

**2021 ANNUAL
WORKFORCE STATISTICS REPORT**

Sanitation District Agency

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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 County of Sacramento Sanitation Districts Agency (SDA) provides the workforce that staffs the Sacramento Area Sewer District and the Sacramento Regional County Sanitation District. Sacramento Area Sewer District (SASD) was formed in 1978, and is governed by a 10- member Board of Directors representing the various jurisdictions within its service area. SASD is a sewer utility providing service to more than one million people in the Sacramento region, including the unincorporated areas of Sacramento County, the cities of Citrus Heights, Rancho Cordova, and Elk Grove, as well as portions of the cities of Folsom and Sacramento. The District serves residential, commercial and industrial customers. SASD owns and operates thousands of miles of lower lateral and main line pipes and is responsible for the day-to-day operations and maintenance of these sewer pipes. Once collected in the system, sewage flows into the Sacramento Regional County Sanitation District interceptor system, where it is conveyed to the Sacramento Regional Wastewater Treatment Plant near Elk Grove.

The Sacramento Regional County Sanitation District (Regional San) was formed in 1973, and in 1982 the Sacramento Regional Wastewater Treatment Plant began service. A 17-member Board of Directors representing the jurisdictions in the contributing agencies governs regional San. Regional San provides regional wastewater conveyance and treatment services to residential, industrial and commercial customers in most of the unincorporated Sacramento County; the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento and West Sacramento; and the communities of Courtland and Walnut Grove. The wastewater travels through 168 miles of interceptor pipelines to the Sacramento Regional Wastewater Treatment Plant in Elk Grove, where wastewater is treated and safely discharged into the Sacramento River.

- (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 Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Agency currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orienting 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.

Due to the COVID-19 pandemic, the Department has not participated in any in-person events, but the Sanitation Districts Agency and the Department of Personnel Services have participated in multiple on-line events including, but not limited to the following:

- CSU Sacramento Virtual Fun in the Sun Job and Internship Fair
- University of San Francisco Career Premier Government & Healthcare Session
- CSU Sacramento Fall Job & Internship Fair
- UC Davis Fall Job & Internship Fair
- CSU Chico Fall Job & Internship Fair
- Sacramento City & SETA Career Fair
- Los Rios Virtual Career Fair
- Flowmaster Inc. Talent Connect
- ASCE and Chi Epsilon Civil Engineering Virtual Career Fair

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

The Agency 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.)

The Agency has collaborated with the Training and Organization Development Office for the "Supervisor Academy" and other workshops. These training classes are beneficial for the promotion and career advancement opportunities. The Agency has a separate leadership program with classes for development of various competencies and they are open to all interested. In addition, the Agency has specific requirements related to job announcements, candidate pool selection for interviews, interview panel composition to promote open and fair competition for job opportunities.

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

The Agency 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 Agency works to support the employees assigned to the Districts in order to provide safe, efficient and environmentally beneficial services to the Districts' customers.

- (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.

As noted in Table 4, there were no reportable complaints with a finding of Violation of County Policy.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	2019 American Community Survey Data %	Workforce Composition				Workforce Composition			
		County of Sacramento				Sanitation District Agency			
		2015 (1)		2020 (2)		2016 Report (3)		2021 Report (4)	
		#	%	#	%	#	%	#	%
2 or More Races	5.4%	204	1.9%	338	3.0%	10	1.4%	20	2.9%
American Indian/Alaskan Native	0.4%	117	1.1%	103	0.9%	11	1.6%	10	1.4%
Asian	15.4%	1,619	14.7%	1,819	16.1%	97	13.9%	87	12.4%
Black/African American	9.5%	1,352	12.3%	1,307	11.6%	36	5.2%	38	5.4%
Hispanic/Latino	23.2%	1,694	15.4%	2,010	17.8%	100	14.3%	102	14.6%
Native Hawaiian/Pacific Islander	1.1%	94	0.9%	120	1.1%	0	0.0%	5	0.7%
Other	0.3%								
White/Non-Hispanic	44.7%	5,934	53.9%	5,574	49.5%	443	63.6%	437	62.5%
Total	100.0%	11,014	100.0%	11,271	100.0%	697	100.0%	699	100.0%
Minority Representation	55.3%	5,080	46.1%	5,697	50.5%	254	36.4%	262	37.5%
Female Representation	51.1%	5,671	51.5%	5,752	51.0%	159	22.8%	159	22.7%

