

**2022 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Coroner

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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 mission of the Coroner’s Office is to serve and protect the interest of the Sacramento community by determining the circumstances, manner, and cause of sudden or unexplained deaths in the County, while simultaneously ensuring that decedents and their families are treated with the utmost dignity and respect.

Another service provided by the Coroner’s Office is the Indigent Cremation Program. This program is a service provided when the decedent and the next of kin are deemed to be indigent. The Coroner’s Office partners with American River College Funeral Program to provide funeral services to a portion of eligible families as well.

- (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 department uses a County developed and certified list of applicants when determining who will be interviewed. Either the full list, those only in ranks one through three, or a random sampling of the first three ranks will be interviewed. For transfer lists, either a random sampling, or the entire list are sent certification letters. County authorized certification letters are used. A list of questions is developed with a goal to determining who has the skills most appropriate to fulfill the functions of the job. Every applicant is asked the same set of questions with additional questions asked to clarify answers only. Sometimes resumes are used to reduce the number of applicants interviewed if the pool of interviewees is large. A ranking sheet is used to rank the applicant’s responses based on desirable characteristics gleaned from the questions. Applicants are then ranked according to these response ratings.

The department utilizes paid and unpaid interns in the morgue and investigations units. All interns are given information on how to apply for jobs in Sacramento County, not just jobs within the Coroner’s Office.

- (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 participates in yearly high school forensic/medical programs within Sacramento County, surrounding Counties and virtually in other States, college program

informational events, medical society meetings and community events throughout the County to ensure a workforce representative of Sacramento County. In 2021, a Senior Coroner Technician and a Deputy Coroner, participated in the Sacramento State Career Fair.

The pandemic prevented the Office from participating in any events in 2020, but 2021 saw a slight increase in event offerings even if it was virtually and hopefully, 2022, will see this Office attending the normal events routinely attended in prior years.

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

Job vacancy announcements are sent to LinkedIn, 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, Talroo, Appcast, Reach, National Diversity Network, National Association of Medical Examiners (NAME) and American Board of Medicolegal Death Investigators (ABMDI).

- (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.)

Employees are offered opportunities for specialized training such as writing classes, leadership classes, specialized conferences on topics in the field and are mentored by supervisors whenever appropriate. Employees are also offered the opportunity to learn about other jobs in the Office if they are interested. When new positions are advertised, the job announcements are posted throughout the building and all employees are encouraged to apply.

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

The department assures that all new employees attend orientation. Existing employees are made aware of and are encouraged to attend leadership classes which include affirmative action training. The department encourages staff to use their tuition reimbursement funds for advancement and in fact many staff members attend or have attended one of the local colleges or universities. The department has promoted staff from within the organization whenever possible over the years. EAP services and trainings are offered to any employee that requests the services/training or appears to need such services/training. Cultural awareness and Sexual Harassment training is a department requirement for every Investigative, Pathology, Supervisory & Managerial classifications.

- (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 has several staff members who regularly provide translation in Spanish, Hmong, and Russian. Due to the nature of the work, the Coroner's Office routinely interacts with a myriad of cultures throughout the County. Outreach prior to testing is the most effective way for this Office to establish a work force that is reflective of the County.

- (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.

No complaints listed in Table 4.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Coroner			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	3	10.0%	3	10.0%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	0	0.0%	0	0.0%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	4	13.3%	5	16.7%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	1	3.3%	1	3.3%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	8	26.7%	5	16.7%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	0	0.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	14	46.7%	16	53.3%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	30	100.0%	30	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	16	53.3%	14	46.7%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	19	63.3%	23	76.7%

¹ Sacramento County Workforce as of pay period 26 ending 12/24/2016

² Sacramento County Workforce as of pay period 26 ending 12/18/2021

³ Employed by County of Sacramento as of pay period 26 ending 12/24/2016

⁴ Employed by County of Sacramento as of pay period 26 ending 12/18/2021

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2022 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**
1. Officials/Administrators	#	0	0	1	1	1	1	1	1	2	2
	%	0.0%	0.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	100.0%	100.0%
2. Professionals	#	0	0	2	2	2	2	1	0	4	3
	%	0.0%	0.0%	50.0%	66.7%	50.0%	66.7%	25.0%	0.0%	100.0%	100.0%
3. Technicians	#	2	2	1	1	3	3	6	7	7	8
	%	28.6%	25.0%	14.3%	12.5%	42.9%	37.5%	85.7%	87.5%	100.0%	100.0%
4. Protective Services	#	4	4	1	1	5	5	11	12	14	14
	%	28.6%	28.6%	7.1%	7.1%	35.7%	35.7%	78.6%	85.7%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	3	3	0	0	3	3	3	3	3	3
	%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	9	9	5	5	14	14	22	23	30	30
	%	30.0%	30.0%	16.7%	16.7%	46.7%	46.7%	73.3%	76.7%	100.0%	100.0%

TABLE 2

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

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

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	2	66.7%	0	0.0%	2	66.7%
American Indian/Alaskan Native	0	0.0%	1	33.3%	1	33.3%
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 HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL NEW HIRES	2	66.7.0%	1	33.3%	3	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	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 NEW RE-HIRES	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native	0	0.0%	1	50.0%	1	50.0%
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	1	50.0%	0	0.0%	0	0.0%
<i>TOTAL MINORITY TERMINATIONS</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>
<i>TOTAL TERMINATIONS</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	0	%	0	0
RESIGN OTHER EMPLOYMENT	0	%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	2	100%	1	2
DECEASED	0	%	0	0
LAI D OFF/REDUCTION IN FORCE	0	%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	%	0	0
AUTOMATIC RESIGNATION	0	%	0	0
OTHER– Please list:	0	%	0	0
Totals:	2	100%	1	2

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2020 to 12/31/2021)

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%
TOTAL MINORITY PROMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL PROMOTIONS	0	0.0%	0	0.0%	0	100.0%

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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
 (From 01/01/2020 to 12/31/2021)

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.
	Violatio n	No Violation	Insuff Evid	On-going	Violatio n	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:											

Note: Use an alpha to represent each complaint. **[Coroner 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..