

# COUNTY OF SACRAMENTO

## EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

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[Zoom Meeting Link](#) or  
1-669-900-9128 (ID: 840 6789 8541 & Passcode: 054101)

April 26, 2021  
3:30 pm

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### MINUTES

#### I. **Call to Order**

Mr. Zakaria, Chairperson, brought the meeting to order. Quorum present.

#### **Members Present**

Kimberly Gin, Chris Jenkins, Kristy Lac, Brandon Luke, Patrice Pratt, Robert Reisig, Doug Sloan, Jerry Yamashita, & Rami Zakaria

#### **Members Absent**

William Hale, Courtney Bailey-Kanelos & Amar Shergill

#### **Members Excused**

Monica Stephens

#### **Staff Present**

Cori Stillson and Richard Chang

#### II. **Guest Speakers**

County Counsel (Traci Lee & Krista Whitman)

Ms. Lee and Ms. Whitman said staff is predominantly female at 72% and are a bit low in minority representation. Since attending an EEOAC meeting two years ago, no new attorneys were hired. After 2019, two Black/African and an Asian support staff hires, and a promotion and a transfer of two White support staff occurred. Few new hires or promotional opportunities exist as individuals hired usually stay for a longer time.

County Counsel does not usually hire direct from law school as they seek experienced attorneys for Downtown and Granite Park offices, yet outreach to Asian Pacific, Cruz Reynoso, South Asian, and Wiley Manuel Bar Associations would be an intentional way to reach and attract diverse candidates, in the future. Transfer attorneys tend to come from the Public Defender and District Attorney Offices, as County Counsel is not set up to train first time attorneys.

District Attorney (Rod Norgaard, John Black, & Melissa Chavez)

Mr. Norgaard said the DA's office is aggressive in their recruiting practices with a Justice and Community Relations unit, law schools, and brings in large classes of Legal Research Assistants (LRAs, law school graduates who have not yet passed the bar exam). There is an academy, pulling from 73 high schools, to teach students about the criminal justice system is all about. An Annual Diversity Open House and Reception welcome various Bar Association members, yet numbers show a definite need for more efforts in the African American community. In reviewing July 2019 California State Bar results, 73 Black lawyers passed, 15.1% of overall passing, and there is competition for those candidates among 58 Counties and 1000's of law firms, making it hard to attract folks, even when minority recruitment remains a priority. A change occurred to how the Bar examination will be graded which may increase pass rate and have an overall effect with recruitment.

Recently, minority prosecutors participated in a California District Attorney Association (CDAA) presentation, available online, that shares experiences with law school students as to reasons they entered this profession. Because there are few reciprocal agreements with other states, the DA's office is limited to the pool of candidates passing the CA Bar.

#### Personnel Services (Joseph Hsieh)

Mr. Hsieh said the human resources field has high female representation. As more males enter the field, we may slowly see a shift. A slight number and percentage increase occurred in minority representation from 2015 with 41.9% to 2020 with 44.2%, close to the minority representation for the overall County workforce at 49.8% for 2020. Within Personnel Services management, a drive exists to encourage diverse recruitment that may lead to increased diverse hires.

Mr. Reisig initiated discussion of County salary, based on Mr. Shergill's previous comments that women and minorities accept lower paying jobs because of systemic race/gender issues. Discussion included:

- County pay structure is set without bias (gender or race); one system that pays equally
- Candidates hired into a job class begin with equal salary opportunities
- Employee salaries are based on job class and level in service years
- Outreach in the community is key to exposing current or future job seekers of various jobs and pay ranges available in the County

#### Classification & Compensation Overview (Rebecca Stuckert, Employment Services)

Ms. Stuckert introduced Classification and Compensation (Class/Comp) and Hiring Processes as governed by Applicable Laws, Codes and/or Regulations listed in the [Classification & Compensation Process Overview Chart](#). Within the County, all positions performing similar duties and responsibilities (knowledge, skills, and abilities or KSA's) with required qualifications are grouped into one class with a uniform pay rate applicable to positions in the class. Individuals with

interest in a job class must pass an exam, are placed on an eligible list, and those lists are referred to departments to interview and hire from.

The Class Study Process begins when a new job develops or requires changes due to a request from a department, union, or another factor. There is an analysis of duties the staff performs and a review of external agencies' comparable job classes. The job specification recommendations go to a five member Civil Service Commission (CSC), appointed by the Board of Supervisors (BOS), for review and approval. Salary surveys are conducted and a determination of a uniform rate of pay for the job class is made, taking into account several factors. Once set, salary negotiation occurs with the Represented Employee Organizations (REO), and then job class specification and rate of pay requires final approval by the BOS. After BOS approval, an examination is developed based on the duties and responsibilities (KSA's) required of the class. The exam is announced, applications are accepted, and applicants meeting the minimum qualifications receive an invite to participate in the exam process. Successful exam candidates are placed on an eligible list that is referred to departments, allowing a hire to occur from the list.

