

**2021 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Development & Code Services

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DIVERSITY POLICIES AND EFFORTS

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.

Development and Code Services provides various services to support building and development activities, and to ensure projects are constructed in accordance to California building codes, plans, specifications, and County standards. This includes assisting property owners, as well as, the building community with development projects and understanding the applicable laws and codes. Development and Code Services is comprised of the following divisions: Administrative Services Division, Building Permits and Inspection, Code Enforcement, Construction Management and Inspection, and County Engineering.

- (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 complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Department currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: Hiring Process & Interviewing Best Practices, Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orientating a New Employee, and Conducting Performance Evaluations. Providing this type of training ensures a standard for interviewing, selecting, and evaluating candidates.

- (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 2019, the Department participated in the County Job Fair. The department also works with local colleges and professional organizations to post job announcements.

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

The Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised

on the County's Employment website, local jurisdictions, and industry specific internet and print publications.

- (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.)

There are many classes available to employees for their continued development. Training topics include personal development, leadership, supervision, management, customer service, business writing, and communication. These training classes are beneficial for promotion and career advancement opportunities.

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

The Department requires that all employees attend diversity training. All lead, supervisory and management employees are required to take Sexual Harassment and Discrimination Prevention (AB1825).

- (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 works to support its employees to provide safe, efficient and beneficial services to all citizens of Sacramento County. This includes communicating information to the general public and participating in discussions with the public

- (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.

Development and Code Services had five complaints during this reporting period. There are no findings of *Violation of County Policy* to report at this time. Four complaints were determined "no violation" and the fifth is still pending.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	2019 American Community Survey Data	Workforce Composition				Workforce Composition			
		County of Sacramento				Development & Code Services			
		2015 (1)		2020 (2)		2016 Report (3)		2021 Report (4)	
		%	#	%	#	%	#	%	#
2 or More Races	5.4%	204	1.9%	338	3.0%	4	1.9%	15	5.6%
American Indian/Alaskan Native	0.4%	117	1.1%	103	0.9%	3	1.4%	2	0.8%
Asian	15.4%	1,619	14.7%	1,819	16.1%	26	12.2%	33	12.4%
Black/African American	9.5%	1,352	12.3%	1,307	11.6%	26	12.2%	22	8.3%
Hispanic/Latino	23.2%	1,694	15.4%	2,010	17.8%	21	9.9%	33	12.4%
Native Hawaiian/Pacific Islander	1.1%	94	0.9%	120	1.1%	0	0.0%	1	0.4%
Other	0.3%								
White/Non-Hispanic	44.7%	5,934	53.9%	5,574	49.5%	133	62.4%	160	60.2%
Total	100.0%	11,014	100.0%	11,271	100.0%	213	100.0%	266	100.0%
Minority Representation	48.6%	5,080	46.1%	5,697	50.5%	80	37.6%	106	39.8%
Female Representation	51.1%	5,671	51.5%	5,752	51.0%	87	40.8%	60	22.6%

¹ Sacramento County Workforce as of pay period 26 ending 12/26/2015

² Sacramento County Workforce as of pay period 26 ending 12/19/2020

³ Employed by County of Sacramento as of pay period 26 ending 12/26/2015

⁴ Employed by County of Sacramento as of pay period 26 ending 12/19/2020

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2019 AND 2021 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2019*	2021**	2019*	2021**	2019*	2021**	2019*	2021**	2019*	2021**
1. Officials/Administrators	#	3	3	26	24	29	27	8	8	131	127
	%	2.3%	2.4%	19.8%	18.9%	22.1%	21.3%	6.1%	6.3%	100.0%	100.0%
2. Professionals	#	7	8	6	10	13	18	11	11	34	40
	%	20.6%	20.0%	17.6%	25.0%	38.2%	45.0%	32.4%	27.5%	100.0%	100.0%
3. Technicians	#	10	13	31	33	41	46	20	22	70	74
	%	14.3%	17.6%	44.3%	44.6%	58.6%	62.2%	28.6%	29.7%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	13	11	8	4	21	15	21	19	32	25
	%	40.6%	44.0%	25.0%	16.0%	65.6%	60.0%	65.6%	76.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	33	35	71	71	104	106	60	60	267	266
	%	12.4%	13.2%	26.6%	26.7%	39.0%	39.8%	22.5%	22.6%	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 2021 Report are taken from pay period 26 ending December 19, 2020

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2019 to 12/31/2020)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	4	8.7	27	58.7%	31	67.4%
American Indian/Alaskan Native	0	0.0%	1	2.2%	1	2.2%
Asian	1	2.2%	5	10.9%	6	13.0%
Black	2	4.3%	0	0.0%	2	4.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.2%	0	0.0%	1	2.2%
Hispanic	1	2.2%	4	8.7%	5	10.9%
TOTAL MINORITY HIRES	5	10.9%	10	21.7%	15	32.6%
TOTAL NEW HIRES	9	19.6%	37	80.4%	46	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 01/01/2019 to 12/31/2020)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	12.2%	29	59.2%	35	71.4%
American Indian/Alaskan Native	1	2.0%	0	0.0%	1	2.0%
Asian	0	0.0%	4	8.2%	4	8.2%
Black	2	4.1%	2	4.1%	4	8.2%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.0%	0	0.0%	1	2.0%
Hispanic	1	2.0%	3	6.1%	4	8.2%
TOTAL MINORITY TERMINATIONS	5	10.2%	9	18.4%	14	28.6%
TOTAL TERMINATIONS	11	22.4%	38	77.6%	49	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	23	46.9%	2	2
RESIGN OTHER EMPLOYMENT	1	2.0%	0	1
EMPLOYEE INITIATED / NO REASON GIVEN	19	38.8%	5	9
DECEASED	0	0.0%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	2	4.1%	1	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: MEDICALLY DISQUALIFIED, SERVICE RETIRE IN LIEU OF DISCIPLINE, RESIGNED PENDING DISCP.	4	8.2%	3	1
Totals:	49	100%	11	14

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2019 to 12/31/2021)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	12.0%	24	48.0%	30	60.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	2.0%	2	4.0%	3	6.0%
Black	4	8.0%	0	0.0%	4	8.0%
Native Hawaiian/Pacific Islander	0	0.0%	1	2.0%	1	2.0%
2 or More Races	1	2.0%	2	4.0%	3	6.0%
Hispanic	3	6.0%	6	12.0%	9	18.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>9</i>	<i>18.0%</i>	<i>11</i>	<i>22.0%</i>	<i>20</i>	<i>40.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>15</i>	<i>30.0%</i>	<i>35</i>	<i>70.0%</i>	<i>50</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%	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>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2019 to 12/31/2020)

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		A, B									2
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		D, E								C	3
Religion											
Retaliation										C	1
Sex/Gender		B								C	2
Sexual Orientation		A								C	2
TOTAL Allegations:		6								4	10

Note: Use an alpha to represent each complaint. *[Development & Code Services had a total of 5 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.