/6/2015

Career Day - Bella Vista HS 10/6/2015

University of Nevada, Reno CF 10/14/2015

Links to Law Enforcement 10/14/2015

Sheldon Vendor and Craft Fair 10/17/2015

Career Fair - Oakmont High School 10/26/2015

Cal Career Fair 10/29/2015

Sierra College Fall Job Fair 10/30/2015

CSUS Veteran Career Fair 11/2/2015

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

The Sacramento County Sheriff’s Department advertises its job vacancies on the following websites:

* Sacramento Sheriff’s Department - http://www.sacsheriff.com
* County of Sacramento - http://agency.governmentjobs.com/sacramento
* SacJobs – Sacjobs.com
* Job Journal – Jobjournal.com
* PaYS Program – www.armypays.com
* VetReady Outreach & Recruitment Program – VetReady.org
* CSU, Sacramento - <http://www.csus.edu/careercenter/Employers/hornet-career-connection.html>
* Los Rios Community College - <http://www.losrios.edu/lrc/lincs.php>
* CSU Chico - <https://www.myinterfase.com/csuchico/employer/>
* UC Merced - <https://ucmerced-csm.symplicity.com/employers/>
* Sierra College - <http://www.sierracollege.edu/student-services/career-connections/employers/job.php>
* Santa Rosa Junior College - <http://www.santarosa.edu/for_students/student_resources/career-center/student-employment/for-employers.shtml>
* Napa Valley College - <http://www.napavalley.edu/studentservices/CareerCenter/Pages/ServicesEmployers.aspx>

(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 Sacramento County Sheriff’s Department and the County of Sacramento Employment website offer continuous information on current open positions, upcoming promotional exams and career advancement opportunities. The Sacramento County Sheriff’s Department also provides employees with information about courses hosted by local educational institutions which offer opportunities to increase an employee’s knowledge/eligibility for promotion.

There are several diverse organizations offering mentoring and career development to their members including, but not limited to: the National Organization of Black Law Enforcement Executives, Asian Peace Officers Association, National Latino Peace Officers Association and the International Association of Women Police.

In addition to the above organizations, many supervisors and managers within the Sacramento County Sheriff’s Department provide one on one mentoring to employees.

For specific promotional opportunities, such as the Sergeant and Lieutenant exams, the Sacramento County Sheriff’s Department offers a variety of venues to assist all eligible department employees in preparing for the examination process. There are links on the Sacramento County Sheriff’s Department’s internal webpage which provide “supervisor resources”. These links offer a variety of documents utilized by the Sacramento County Sheriff’s Department to help select and train promotional candidates. Current command staff and management members make themselves available to review applications and conduct one on one mentoring for candidates. Internal leadership training classes are offered, to help prepare employees for the step into supervising/management positions.

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

The Sacramento County Sheriff’s Department is committed to the goal of equal access by all citizens to Sacramento County employment, services and benefits. It is the policy of the Sacramento County Sheriff’s Department that no person shall be unlawfully denied such employment opportunities, services, or benefits. Additionally, no applicant shall be subjected to unlawful discrimination in any of the Sacramento County Employment Office or the Sacramento County Sheriff’s Department’s programs or activities.

The priority of the Sheriff’s Department is to prohibit discrimination. No person employed by or otherwise under the direction and control of the Sacramento County Sheriff’s Department shall engage in any act that illegally discriminates against any person or protected group. We work to prevent discrimination before it occurs through outreach, partnership, education and technical assistance. Policies are distributed to all new employees during New Employee Orientation. On-going training and education are conducted annually. Complaint policies and procedures are also available on the Sacramento County Sheriff’s Department intranet site.

(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 Sheriff’s Department is dedicated to maintaining collaborative relationships between County agencies.  Supportive training is conducted and attended by multiple County agencies to ensure consistent application of processes.  Service delivery for citizen complaints regarding a discriminatory act, policy, order, procedure, or practice unrelated to employment matters are received and investigated.

(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.

**Formal Case With Merit:**

**Sexual Harassment –** 4 cases were formally investigated.  (1) A formal review and investigation was started.  The subject employee received corrective action documentation along with copies of the Department’s and County’s sexual harassment policies.  The subject employee resigned before the case could be completed. (2) A formal investigation was completed.  The subject employee received a disciplinary transfer to a different job assignment.  The subject employee received a disciplinary letter and documentation along with copies of the Department’s and County’s sexual harassment policies.  (3) A formal investigation was completed.  The subject employee was released from probation and reassigned to a different job classification.  The subject employee received a disciplinary letter and documentation along with copies of the Department’s and County’s sexual harassment policies. (4)  A formal investigation was completed.  The subject employee received corrective action and documentation along with copies of the Department’s and County’s sexual harassment policies.  Disciplinary action is currently pending with this case.

**Discrimination** – 1 case is currently being investigated formally

**Non-formal Cases With Merit:**

**Hostile Work Environment/Discrimination: - (**1) This case was decided informally. A Cease and Desist order was served.