Mr. Sloan asked, from start to finish, how long the process takes and are there critical steps (or roadblocks) that may occur during the process. Ms. Stuckert said it is a long process because of the analysis and approval by CSC & BOS, yet a basic class study can take six to nine months from request, implementation, approvals, and most take longer. The biggest hurdles are getting onto the CSC Agenda for the review process, developing a new class with a need to negotiate salary, finding time with the REO to come to pay agreement, or getting onto the BOS Agenda.

Mr. Sloan asked, when it comes to salary compensation studies, whether it is handled through the Class/Comp Team or another division. Ms. Stuckert said the Class/Comp Team handles salary surveys by reaching out to contacts in other jurisdiction agencies to find a comparable job class and salary ranges, and calculating median salary to determine what that looks like. If it is a job class represented by a union, then Labor Relations Office takes over to follow through with negotiations.

Ms. Sloan asked if a salary survey is an automatic part of the process when a change to a job class starts. Ms. Stuckert said it depends on proposed class changes to the job.

Mr. Zakaria asked if gender/race play a factor during the class study process. Ms. Stuckert said the Class/Comp Team specifically looks at the job and tasks, breaking down what are the intentional tasks of the job, the KSA's required to perform the tasks, and the basic minimum qualifications (education, experience, or combination) to afford individuals to perform those tasks. If it appears minimum qualifications is skewed towards a particular group, then advice from the EEO Office is sought. Upfront, the team looks just at the job and tasks.

Mr. Reisig asked how is it determined which other cities or organizations are looked at to obtain the salary range. Ms. Stuckert said there is a set labor

market approved by the BOS. The city of Sacramento and State of California are included, as they are local competition in terms of public government. The labor market also includes eight surrounding counties, as they are most similar in size, structure, and services provided.

Captain Luke asked if data is received about who or what makes up the population for job classes that are reviewed in surrounding Counties. Ms. Stuckert said they do not look at the make-up of the population and they specifically look at the duties and responsibilities of the job that is equal to our job class. Captain Luke further asked whether gender or race are taken into consideration when developing job classification for the County of Sacramento. Ms. Stucker said they do not.

Mr. Zakaria asked what the County does to adjust salary. Ms. Stuckert said the majority of the County's workforce is represented by an REO. During contract negotiations the Class/Comp Team conducts salary surveys to understand where the County stands in the labor market (meeting, lagging, or in the middle). Then the County will have those numbers when meeting with the REO's to determine if there's need to increase salary. It is also considered whether there are recruitment or retention issues facing the County, or if there are any equity issues (classes doing comparable work). For unrepresented job classes a similar process occurs, along with consultation with Executive Management. When going through the salary adjustment process, approval by the BOS is required. Mr. Zakaria further asked if the County gives Cost of Living Adjustments (COLAs) every year. Ms. Stuckert said they are typically included, and listed in REO labor agreements, and are based on the Consumer Price Index with minimum and maximum percentage amounts.

Captain Luke asked if the Classification & Compensation Process Overview document can be recorded for the future, as this has been a topic or question of concern over the last six months and Ms. Stuckert provided important information about the process. Mr. Zakaria requested the questions and responses be included in the meeting minutes and the overview chart be posted as materials with the meeting minutes on the EEOAC site online.

### **III. Approval of Meeting Minutes**

Mr. Zakaria entertained a motion to approve the March 8, 2021, Meeting Minutes. Ms. Gin moved to approve the minutes and Mr. Sloan seconded. The motion to approve the March 8, minutes carried with all in favor.

Mr. Zakaria entertained a motion to approve the March 22, 2021, Meeting Minutes. Mr. Sloan moved to approve the minutes and Ms. Gin seconded. The motion to approve the March 22, minutes carried with all in favor.

### **IV. Communications (EEOAC chair or EEO Office)**

Ms. Stillson mentioned, while there is no requirement to return to in-person meetings at this time, the Department of Health Services released guidelines for in-person meetings.

**V. Unfinished Business**

**1. Workforce Statistics Reports** (Discussion limited to 5 minutes)

- a. The Workforce Statistics Reports for [County Counsel \(2020\)](#), [Personnel Services \(2020\)](#), and [District Attorney \(2020\)](#) were presented during the March 22, 2021, meeting.
- b. Mr. Chang presented the [Environmental Management \(2020\)](#), [Health Services \(2020\)](#), [Voter Registration \(2020\)](#), and [Child, Family, & Adult Services \(2020\)](#) Workforce Statistics Reports. Mr. Zakaria noted these workforce statistics reports seem to all be well balanced as far as minority representation and several have higher numbers of female workers as well.

**VI. Open Discussion & Public Comment**

- a) None

Mr. Zakaria entertained a motion to adjourn the meeting at 4:48 pm. Mr. Sloan motioned to adjourn, and Ms. Lac seconded. The motioned carried with all in favor. Mr. Zakaria thanked everyone for participating and the meeting ended at 4:50 pm.

cc: Joseph Hsieh, Acting Director, Department of Personnel Services