

**2024 ANNUAL  
WORKFORCE STATISTICS REPORT**

***County Executive Office***

***David Villanueva, County Executive***

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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 Office of the County Executive (OCE) ensures all county activities are efficient and effectively administered on behalf of the Board of Supervisors and its constituents. This is achieved by providing: 1) program oversight to county departments; 2) coordinated policy development and implementation; 3) coordination with elected officials; 4) coordinated intergovernmental activities, including legislative advocacy and public records; 5) budget analysis; 6) coordinated internal and external communication; 7) coordinated planning and economic development activities; and 6) monitoring and reporting of major system indicators.

Also included within the OCE are the offices of:

### Economic Development

Economic Development has expertise in business development, expansion strategies and working with local regulatory agencies to find solutions for businesses. The team is dedicated to enhancing the economic vitality of the community and encouraging diverse businesses to locate, expand and thrive in Sacramento County.

### Clerk of the Board

The Clerk of the Board maintains the official records of legislative actions made by the Assessment Appeals Board, Board of Supervisors, Planning Commission, Sacramento Area Sewer District, and additional hearing bodies.

The department receives, certifies, and preserves all documents as specified by the Sacramento County Charter and government statutes, and provides administrative support to the Board of Supervisors and meeting management services, Board Chambers and Hearing Room reservations, and public records research.

### Office of Emergency Services

Emergency Services is responsible for alerting and notifying appropriate agencies when disaster strikes, coordinating all agencies that respond, ensuring resources are available and mobilized in times of disaster, developing plans and procedures in response to and recovery from disasters and developing and providing preparedness materials for the public.

- (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 adheres to County policies and procedures and Civil Service Rules to select and hire the best qualified person. The determination of qualification is based upon competitive examination for the position. Moreover, vacancies in the Civil Service-exempt classes are generally filled following a recruitment process that may encompass a

nationwide, statewide, or local search, depending on the specific needs of the department. The OCE is committed to providing equal opportunity to all candidates and securing a diverse work force comprised of the best and brightest candidates.

As it relates to education and training opportunities, employees are provided time off for job-related or career-development training. The County of Sacramento provides an online resource center, as well as ongoing workforce learning programs through the Department of Personnel Services Leadership and Organizational Development unit. Also, the OCE has participated in various student intern programs with some interns eventually being hired as professional staff.

- (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.

The following is a list of events in which the Recruitment Team participated in 2022 and 2023.

- **College Career Fairs:** Los Rios Application Workshop, Los Rios Career Fair, Los Rios Presentation, UC Davis Career Fair, UC Davis Spring Career Fair, UC Davis Business and Public Service Career Fair, UAGC Career Fair, Woodland Community College Career Fair, Sierra College Career Fair, SacJobs Corps Career Fair, Sacramento Youth Summit, Back to School Day- University of San Francisco, Sacramento State Career Fair, American River College Career Fair.
- **Community Events:** Sacramento County's Application Workshop, LGBT You Betta Get to Work Career Fair, LGBT Economic Justice Program Speaker Series, DHA Virtual Job Talk, Sacramento Native American Health Center College, Career and Resource Fair, Sacramento International Airport Center, Sacramento Vet Ready Job and Resource Fair, Aloha Festival, WEAVE Presentation, Animal Care Faire, Tri-County Job Fair, NorCal Career Day, ECOS Earth Day Celebration, Work for California Job Fair, Golden Sierra- How to get a Job Presentation, Citrus Heights-Public Works Showcase, Union Job Fair, Rancho Cordova Business Expo and Job Fair, Placer Works Summer Job Fair, Supervisor Serna's National Night Out, Worl Relief Job Fair, The Path to County Service Workshop, Multicultural Business and Career Expo, CA Capital Airshow, Back 2 Work Program, Virtual Employer Connections Mini Job Fair, SETA- Community Career Resource Fair, Work Relief Job Fair, SacDOT Bridge Operator Job Fair, Pathways to Progress Empowerment Fair, Give Thanks Diversity Career Fair, Best Hire Sacramento Job Fair.
- **Veteran's Events:** Virtual Vets Hire, Employing U.S Vets Conference, SETA and EDD Veteran's Job Fair
- **Sacramento Employment and Training Agency (SETA) Hiring Events for displaced workers.**

