

**2022 BI-ANNUAL  
WORKFORCE STATISTICS REPORT**

***Voter Registration & Elections***

***Hang Nguyen, Interim Registrar of Voters***

***PREPARED BY:***

**Michael Lotz, Administrative Services Officer II, DVRE**

**Nicole Simons, Personnel Technician, DPS**

**Richard Chang, Personnel Analyst, EEO Unit**

**TABLE OF CONTENTS**

Departmental Diversity Policies and Efforts Questionnaire .....1

Workforce Comparative Analysis -**Table 1** .....4

Job Categories Summary - **Table 2** .....5

Personnel Actions Report: Hires/Rehires - **Table 3.1** .....6

Personnel Actions Report: Terminations - **Table 3.2**.....7

Personnel Actions Report: Promotions/Demotions - **Table 3.4**.....8

Discrimination Complaints - **Table 4**.....9

## **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 Voter Registration and Elections (DVRE) registers voters and maintains voter’s files; certifies citizen-initiated petitions; files candidate nomination papers; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal and internal county employee elections. The Department is part of the Administrative Services Agency.

- (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);

Most applicants for employment in the Election Assistant classification come from the Department’s Election Clerk classification, a class designed for temporary, intermittent employment. Election Clerks are assigned to a variety of duties within the Department which provide work experience to rank on the Election Assistant list. During the peak of an election cycle, the Department can have 100-200 temporary Election Clerks. Most Election Clerks are pulled from local staffing agencies, which are representative the diverse community of Sacramento. DVRE requests that agencies prioritize many hires based on language and cultural special skills. Since the last bi annual WFSR report, DVRE has added Vietnamese as a federally required language that we now have to recruit staff for. During their time at DVRE, all temporary Election Clerks are encouraged to pursue a career in Elections. Further, all entry level County jobs and Departmental promotional opportunities are posted on a bulletin board near the breakroom, ensuring all staff can see and apply for available positions throughout the County of Sacramento.

- (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.

DVRE has three permanent full-time staff who work in the Outreach unit. Their primary goal is to encourage all eligible citizens to participate in the democratic voting process, but also help recruit temporary for election positions. In 2021-22 the Outreach team participated in and/or conducted 32 local community events and 17 High School Mock Elections. The Outreach section continues to advertise and seek bilingual Election Officers to assist with meeting the diversity requirements for the County of Sacramento. DVRE has participated in

the County of Sacramento's annual Career Fair as recently as 2019. Since COVID-19 we have not had an opportunity to partner with the Department of Personnel Services to participate for the Career Fair either virtually or in person but we do anticipate that we can represent our department in 2023.

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

The recent websites are as follows:

- Sacramento County Internet and Intranet – Regular exam notifications through the County Department of Personnel Services
- CACEO – Statewide election organization that reaches all 58 counties in California. Blast email communications that goes out to the CACEO membership/Elections community.
- Department Voter Registration Website – contains links to apply for both Vote Center and in-house seasonal positions.
- County contracted temporary staffing agencies also advertise positions for our department through various websites, including Indeed.com.

- (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.)

New employees work with an established employee to learn the process of administering elections. All employees are encouraged to work in other sections for purposes of cross-training and to utilize staff efficiently. Whenever a vacancy in the Department is announced, all permanent employees in that classification are given an opportunity to apply for an internal transfer. Employees who are eligible for a lateral interclass transfer are also encouraged to apply.

Employees are encouraged to attend trainings and conferences that will further their education and contribute to their success. Managers and supervisors are proactive at identifying areas where their staff may need additional training and support and target these areas for development.

Staff are also given opportunities to work out of class when their supervisor is out of the office for an extended period of time. This allows staff to develop skills and gain experience that will help them promote when an opening becomes available.

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

Our goal is to have a diverse workforce among permanent and temporary employees. All supervisors and managers are instructed to consider all applicants for vacancies, without discrimination. All employees are offered an equal opportunity for training programs and for

membership in one or more professional organizations. Within budget constraints, employees are encouraged to attend professional conferences. All employees are encouraged to complete the California Association of Clerks and Election Officials series of courses, as well as the Certified Election and Registration Administrator certificate program offered by the National Election Center. DVRE formed two committees in 2017, the LAAC (Language Accessibility Advisory Committee) and the VAAC (Voting Accessibility Advisory Committee). One of the goals of each of these committees is to help in the recruitment Election Officers for the Vote Centers who may be a senior citizen or differently abled and bilingual Election Officers.

- (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)

We actively encourage all qualified persons to register to vote, without regard to their gender, religious affiliation, physical ability, etc. We hire staff of all ethnic backgrounds to assist with Election Day/Night duties. We are required to provide election materials and services in English, Chinese, Spanish and Vietnamese and limited materials in Japanese, Korean, Hindi, Tagalog, Punjabi, Hmong, Urdu, Telegu, Mien and Laotian. This includes placing bilingual Election Officers in polling places that serve these diverse communities.

