

**2020 ANNUAL
WORKFORCE STATISTICS REPORT**

Department of Technology

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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.

Sacramento County Department of Technology is the Information Technology service provider for all Sacramento County departments. These services include applications development and support, the County Enterprise Resource Planning (ERP), 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 & development assignments, etc);

Department of Technology uses standard hiring processes established by the County Department of Personnel Services. Positions are announced publicly and within the department, 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.

Department of Technology managers request authorization to fill vacant positions from the Chief Information Officer justifying each request to hire. Once the request is approved, it’s announced in the Department weekly news, and forwarded to the Department of Personnel Services to provide the list of eligible candidates. The hiring manager selects an interview panel and conduct the interviews. Once the panel, complete the interview, the panel recommendation for hire is sent to the Chief Information Officer for review and approval.

- (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 participated in the County Annual Job Fair and works closely with local colleges and Computer science clubs on recruiting student interns utilizing a contract with University Enterprises. Department of Technology hired more 14 student interns in 2019 and some have accepted permanent County jobs upon graduation.

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

We have used the County website to promote job openings and also advertised on Monster.com, Facebook, Dice 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 proactively plan for staff training and development. All the managers, Division Chiefs and Chief Information Officer have risen through the ranks of the department. In the past year, the Department created a new Information Technology Analyst level III and IT Supervisor positions to create additional promotional opportunities for staff. Most of the staff that promoted to these new positions are current County employees.

To ensure fairness in promotional opportunities, the Department of Technology has developed a robust hiring process to ensure a fair opportunity is provided to every candidate. All interviews have a panel of three senior staff, who work collaboratively to choose the most qualified candidate for the job.

- (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 *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.

N/A

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Technology			
		2014 (1)		2019 (2)		2015 Report (3)		2020 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	177	1.6%	318	2.8%	7	2.1%	11	3.0%
American Indian/Alaskan Native	1.3%	122	1.1%	104	0.9%	2	0.6%	2	0.6%
Asian	13.6%	1,543	14.3%	1,796	15.8%	64	18.8%	85	23.5%
Black/African American	10.5%	1,313	12.2%	1,335	11.7%	24	7.0%	21	5.8%
Hispanic/Latino	17.9%	1,593	14.8%	1,981	17.4%	27	7.9%	27	7.5%
Native Hawaiian/Pacific Islander	1.0%	87	0.8%	120	1.1%	0	0.0%	1	0.3%
White/Non-Hispanic	51.4%	5,923	55.1%	5,708	50.2%	217	63.6%	214	59.3%
Total	100.0%	10,758	100.0%	11,362	100.0%	341	100.0%	361	100.0%
Minority Representation	48.6%	4,835	44.9%	5,654	49.8%	124	36.4%	147	40.7%
Female Representation	50.8%	5,571	51.8%	5,794	51.0%	111	32.6%	116	32.1%

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 2019 AND 2020 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**	2019*	2020**
1. Officials/Administrators	#	1	1	2	2	3	3	4	3	25	23
	%	4.0%	4.3%	8.0%	8.7%	12.0%	13.0%	16.0%	13.0%	100.0%	100.0%
2. Professionals	#	41	42	70	68	111	110	85	84	286	278
	%	14.3%	15.1%	24.5%	24.5%	38.8%	39.6%	29.7%	30.2%	100.0%	100.0%
3. Technicians	#	0	4	2	16	2	20	0	8	7	36
	%	0.0%	11.1%	28.6%	44.4%	28.6%	55.6%	0.0%	22.2%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	13	13	6	1	19	14	19	21	31	24
	%	41.9%	54.2%	19.4%	4.2%	61.3%	58.3%	61.3%	87.5%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	55	60	80	87	135	147	108	116	349	361
	%	15.8%	16.6%	22.9%	24.1%	38.7%	40.7%	30.9%	32.1%	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	7	21.9%	12	37.5%	19	59.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	6.3%	6	18.8%	8	25.0%
Black	1	3.1%	1	3.1%	2	6.3%
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	6.3%	1	3.1%	3	9.4%
TOTAL MINORITY HIRES	5	15.6%	8	25.0%	13	40.6%
TOTAL NEW HIRES	12	37.5%	20	62.5%	32	100.0%

NEW RE-HIRES	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 RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	0	0.0%	1	100.0%	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	6	23.1%	14	53.8%	20	76.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	7.7%	2	7.7%
Black	0	0.0%	1	3.8%	1	3.8%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	3.8%	0	0.0%	1	3.8%
Hispanic	1	3.8%	1	3.8%	2	7.7%
<i>TOTAL MINORITY TERMINATIONS</i>	2	7.7%	4	15.4%	6	23.1%
<i>TOTAL TERMINATIONS</i>	8	30.8%	18	69.2%	26	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	18	69.2%	4	4
RESIGN OTHER EMPLOYMENT	1	3.8%	1	0
EMPLOYEE INITIATED / NO REASON GIVEN	5	19.2%	1	1
DECEASED	1	3.8%	1	1
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	3.8%	1	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	26	100.0%	8	6

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	2	11.1%	6	33.3%	8	44.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	4	22.2%	4	22.2%	8	44.4%
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%	1	5.6%	1	5.6%
Hispanic	1	5.6%	0	0.0%	1	5.6%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>5</i>	<i>27.8%</i>	<i>5</i>	<i>27.8%</i>	<i>10</i>	<i>55.6%</i>
<i>TOTAL PROMOTIONS</i>	<i>7</i>	<i>38.9%</i>	<i>11</i>	<i>61.1%</i>	<i>18</i>	<i>100.0%</i>

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	100.0%	0	0.0%	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%
<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>1</i>	<i>100.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>

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											
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation											
Sex/Gender		A									1
Sexual Orientation											
TOTAL Allegations:		1									1

Note: Use an alpha to represent each complaint. **[Technology had a total of 1 COMPLAINT]**
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..