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

All OCE vacancies are advertised on the County website and, through a contract with Careers In Government, are automatically posted to the Careers In Government Job Board, Careers In Government's social media platforms, and 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

Additionally, OCE vacancies are advertised via a wide variety of local, State, and national job boards and platforms. Related examples for which advertisements have been posted in past years include the following:

- American Board of Medicolegal Death Investigators
- American Public Human Services Association (APHSA)
- American Public Works Association (APWA)
- American Society of Civil Engineers (ASCE)
- Associate of Environmental Professionals (AEP)
- Association for Community Health Improvement
- Association of California Water Agencies
- BC Water Jobs
- CA Association of Sanitation Agencies (CASA)
- CA Water Environmental Association (CWEA)
- California Association of Sanitation Agencies
- California Building Officials (CALBO)
- California City News Organization
- California Clerk of the Board of Supervisors Association (CCBSA)
- California Emergency Services Association (CESA)
- California Society of Municipal Finance Officers
- California State Association of Counties
- California State Coroners Association
- California State Sheriff's Association
- California Water Environment Association
- Capitol Day Book
- Capitol Moring Report
- Careers in Government
- Child Support Directors Association of California (CSDACA)
- Construction Management Association of America – Northern California Chapter (CMMA)
- Construction Management Association of America – Southern California Chapter (CMMA)
- County Health Executives Association of California (CHEAC)

- County's Social Media Platforms
- Government Jobs
- International Association of Emergency Managers (IAEM)
- International City/County Management Association
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Animal Care & Control Association (NACA)
- National Association of Counties (NaCO)
- National Association of County Administrators (NACA) – via ICMA
- National Association of County Human Services Administrators (NACHSA)
- National Association of Environmental Professionals (NAEP)
- National Association of Health Services Executives (NAHSE)
- National Child Support Enforcement Association (NCSEA)
- National Organization for Human Services
- National Registry of Environmental Professionals
- National Society of Professional Engineers (NSPE)
- The Association for Animal Welfare Advancement
- Water District Jobs
- WateReuse

(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 OCE is committed to providing equal opportunities in all areas of employment to all county employees, regardless of race, color, sex, national origin, age, marital status, religion, ancestry, medical condition, disability, political affiliation, sexual orientation, or other factors not directly related to the duties of the county jobs involved.

The OCE informs and encourages employees to pursue a variety of job opportunities (promotions, transfers, examinations), both locally and within other agencies, through electronic and hardcopy announcements. Employees are encouraged to access the County's NeoGov System which allows timely notifications for job opportunities and examinations. By accessing the website, employees can view any examinations that are currently open, review minimum qualifications for various job classifications throughout the County, and submit electronic interest cards for examinations that are not currently open.

In coordination with the Department of Personnel Services, a Leadership Development Academy, recognizing that leadership directly impacts County culture, was developed and offered to supervisors, managers, and executives, all of which make hiring decisions. The training material aligns with County values, promotes effective leadership styles desired by County employees, and ensures consistent leadership practices at every level of County governance. The seven core classes include:

- Diversity, Equity, Inclusion & Belonging: Why it Matters
- Developing Others with Coaching and Mentoring
- Inspirational Leadership: The Art of Connecting and Engaging
- Creating a Culture of Accountability through Trust and Care
- Empathetic and Effective Communications

- Emotional Intelligence for Leader
- Coaching for Performance

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

While adhering to Civil Service rules and County policies and procedures, the OCE engages in a continuous effort to attract and retain qualified staff that reflects the demographics of the community. This is accomplished by notification through web notification through numerous professional organizations as outlined in sections 3 and 4. Additionally, the Office of the CEO maintains informative websites, both internal and external to Sacramento County, which describe our department.