**Sexual Harassment –**  6 cases were decided informally. (1) Case – the subject employee was verbally admonished.  (1) Case - Cease and Desist order was issued along with copies of the Sheriff’s Department’s and County’s sexual harassment policies, the subject employee was transferred to a different division. (2) Cases -  Cease and Desist orders were issued along with copies of the Sheriff’s Department’s and County’s sexual harassment policies.  The subject employees received corrective action. (1) Case - Cease and Desist order was issued along with copies of the Sheriff’s Department’s and County’s sexual harassment policies. (1) A crime report was completed (crime committed by citizen/non employee) and security measures affected to protect the employee.

**TABLE 1**

**WORKFORCE COMPARATIVE ANALYSIS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Census Data** | | **Workforce Composition** | | | | **Workforce Composition** | | | |
|  | **2000** | **2010** | **County of Sacramento** | | | | **SHERIFF/CORRECTIONAL HEALTH** | | | |
|  | **2010 (1)** | | **2015 (2)** | | **2011 Report (3)** | | **2016 Report (4)** | |
| ***ETHNICITY*** | **%** | **%** | **#** | **%** | **#** | **%** | **#** | **%** | **#** | **%** |
| **2 or More Races** | n/a | 4.4% | 191 | 0.0% | 177 | 1.6% | 15 | 0.8% | 16 | 0.8% |
| **Asian/Pacific Islander** | 8.1% | 13.6% | 1,728 | 14.3% | 1,630 | 15.2% | 176 | 9.2% | 197 | 10.3% |
| **American Indian/Alaskan Native** | 0.9% | 1.3% | 136 | 1.1% | 122 | 1.2% | 18 | 0.9% | 23 | 1.2% |
| **Black/African American** | 9.3% | 10.5% | 1,436 | 12.3% | 1,313 | 12.2% | 153 | 8.0% | 137 | 7.2% |
| **Hispanic/Latino** | 11.7% | 17.9% | 1,615 | 13.6% | 1,593 | 14.8% | 212 | 11.1% | 246 | 12.9% |
| **White/Non-Hispanic** | 69.6% | 51.4% | 7,096 | 58.7% | 5,923 | 55.0% | 1,343 | 70.1% | 1,292 | 67.6% |
| **Total** | 100.0% | 100.0% | 12,202 | 100.0% | 10,758 | 100.0% | 1,917 | 100.0% | 1,911 | 100.0% |
| **Minority Representation** | 30.4% | 48.6% | 5,106 | 41.3% | 4,835 | 44.9% | 574 | 29.9% | 619 | 32.4% |
| **Female Representation** | 51.1% | 50.8% | 6,413 | 53.0% | 5,571 | 51.8% | 699 | 36.5% | 657 | 34.4% |

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 COMPARISION**

**BETWEEN 2015 AND 2016 REPORTS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB | | Minority | | Minority | | Minority | | Female | | Total | |
| Categories | | Females | | Males | | Total | | Total | | Employees | |
| *REPORT:* | | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* |
| 1. Officials/Administrators | # | 1 | 1 | 2 | 2 | 3 | 3 | 6 | 8 | 17 | 20 |
| % | 5.9% | 5.0% | 11.8% | 10.0% | 17.6% | 15.0% | 35.3% | 40.0% | 100.0% | 100.0% |
| 2. Professionals | # | 39 | 42 | 24 | 30 | 63 | 72 | 67 | 73 | 151 | 166 |
| % | 25.8% | 25.3% | 15.9% | 18.1% | 41.7% | 43.4% | 44.4% | 44.0% | 100.0% | 100.0% |
| 3. Technicians | # | 18 | 20 | 47 | 41 | 65 | 61 | 49 | 50 | 191 | 196 |
| % | 9.4% | 10.2% | 24.6% | 20.9% | 34.0% | 31.1% | 25.7% | 25.5% | 100.0% | 100.0% |
| 4. Protective Services | # | 69 | 65 | 247 | 278 | 316 | 343 | 220 | 210 | 1096 | 1131 |
| % | 6.3% | 5.7% | 22.5% | 24.6% | 28.8% | 30.3% | 20.1% | 18.6% | 100.0% | 100.0% |
| 5. Para-Professionals | # | 6 | 7 | 0 | 0 | 6 | 7 | 10 | 10 | 10 | 10 |
| % | 60.0% | 70.0% | 0.0% | 0.0% | 60.0% | 70.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| 6. Office/Clerical Workers | # | 101 | 107 | 19 | 17 | 120 | 124 | 293 | 296 | 361 | 362 |
| % | 28.0% | 29.6% | 5.3% | 4.7% | 33.2% | 34.3% | 81.2% | 81.8% | 100.0% | 100.0% |
| 7. Skilled Craft Workers | # | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 |
| % | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 100.0% | 100.0% |
| 8. Service Maintenance | # | 4 | 4 | 5 | 5 | 9 | 9 | 7 | 10 | 21 | 24 |
| % | 19.0% | 16.7% | 23.8% | 20.8% | 42.9% | 37.5% | 33.3% | 41.7% | 100.0% | 100.0% |
| Total | # | 238 | 246 | 344 | 373 | 582 | 619 | 652 | 657 | 1850 | 1911 |
| % | 12.9% | 12.9% | 18.6% | 19.5% | 31.5% | 32.4% | 35.2% | 34.4% | 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 | 36 | 23.68% |
| TOTAL MALES HIRED | 116 | 76.32% |
| TOTAL MINORITIES HIRED | 59 | 38.82% |
| TOTAL CAUCASIANS HIRED | 93 | 61.18% |
| TOTAL NEW EMPLOYEES HIRED | 152 | 100.00% |