Our Outreach team is extremely active in the community. They regularly attend community and cultural events in Sacramento County to encourage voter registration and participation in the election process. We have also used our presence at these events to encourage working for the elections department, specifically as bilingual clerks. We have established an excellent relationship with multiple media outlets that focus on the ethnic and cultural diversity of Sacramento County to promote voter participation and inform the community that we need their involvement in assisting with the election process, including hiring bilingual Election Officers.

- (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 during this reporting period.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<b>ETHNICITY</b>	<b>Census Data</b>	<b>Census Data</b>	<b>Workforce Composition</b>				<b>Workforce Composition</b>			
	<b>2010</b>	<b>2020</b>	<b>County of Sacramento</b>				<b>Voter Registration</b>			
			<b>2016 (1)</b>		<b>2021 (2)</b>		<b>2017 Report (3)</b>		<b>2022 Report (4)</b>	
	<b>%</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
<b>2 or More Races</b>	4.4%	6.5%	243	2.2%	366	3.3%	3	9.7%	4	12.1%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	119	1.1%	102	0.9%	0	0.0%	0	0.0%
<b>Asian</b>	13.6%	17.4%	1,670	14.9%	1,841	16.4%	5	16.1%	5	15.2%
<b>Black/African American</b>	10.5%	9.2%	1,369	12.2%	1,286	11.5%	0	0.0%	0	0.0%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,769	15.8%	2,098	18.7%	3	9.7%	3	9.1%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	1	3.0%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,937	52.9%	5,383	48.0%	20	64.5%	20	60.6%
<b>Total</b>	100.0%	100.0%	11,215	100.0%	11,204	100.0%	31	100.0%	33	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,278	47.1%	5,821	52.0%	11	35.5%	13	39.4%
<b>Female Representation</b>	50.8%	51.1%	5,767	51.4%	5,733	51.2%	19	61.3%	20	60.6%

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

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

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

<sup>4</sup> 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	#	2	1	1	1	3	2	5	4	6	5
	%	33.3%	20.0%	16.7%	20.0%	50.0%	40.0%	83.3%	80.0%	100.0%	100.0%
2. Professionals	#	0	0	1	1	1	1	0	0	2	3
	%	0.0%	0.0%	50.0%	33.3%	50.0%	33.3%	0.0%	0.0%	100.0%	100.0%
3. Technicians	#		0		0		0		1		1
	%		0.0%		0.0%		0.0%		100.0%		100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	7	7	3	3	10	10	15	15	24	24
	%	29.2%	29.2%	12.5%	12.5%	41.7%	41.7%	62.5%	62.5%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	9	8	5	5	14	13	20	20	32	33
	%	28.1%	24.2%	15.6%	15.2%	43.8%	39.4%	62.5%	60.6%	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)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	22.2%	2	22.2%	4	44.4%
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	1	11.1%	0	0.0%	1	11.1%
2 or More Races	1	11.1%	1	11.1%	2	22.2%
Hispanic	1	11.1%	1	11.1%	2	22.2%
<b>TOTAL MINORITY HIRES</b>	<b>3</b>	<b>33.3%</b>	<b>2</b>	<b>22.2%</b>	<b>5</b>	<b>55.6%</b>
<b>TOTAL NEW HIRES</b>	<b>5</b>	<b>55.6%</b>	<b>4</b>	<b>44.4%</b>	<b>9</b>	<b>100.0%</b>

<b>NEW RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
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%
<b>TOTAL MINORITY RE-HIRES</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL NEW RE-HIRES</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.1**

---

No Re-Hires for the 1/1/2020 – 12/31/2021 timeframe

---



---



---



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

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	3	30.0%	2	20.0%	5	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	10.0%	1	10.0%	2	20.0%
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	1	10.0%	0	0.0%	1	10.0%
Hispanic	1	10.0%	1	10.0%	2	20.0%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>3</b>	<b>30.0%</b>	<b>2</b>	<b>20.0%</b>	<b>5</b>	<b>50.0%</b>
<b>TOTAL TERMINATIONS</b>	<b>6</b>	<b>60.0%</b>	<b>4</b>	<b>40.0%</b>	<b>10</b>	<b>100.0%</b>

<b>REASON TERMINATED</b>	<b>Number</b>	<b>% of Total</b>	<b># of Female</b>	<b># of Minority</b>
RETIRED OR DISABILITY RETIREMENT	1	10.0%	0	0
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	60.0%	4	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	30.0%	2	2
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
<b>Totals:</b>	<b>10</b>	<b>100.0%</b>	<b>6</b>	<b>5</b>

**COMMENTS FOR TABLE 3.2**

---



---



---

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

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	1	33.3%	1	33.3%	2	66.7%
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	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>33.3%</b>	<b>1</b>	<b>33.3%</b>
<b>TOTAL PROMOTIONS</b>	<b>1</b>	<b>33.3%</b>	<b>2</b>	<b>66.7%</b>	<b>3</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
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%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.4**

---

No Demotions for the 1/1/2020 – 12/31/2021 timeframe.

---



---



---



---



---

**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											
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancstry											
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
<b>TOTAL Allegations:</b>											<b>0</b>

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