

**2020 ANNUAL
WORKFORCE STATISTICS REPORT**

Sanitation District 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 2019, the Agency participated in various career and hiring fairs. Events attended include:

- The Sacramento County Career Fair, held on March 9, 2019 at the University of Phoenix, Sacramento Campus. 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 13, 2019 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 23, 2019 at Sacramento City College. This event allows students to discover many different opportunities while they meet and network with various employers.
- The UC Davis Spring Internship and Career Fair, held on April 23, 2019 at UC Davis campus. This event allow students to discover various career opportunities while they meet and network with employers.
- Sacramento Employment and Training Agency (SETA) Rapid Rehire event, held on June 4, 2019 at Rancho Cordova. This event was hosted by the SETA to provide an opportunity for the region's employer to recruit comparable job classes that were previously laid off.
- Tri-County Career Fair, held on August 22, 2019. The Tri-County Job Fair provides an opportunity for job seekers to network with employers.

(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 the promotion and career advancement opportunities. The Agency has a separate leadership program with classes for 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 2019, there were three complaints for which there was a finding of merit. After a thorough investigation, appropriate actions were taken to address and remedy the situation. As a result, there have been no subsequent recurrences of the behavior.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Sanitation District Agency			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	7	1.0%	19	2.7%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	9	1.3%	11	1.6%
Asian	13.6%	1,543	14.3%	1,796	15.8%	87	12.5%	87	12.4%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	38	5.5%	38	5.4%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	94	13.5%	106	15.1%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	5	0.7%	5	0.7%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	456	65.5%	438	62.2%
Total	100.0%	10,758	100.0%	11,362	100.0%	696	100.0%	704	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	240	34.5%	266	37.8%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	158	22.7%	164	23.3%

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 Sanitation Districts Agency as of pay period 26 ending 12/13/2014

⁴ Employed by Sanitation Districts Agency as of pay period 26 ending 12/21/2019

TABLE 2
JOB CATEGORIES COMPARISION
BETWEEN 2019 AND 2020 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**
1. Officials/Administrators	#	10	9	11	11	21	20	21	19	66	63
	%	15.2%	14.3%	16.7%	17.5%	31.8%	31.7%	31.8%	30.2%	100.0%	100.0%
2. Professionals	#	41	45	20	11	61	56	78	85	188	197
	%	21.8%	22.8%	10.6%	5.6%	32.4%	28.4%	41.5%	43.1%	100.0%	100.0%
3. Technicians	#	11	11	20	20	31	31	26	26	86	88
	%	12.8%	12.5%	23.3%	22.7%	36.0%	35.2%	30.2%	29.5%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	1	1	2	2	3	3	1	1	4	5
	%	25.0%	20.0%	50.0%	40.0%	75.0%	60.0%	25.0%	20.0%	100.0%	100.0%
6. Office/Clerical Workers	#	16	15	6	6	22	21	28	27	38	37
	%	42.1%	40.5%	15.8%	16.2%	57.9%	56.8%	73.7%	73.0%	100.0%	100.0%
7. Skilled Craft Workers	#	3	2	91	92	94	94	7	6	315	306
	%	1.0%	0.7%	28.9%	30.1%	29.8%	30.7%	2.2%	2.0%	100.0%	100.0%
8. Service Maintenance	#	0	0	3	4	3	4	0	0	7	8
	%	0.0%	0.0%	42.9%	50.0%	42.9%	50.0%	0.0%	0.0%	100.0%	100.0%
Total	#	82	83	153	146	235	229	161	164	704	704
	%	11.6%	11.8%	21.7%	20.7%	33.4%	32.5%	22.9%	23.3%	100.0%	100.0%

TABLE 2

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

** 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 01/01/2019 to 12/31/2019)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	3	7.0%	21	48.7%	24	55.7%
American Indian/Alaskan Native	0	0.0%	1	2.3%	1	2.3%
Asian	3	7.0%	2	4.7%	5	11.7%
Black	0	0.0%	3	7.0%	3	7.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.3%	2	4.7%	3	7.0%
Hispanic	3	7.0%	4	9.3%	7	16.3%
TOTAL MINORITY HIRES	7	16.3%	12	28.0%	19	44.3%
TOTAL NEW HIRES	10	23.3%	33	76.7%	43	100.0%

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	1	100.0%	0	0.0%	1	100.0%
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 RE-HIRES	1	100.0%	0	0.0%	1	100.0%
TOTAL RE-HIRES	1	100.0%	0	0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	3.1%	21	65.6%	22	68.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	6.3%	3	9.4%	5	15.7%
Black	0	0.0%	1	3.1%	1	3.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	3.1%	1	3.1%
Hispanic	1	3.1%	2	6.3%	3	9.4%
TOTAL MINORITY TERMINATIONS	3	9.4%	7	21.9%	10	31.3%
TOTAL TERMINATIONS	4	12.5%	28	87.5%	32	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	17	53.1%	1	5
RESIGN OTHER EMPLOYMENT	2	6.3%	0	1
EMPLOYEE INITIATED / NO REASON GIVEN	10	31.3%	3	3
DECEASED	0	0.0%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	9.3%	0	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: N/A	0	0.0%	0	0
Totals:	32	100%	4	10

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	5.9%	10	58.8%	11	64.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	4	23.5%	4	23.5%
Black	0	0.0%	1	5.9%	1	5.9%
Native Hawaiian/Pacific Islander	1	5.9%	0	0.0%	1	5.9%
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 PROMOTIONS	1	5.9 %	5	29.4%	6	35.3%
TOTAL PROMOTIONS	2	11.8%	15	88.2%	17	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	100.0%	1	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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	1	100.0%	1	100.0%

COMMENTS FOR TABLE 3.3

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2019 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		B									1
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry	A	D									2
Religion		D									1
Retaliation		B									1
Sex/Gender	A	C, D									3
Sexual Orientation	A										1
TOTAL Allegations:	3	6									9

Note: Use an alpha to represent each complaint. **[Sanitation District Agency had a total of 4 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.