

**2024 ANNUAL
WORKFORCE STATISTICS REPORT**

Personnel Services

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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 Department of Personnel Services (DPS) is responsible for providing central human resources, labor relations, collective bargaining, employee benefits, and risk management services for the County of Sacramento. The work activities of DPS include:

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- Managing employee benefits contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code section 457).
- Providing or managing skills-based training programs and employee development services, and providing Countywide and department-specific training services.
- Processing personnel and payroll transactions, including the processing of employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing department-specific human resources services and support to County operating departments.
- Providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County’s Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County’s Equal Employment Opportunity Committee; advising County agencies and departments on Equal Employment policies; and representing the County and assisting County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County’s Unemployment Insurance, Liability/Property Insurance, Workers’ Compensation Insurance, and Safety/Accident Prevention and Industrial Hygiene programs.

- Responsible for managing and negotiating all bargaining agreements with the County's 30 Bargaining Units. The functions of the OLR is characterized by its full responsibility over the County's Labor Relations programs including developing and recommending negotiation proposals; negotiates labor contracts; administers and interprets contracts; processes grievances; provides procedural guidance and advice on discipline matters; and prepares and presents, in conjunction with legal counsel, management positions at binding arbitration.
- In September 2023, the Board of Supervisors approved the recommendation to add a full-time Human Resources Manager 3 position to assume the role of the Chief DEI (Diversity Equity and Inclusion) Officer. The Chief DEI Officer is responsible for overseeing the implementation of a DEI Action Plan, as well as separate communication and change management plans. These plans will include deliverables, timelines, owners, goals, and performance metrics that are communicated to key stakeholders including the Board of Supervisors.

(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);

- DPS follows Civil Service Rules and County policy to assure that employment is based upon merit principles; that appointment to a position in the Civil Service shall be made to a person who is qualified and available to perform that particular position; and that determination of qualifications shall be based upon competitive examination for the position.
- Further, DPS fully supports the doctrine that the County will employ the best-qualified person reasonably available; that the tenure of every employee will be based upon demonstrated need for the work performed, availability of funds, faithful effective performance, and continuing fitness for his or her position; and that each employee will be encouraged, trained, and developed to assure optimum performance.
- In order to assure compliance with the Civil Service policies listed above, DPS follows the administrative requirements stated in Civil Service Rules, Section 7, as well as Sacramento County Code, Chapter 2.78 (Personnel Ordinance).

(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.)

- In order to attract a diverse population of applicants for County employment, DPS sends representatives from its Employment Services Division's Recruitment Team to local job fairs presented by various organizations, including colleges and universities, media outlets, and others. The County collaborated with local colleges, universities, and community groups to present workshops and career fairs, both virtually and in person. A total of 58 online workshops were promoted, some were promoted on Eventbrite and others on Handshake and included a PowerPoint Presentation on how to navigate our

website, apply for jobs, an explanation of the types of exams we administer and what to expect when an applicant is placed on an employment list. We participated in over 90 events in 2022 and 2023, including community events that reached out to veterans, underserved and underrepresented populations, displaced workers, the LGBTQ+ community, and individuals with disabilities.

The following is a list of events in which our Recruitment Team participated in 2022 and 2023.