|  |  |  |
| --- | --- | --- |
| **RE-HIRES** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES RE-HIRED | 3 | 50.00% |
| TOTAL MALES RE-HIRED | 3 | 50.00% |
| TOTAL MINORITIES RE-HIRED | 0 | 0.00% |
| TOTAL CAUCASIANS RE-HIRED | 6 | 100.00% |
| TOTAL EMPLOYEES RE-HIRED | 6 | 100.00% |

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

**Personnel Action Report**

**TERMINATIONS – Permanent Position Employees**

**(From 01/01/2015 to 12/31/2015)**

|  |  |  |
| --- | --- | --- |
| **TERMINATIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES TERMINATED | 46 | 36.22% |
| TOTAL MALES TERMINATED | 81 | 63.78% |
| TOTAL MINORITIES TERMINATED | 34 | 26.77% |
| TOTAL CAUCASIANS TERMINATED | 93 | 73.23% |
| TOTAL EMPLOYEES TERMINATED | 127 | 100.00% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASON TERMINATED** | **Number** | **% of Total** | **# of Female** | **# of Minority** |
| RETIRED OR DISABILITY RETIREMENT | 102 | 80.31% | 38 | 27 |
| RESIGN OTHER EMPLOYMENT | 5 | 3.94% | 4 | 3 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 14 | 11.02% | 4 | 2 |
| DECEASED | 1 | 0.79% | 0 | 1 |
| LAID OFF/REDUCTION IN FORCE | 0 | 0.00% | 0 | 0 |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 5 | 3.94% | 0 | 1 |
| AUTOMATIC RESIGNATION | 0 | 0.00% | 0 | 0 |
| OTHER– Please list: | 0 | 0.00% | 0 | 0 |
| Totals: | 127 | 100.00% | 46 | 34 |

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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 01/01/2015 to 12/31/2015)**

**)**

|  |  |  |
| --- | --- | --- |
| **TRANSFERS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE TRANSFERS | 7 | 70% |
| TOTAL MALE TRANSFERS | 3 | 30% |
| TOTAL MINORITY TRANSFERS | 5 | 50% |
| TOTAL CAUCASIANS TRANSFERS | 5 | 50% |
| TOTAL EMPLOYEE TRANSFERS | 10 | 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 01/01/2015 to 12/31/2015)**

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE PROMOTIONS | 64 | 50.39% |
| TOTAL MALE PROMOTIONS | 63 | 49.61% |
| TOTAL MINORITY PROMOTIONS | 42 | 33.07% |
| TOTAL CAUCASIAN PROMOTIONS | 85 | 66.93% |
| TOTAL EMPLOYEE PROMOTIONS | 127 | 100.00% |

|  |  |  |
| --- | --- | --- |
| **DEMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE DEMOTIONS | 2 | 66.67% |
| TOTAL MALE DEMOTIONS | 1 | 33.33% |
| TOTAL MINORITY DEMOTIONS | 2 | 66.67% |
| TOTAL CAUCASIAN DEMOTIONS | 1 | 33.33% |
| TOTAL EMPLOYEE DEMOTIONS | 3 | 100% |

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| **COMMENTS FOR TABLE 3.4** |
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**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.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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** |  | J |  |  |  |  |  |  |  |  | 1 |
| **Disability/Medical Condition** |  |  |  |  |  |  |  |  |  |  |  |
| **Marital Status** |  |  |  |  |  |  |  |  |  |  |  |
| **Pregnancy** |  |  |  |  |  |  |  |  |  |  |  |
| **Political Affiliation or Beliefs** |  |  |  |  |  |  |  |  |  |  |  |
| **Race/Color/National Origin/Ancestry** | R | H,J,L,M | G | E |  |  |  |  |  |  | 7 |
| **Religion** |  |  |  |  |  |  |  |  |  |  |  |
| **Retaliation** |  |  |  |  |  |  |  |  |  |  |  |
| **Sex, or Gender** | A,B,K,N,S,V,XZ | O,P,Q,TW,Y | F,I,U | C,D |  |  |  |  |  |  | 19 |
| **Sexual Orientation** |  |  |  | C |  |  |  |  |  |  | 1 |
| **TOTAL Allegations:** | 9 | 11 | 4 | 4 |  |  |  |  |  |  | 28 |

Note: Use an alpha to represent each complaint. \*\*\*\* ***TOTAL 26 COMPLAINTS: 5 FORMAL, 21 INFORMAL\*\*\*\****

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.*.