

**2022 BI-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.

(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 ongoing COVID-19 pandemic posed unique circumstances, requiring the County to develop new and innovative ways to recruit virtually, versus the traditional face-to-face model. To that end, the County collaborated with local colleges, universities, and community groups to present online workshops and career fairs. The County also shifted its "Path to County Service" workshops to an online format, broadening recruitment reach by allowing participants to attend, interact, and ask questions online. These workshops were promoted on Eventbrite and held in the evening and included a PowerPoint Presentation on how to navigate our website, apply for jobs, 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 40 events in 2020 and 2021, 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 2020 and 2021:

- **High School Career Fairs:** Sacramento Academic and Vocational Academy (SAVA) Education and Workforce Convention, Let's Talk Jobs with Highlands Charter School
- **College Job Fairs:** UC Davis Graduate School of Management, Sac State Virtual Job and Internship Fairs, William Jessup University Virtual Employer Meet Up, Ashford University Virtual Career Fair, Virtual Path to County Service Workshop with CSU Chico, University of San Francisco Career Premiere Government & Healthcare Session, UC Davis Job & Internship Fairs, CSU Chico Job & Internship Fairs, Virtual Path to County Service Workshop with Folsom Lake College, Los Rios Community College District Virtual Career Fairs, Virtual Path to County Service Workshop with Los Rios Community College District, BIS (emphasis on STEM) Society Presentation & Networking at CSU Chico, CSU Stanislaus Career Fair, University of Arizona Global Campus Career Fair.
- **Community Events:** Sacramento Job Corps Virtual Career Fair, Virtual Transgender Job Fair, SacJobs Career Fairs, Virtual Path to County Service Workshop for California Department of Rehabilitation Job Coaches, Sacramento City & SETA Career Fair, Virtual Career Fair with Hillsdale EDD (emphasis on the deaf and hard-of-hearing community), Tri-County Career Fair, Path to County Service Workshop at WEAVE (Women Escaping a Violent Environment), Sacramento County Airports Career Fair
- **Veterans' Events:** Virtual Path to County Service Workshop for military personnel and veterans
- **Sacramento Employment and Training Agency (SETA) Hiring Events for displaced workers:** Sacramento City & SETA Career Fair

(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 all 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)

- 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.
- DPS has made facility changes to accommodate its customers by remodeling these programs’ facilities. Each of these remodel projects has directly addressed accessibility issues and improved service delivery.

(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, 2020, to December 31, 2021.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Personnel Services			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	4	2.0%	5	2.9%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	1	0.5%	1	0.6%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	32	16.1%	27	15.6%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	19	9.5%	18	10.4%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	28	14.1%	23	13.3%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	2	1.0%	2	1.2%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	113	56.8%	97	56.1%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	199	100.0%	173	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	86	43.2%	76	43.9%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	159	79.9%	137	79.2%

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	#	9	9	1	1	10	10	25	25	36	34
	%	25.0%	26.5%	2.8%	2.9%	27.8%	29.4%	69.4%	73.5%	100.0%	100.0%
2. Professionals	#	29	23	7	9	36	32	65	56	76	70
	%	38.2%	32.9%	9.2%	12.9%	47.4%	45.7%	85.5%	80.0%	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	#	10	12	5	4	15	16	24	23	32	30
	%	31.3%	40.0%	15.6%	13.3%	46.9%	53.3%	75.0%	76.7%	100.0%	100.0%
6. Office/Clerical Workers	#	23	16	2	1	25	17	44	32	52	38
	%	44.2%	42.1%	3.8%	2.6%	48.1%	44.7%	84.6%	84.2%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	72	61	15	15	87	76	159	137	197	173
	%	36.5%	35.3%	7.6%	8.7%	44.2%	43.9%	80.7%	79.2%	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	0	0.0%	1	50.0%	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 HIRES	1	50.0%	0	0.0%	1	50.0%
TOTAL NEW HIRES	1	50.0%	1	0.0%	2	100.0%

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

COMMENTS FOR TABLE 3.1

During the observation period (CYs 2020 and 2021), DPS informally paused its hiring practices due to budgetary constraints brought about by the COVID-19 pandemic. While there was no formal hiring freeze, DPS leadership adopted a conservative approach and limited hiring activities as the County faced unprecedented fiscal uncertainty during rapidly changing economic conditions.

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	8	36.4%	2	9.1%	10	45.5%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	3	13.6%	0	0.0%	3	13.6%
Black	4	18.2%	0	0.0%	4	18.2%
Native Hawaiian/Pacific Islander	1	4.5%	0	0.0%	1	4.5%
2 or More Races	1	4.5%	0	0.0%	1	4.5%
Hispanic	2	9.1%	1	4.5%	3	13.6%
TOTAL MINORITY TERMINATIONS	11	50.0%	1	4.5%	12	54.5%
TOTAL TERMINATIONS	19	86.4%	3	13.6%	22	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	7	31.8%	5	4
RESIGN OTHER EMPLOYMENT	4	18.2%	4	3
EMPLOYEE INITIATED / NO REASON GIVEN	10	45.5%	10	5
DECEASED	1	4.5%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0.0%	0	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	22	100%	19	12

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	11	55.0%	3	15.0%	14	70.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	5.0%	1	5.0%
Black	1	5.0%	0	0.0%	1	5.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	5.0%	0	0.0%	1	5.0%
Hispanic	3	15.0%	0	0.0%	3	15.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>5</i>	<i>25.0%</i>	<i>1</i>	<i>5.0%</i>	<i>6</i>	<i>30.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>16</i>	<i>80.0%</i>	<i>4</i>	<i>20.0%</i>	<i>20</i>	<i>100.0%</i>

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%	1	33.3%	1	33.3%
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	1	33.3%	0	0.0%	1	33.3%
Hispanic	1	33.3%	0	0.0%	1	33.3%
<i>TOTAL MINORITY DEMOTIONS</i>	<i>2</i>	<i>66.7%</i>	<i>1</i>	<i>33.3%</i>	<i>3</i>	<i>100.0%</i>
<i>TOTAL DEMOTIONS</i>	<i>2</i>	<i>66.7%</i>	<i>1</i>	<i>33.3%</i>	<i>3</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.4

Of the three (3) demotions noted above, two (2) were non-punitive returns to former class for employees whom the department had temporarily upgraded to meet business needs. The third was the non-punitive, voluntary demotion of an employee coming to DPS from another County department.

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.	
	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		B									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry						A, C					2
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:		2				2					4

Note: Use an alpha to represent each complaint. **[Personnel Services had a total of 3 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.