- **College Career Fairs:** Los Rios Application Workshop, Los Rios Career Fair, Los Rios Presentation, UC Davis Career Fair, UC Davis Spring Career Fair, UC Davis Business and Public Service Career Fair, UAGC Career Fair, Woodland Community College Career Fair, Sierra College Career Fair, SacJobs Corps Career Fair, Sacramento Youth Summit, Back to School Day- University of San Francisco, Sacramento State Career Fair, American River College Career Fair.
- **Community Events:** Sacramento County's Application Workshop, LGBT You Betta Get to Work Career Fair, LGBT Economic Justice Program Speaker Series, DHA Virtual Job Talk, Sacramento Native American Health Center College, Career and Resource Fair, Sacramento International Airport Center, Sacramento Vet Ready Job and Resource Fair, Aloha Festival, WEAVE Presentation, Animal Care Faire, Tri-County Job Fair, NorCal Career Day, ECOS Earth Day Celebration, Work for California Job Fair, Golden Sierra- How to get a Job Presentation, Citrus Heights- Public Works Showcase, Union Job Fair, Rancho Cordova Business Expo and Job Fair, Placer Works Summer Job Fair, Supervisor Serna's National Night Out, Worl Relief Job Fair, The Path to County Service Workshop, Multicultural Business and Career Expo, CA Capital Airshow, Back 2 Work Program, Virtual Employer Connections Mini Job Fair, SETA- Community Career Resource Fair, Work Relief Job Fair, SacDOT Bridge Operator Job Fair, Pathways ti Progress Empowerment Fair, Give Thanks Diversity Career Fair, Best Hire Sacramento Job Fair.
- **Veteran's Events:** Virtual Vets Hire, Employing U.S Vets Conference, SETA and EDD Veteran's Job Fair
- **Sacramento Employment and Training Agency (SETA) Hiring Events for displaced workers**

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

- DPS lists all County Civil Service employment examinations on the County's Internet site at <http://agency.governmentjobs.com/sacramento/default.cfm?action=jobs>. This site includes a description of the County's hiring process and a listing of all County job classifications and their specifications. Additionally, the site enables applicants to search and apply for current job examinations, and to request notification of future examinations.
- In addition to the County's Internet site, we have contracted with Careers in Government, <https://www.careersingovernment.com>, to advertise all open County exams. County exams are automatically posted to all of the following:
 - Careers In Government Job Board

- Careers In Government's social media platforms
 - Twitter
 - Facebook
 - LinkedIn

- Automatic postings to private sector and diversity job boards include the following:
 - Glassdoor
 - Zip Recruiter
 - Nexxt
 - African American Network
 - Asian Job Network
 - Disability Network
 - Latino Network
 - Retirement Network
 - LGBT Network
 - Women's Job Network
 - Veteran Job Network

(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.)

- Examination announcements – both regular and promotional – are posted in each operating program within DPS, and distributed electronically to all DPS employees when electronic copies are available. Certification letters are sent to department employees as well as other County employees on a routine basis. Programs are encouraged to post internal and external flyers and to distribute internal and external emails announcing positions within the department. Vacant position reports are shared with all program managers, who in turn share the information with supervisors for further dissemination to staff members. DPS also posts countywide flyers for promotional opportunities, as well as announcements from outside agencies.

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

- DPS fully utilizes Civil Service Commission rules, along with personnel policies and procedures developed by DPS and the operating departments, to create a workforce representative of County demographics. DPS looks for innovative ways to develop policies that meet the County's EEO program and service delivery methods to achieve workforce diversity by interviewing available candidates for open positions within the department. DPS has analyzed its underutilization and/or inequities in the County workforce and actively encourages its supervisors to interview and select the most qualified candidates for these positions.

- In order to achieve these goals, DPS has relied heavily on making itself more “reachable” and “understandable” to the local community, both internally and externally, by expanding its presence on the Internet and Intranet. All of the department’s information on both the Intranet and Internet is accessible and complies with County accessibility standards. This is explained further in Question 7 below.
- As in past reports, DPS continues to emphasize training opportunities within the department and to fulfill its commitment to make DPS employees the most highly trained and promotable employees possible in County service. DPS believes it is encouraging the Sacramento County workforce vision “To build and maintain a workplace environment that will attract, develop, retain and value our employees.”

(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) appropriate

- As noted above, one of the most obvious ways DPS has addressed service delivery across all sections of the community, both internal and external, has been through the use of the Internet and Intranet. DPS has devoted extensive time to updating the websites in both locations and to include current and understandable information about its services in an accessible format. This was accomplished by teams made up of operating program staff, IT staff, and administrative staff.
- DPS has found ways to accommodate its customers in many areas. Some of these include offering information in alternate formats, providing interpreters when possible, and extending office hours to accommodate all members of the community.
- In November 2020, the Board of Supervisors adopted Resolution #2020-0773 declaring racism a public health crisis in Sacramento County, which led to the creation of a Racial Equity Policy Cabinet. In December 2022, the Board of Supervisors adopted Resolution #2022-1085 creating the DEI Cabinet. The recommendation for the County to create a DEI cabinet and Chief DEI Officer is meant to expand outreach efforts with the community to identify DEI issues and identify the best method for engaging the community.