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 2020 AND 2021 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**
1. Officials/Administrators	#	9	9	11	9	20	18	19	18	63	58
	%	14.3%	15.5%	17.5%	15.5%	31.7%	31.0%	30.2%	31.0%	100.0%	100.0%
2. Professionals	#	45	45	48	47	93	92	85	84	197	195
	%	22.8%	23.1%	24.4%	24.1%	47.2%	47.2%	43.1%	43.1%	100.0%	100.0%
3. Technicians	#	11	10	20	21	31	31	26	24	88	85
	%	12.5%	11.8%	22.7%	24.7%	35.2%	36.5%	29.5%	28.2%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	1	0	2	1	3	1	1	0	5	3
	%	20.0%	0.0%	40.0%	33.3%	60.0%	33.3%	20.0%	0.0%	100.0%	100.0%
6. Office/Clerical Workers	#	15	15	6	5	21	20	27	26	37	35
	%	40.5%	42.9%	16.2%	14.3%	56.8%	57.1%	73.0%	74.3%	100.0%	100.0%
7. Skilled Craft Workers	#	2	3	92	94	94	97	6	7	306	316
	%	0.7%	0.9%	30.1%	29.7%	30.7%	30.7%	2.0%	2.2%	100.0%	100.0%
8. Service Maintenance	#	0	0	4	3	4	3	0	0	8	7
	%	0.0%	0.0%	50.0%	42.9%	50.0%	42.9%	0.0%	0.0%	100.0%	100.0%
Total	#	83	82	183	180	266	262	164	159	704	699
	%	11.8%	11.7%	26.0%	25.8%	37.8%	37.5%	23.3%	22.7%	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 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 01/01/2020 to 12/31/2020)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	13	65.0%	13	65.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	4	20.0%	4	20.0%
Black	0	0.0%	1	5.0%	1	5.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	5.0%	1	5.0%
Hispanic	0	0.0%	1	5.0%	1	5.0%
TOTAL MINORITY HIRES	0	0.0%	7	35.0%	7	35.0%
TOTAL NEW HIRES	0	0.0%	20	0.0%	20	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	100.0%	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 RE-HIRES	0	0.0%	1	0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	4	10.3%	21	53.8%	25	64.1%
American Indian/Alaskan Native	0	0.0%	1	2.6%	1	2.6%
Asian	1	2.6%	3	7.7%	4	10.3%
Black	1	2.6%	1	2.6%	2	5.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.6%	1	2.6%	2	5.1%
Hispanic	0	0.0%	5	12.8%	5	12.8%
TOTAL MINORITY TERMINATIONS	3	7.37%	11	28.2%	14	35.9%
TOTAL TERMINATIONS	7	17.9%	32	82.1%	39	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	20	51.3%	4	7
RESIGN OTHER EMPLOYMENT	0	0.0%	03	0
EMPLOYEE INITIATED / NO REASON GIVEN	13	33.3%	0	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	5	12.8%	0	3
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: Medically Disqualified	1	2.6%	0	1
Totals:	39	100%	7	14

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	10.5%	10	52.6%	12	63.2%
American Indian/Alaskan Native	0	0.0%	2	10.5%	2	10.5%
Asian	1	5.3%	2	10.5%	3	15.8%
Black	1	5.3%	0	0.0%	1	5.3%
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	5.3%	0	0.0%	1	5.3%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>3</i>	<i>15.8%</i>	<i>4</i>	<i>21.1%</i>	<i>7</i>	<i>36.8%</i>
<i>TOTAL PROMOTIONS</i>	<i>5</i>	<i>26.3%</i>	<i>14</i>	<i>73.7%</i>	<i>19</i>	<i>100.0%</i>

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

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2020 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.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age											
Disability/Medical Condition/Genetic Information										C	1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		B									1
Religion											
Retaliation										A	1
Sex/Gender		B								A, C	3
Sexual Orientation											
TOTAL Allegations:		2								4	6

Note: Use an alpha to represent each complaint. **[Sanitation District Agency 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..