(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.

- There were no complaints where it was determined that there was a violation of County policy for the period of January 1, 2022, to December 31, 2023.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				Personnel Services			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	504	4.2%	6	3.0%	12	6.3%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	107	0.9%	1	0.5%	2	1.0%
Asian	13.6%	17.4%	1,710	15.2%	2,070	17.3%	29	14.7%	30	15.7%
Black/African American	10.5%	9.2%	1,368	12.2%	1,360	11.4%	20	10.2%	23	12.0%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,424	20.3%	28	14.2%	28	14.7%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	167	1.4%	2	1.0%	2	1.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,300	44.4%	111	56.3%	94	49.2%
Total	100.0%	100.0%	11,236	100.0%	11,932	100.0%	197	100.0%	191	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,632	55.6%	86	43.7%	97	50.8%
Female Representation	50.8%	51.1%	5,812	51.7%	6,142	51.5%	154	78.2%	147	77.0%

¹ Sacramento County Workforce as of pay period 26 ending 12/22/2018

² Sacramento County Workforce as of pay period 26 ending 12/16/2023

³ Employed by County of Sacramento as of pay period 26 ending 12/22/2018

⁴ Employed by County of Sacramento as of pay period 26 ending 12/16/2023

TABLE 2.1
JOB CATEGORIES COMPARISON
BETWEEN 2022 AND 2024 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**
1. Officials/Administrators	#	9	7	1	1	10	8	25	26	34	35
	%	26.5%	20.0%	2.9%	2.9%	29.4%	22.9%	73.5%	74.3%	100.0%	100.0%
2. Professionals	#	23	29	9	9	32	38	56	53	70	72
	%	32.9%	40.3%	12.9%	12.5%	45.7%	52.8%	80.0%	73.6%	100.0%	100.0%
3. Technicians	#	1	1	0	0	1	1	1	1	1	1
	%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	12	16	4	6	16	22	23	29	30	35
	%	40.0%	45.7%	13.3%	17.1%	53.3%	62.9%	76.7%	82.9%	100.0%	100.0%
6. Office/Clerical Workers	#	16	24	1	3	17	27	32	38	38	48
	%	42.1%	50.0%	2.6%	6.3%	44.7%	56.3%	84.2%	79.2%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	61	77	15	19	76	96	137	147	173	191
	%	35.3%	40.3%	8.7%	9.9%	43.9%	50.3%	79.2%	77.0%	100.0%	100.0%

TABLE 2

* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021
 ** The numbers for the 2024 Report are taken from pay period 26 ending December 16, 2023

TABLE 2.2
JOB CATEGORIES DETAIL (End of 2023 Data)

	Female							Female Total	Male							Male Total	Grand Total
	2+	AIAN	ASN	BLK	HIS	NHPI	WHT		2+	AIAN	ASN	BLK	HIS	NHPI	WHT		
Personnel Services	9	1	22	17	26	2	70	147	3	1	8	6	2		24	44	191
41 – Officials/Administrators	1		1	3	2		19	26			1	1			7	9	35
Chief Labor Negotiator, Dir of Personnel Services, Employee Benefits Mgr, Equal Employment Opportunity Officer, Human Resources Manager 1, Human Resources Manager 2, Human Resources Manager 3, Personnel Services Division Chief, Risk Manager, Safety Officer, Workers Compensation Examiner, Workers Compensation Mgr, Workers Compensation Supv																	
42 – Professionals	3	1	9	7	9		24	53	1		4	3	1		10	19	72
Admin Svcs Officer 1 Conf, Admin Svcs Officer 2 Conf, Employee Benefits Analyst Lv 2, Industrial Hygienist, Labor Relations Assistant, Labor Relations Officer, Liability Property Insurance Analyst Lv2, Personnel Analyst, Registered Nurse Lv 2, Safety Specialist, Sr Personnel Analyst, Sr Safety Specialist																	
43 – Technicians					1			1									1
Accounting Technician Conf																	
45 - Paraprofessionals	3		3	1	9		13	29	1	1	2	2				6	35
Personnel Technician, Workers Compensation Assistant																	
46 – Admin Support/Office Clerical	2		9	6	5	2	14	38	1		1		1		7	10	48
Account Clerk Lv 2 Conf, Executive Secretary, Office Assistant Lv 2 Conf, Office Specialist Lv 2 Conf, Personnel Specialist Lv 1, Personnel Specialist Lv 2, Sr Account Clerk Conf, Sr Office Asst Conf, Sr Office Specialist Conf, Sr Personnel Specialist																	

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2022 to 12/31/2023)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	15	37.5%	6	15.0%	21	52.5%
American Indian/Alaskan Native	2	2.5%	0	0.0%	2	2.5%
Asian	4	10.0%	1	0.0%	5	10.0%
Black	1	2.5%	0	0.0%	1	2.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	3	7.5%	3	7.5%	6	15.0%
Hispanic	6	15.0%	1	2.5%	7	17.5%
TOTAL MINORITY HIRES	16	37.5%	5	10.0%	21	47.5%
TOTAL NEW HIRES	31	75.0%	11	25.0%	42	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	0	0.0%	0	0.0%	0	0.0%
Black	1	25.0%	1	25.0%	2	50.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	25.0%	0	0.0%	1	25.0%
Hispanic	1	25.0%	0	0.0%	1	25.0%
TOTAL MINORITY RE-HIRES	3	75.0%	1	25.0%	4	100.0%
TOTAL RE-HIRES	3	75.0%	1	25.0%	4	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2022 to 12/31/2023)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	25	50.0%	5	10.0%	30	60.0%
American Indian/Alaskan Native	1	2.0%	0	0.0%	1	2.0%
Asian	5	10.0%	2	4.0%	7	14.0%
Black	3	6.0%	1	2.0%	4	8.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	3	6.0%	0	0.0%	3	6.0%
Hispanic	5	10.0%	0	0.0%	5	10.0%
TOTAL MINORITY TERMINATIONS	17	34.0%	3	6.0%	20	40.0%
TOTAL TERMINATIONS	42	84.0%	8	16.0%	50	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	29	58%	25	10
RESIGN OTHER EMPLOYMENT	9	18%	6	5
EMPLOYEE INITIATED / NO REASON GIVEN	8	16%	7	3
DECEASED	3	6%	3	1
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	2%	1	1
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:		0%	0	0
Totals:	50	100%	42	20

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2022 to 12/31/2023)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	28	31.8%	8	9.1%	36	40.9%
American Indian/Alaskan Native	0	1.1%	0	0.0%	0	1.1%
Asian	12	13.6%	1	2.3%	13	15.9%
Black	5	5.7%	3	3.4%	8	9.1%
Native Hawaiian/Pacific Islander	1	1.1%	0	0.0%	1	1.1%
2 or More Races	6	6.8%	2	2.3%	8	9.1%
Hispanic	19	21.6%	1	1.1%	20	22.7%
TOTAL MINORITY PROMOTIONS	43	50.0%	7	9.1%	50	59.1%
TOTAL PROMOTIONS	71	81.8%	15	18.2%	86	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	50.0%	0	0.0%	1	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	50.0%	0	0.0%	1	50.0%
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	1	50.0%	0	0.0%	1	50.0%
TOTAL DEMOTIONS	2	100.0%	0	0.0%	2	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
 (From 01/01/2022 to 12/31/2023)

The purpose of this section is to provide the Committee with an overview of the department’s complaint activity. Please supply information pertaining to the last 12 months if the department is reviewed annually or the last two years if the department is reviewed bi-annually.

Complaint Types	In House				Outside Investigator				CRD 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											
Sexual Orientation											
TOTAL Allegations:											0

Note: Use an alpha to represent each complaint. **[Personnel Services had a total of 0 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.