(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).

County Executive staff host and attend community meetings and are also members of various chambers, Boards and Commissions, and associations within Sacramento County.

Additionally, on November 17, 2020, the Board of Supervisors adopted Resolution #2020-0773 declaring racism a public health crisis in Sacramento County, which led to the creation of a Racial Equity Policy Cabinet and the Office of Diversity, Equity and Inclusion.

The Office of Diversity, Equity, and Inclusion was established with the mission to engage the workforce and community on topics of equity and inclusion and apply an equity lens on the day-to-day operations of the County and public 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 with a finding of Violation of County Policy during the reporting period.

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

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				County Executive Office			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	6.5%	268	2.4%	504	4.2%	3	2.1%	6	5.7%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	117	1.0%	107	0.9%	1	0.7%	1	1.0%
<b>Asian</b>	13.6%	17.4%	1,710	15.2%	2,070	17.3%	17	11.7%	16	15.2%
<b>Black/African American</b>	10.5%	9.2%	1,368	12.2%	1,360	11.4%	16	11.0%	18	17.1%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,836	16.3%	2,424	20.3%	17	11.7%	13	12.4%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	113	1.0%	167	1.4%	0	0.0%	1	1.0%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,824	51.8%	5,300	44.4%	91	62.8%	50	47.6%
<b>Total</b>	100.0%	100.0%	11,236	100.0%	11,932	100.0%	145	100.0%	105	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,412	48.2%	6,632	55.6%	54	37.2%	55	52.4%
<b>Female Representation</b>	50.8%	51.1%	5,812	51.7%	6,142	51.5%	92	63.4%	78	74.3%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/16/2023

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/16/2023



**TABLE 2.1**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2022 AND 2024 REPORTS**

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**
1. Officials/Administrators	#	7	8	6	5	13	13	22	24	36	38
	%	19.4%	21.1%	16.7%	13.2%	36.1%	34.2%	61.1%	63.2%	100.0%	100.0%
2. Professionals	#	11	19	2	3	13	22	21	30	30	37
	%	36.7%	51.4%	6.7%	8.1%	43.3%	59.5%	70.0%	81.1%	100.0%	100.0%
3. Technicians	#	1	1	2	1	3	2	1	2	4	3
	%	25.0%	33.3%	50.0%	33.3%	75.0%	66.7%	25.0%	66.7%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	10	16	2	2	12	18	19	22	22	27
	%	45.5%	59.3%	9.1%	7.4%	54.5%	66.7%	86.4%	81.5%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	29	44	12	11	41	55	63	78	92	105
	%	31.5%	41.9%	13.0%	10.5%	44.6%	52.4%	68.5%	74.3%	100.0%	100.0%

**TABLE 2**

\* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021

\*\* The numbers for the 2024 Report are taken from pay period 26 ending December 16, 2023

**TABLE 2.2**  
**JOB CATEGORIES DETAIL (End of 2023 Data)**

	Female							Female Total	Male							Male Total	Grand Total
	2+	AIAN	ASN	BLK	HIS	NHPI	WHT		2+	AIAN	ASN	BLK	HIS	NHPI	WHT		
<b>County Executive Office</b>	4	1	13	15	10	1	34	78	2		3	3	3		16	27	105
<b>41 – Officials/Administrators</b>	1		5	1	1		16	24	1		1	2	1		9	14	38
Chief Fiscal Officer, Chief of Emergency Services, Clerk Board of Supervisors, County Debt Officer, County Executive, CEO, Management Analyst 1-2-3, Deputy County Executive, Economic Dev and Marketing Director, Emergency Operations Coordinator, Governmental Relations & Legislative Officer, Principal Civil Engineer, Principal Planner, Public Information Director, Public Information Manager, Sr Administrative Analyst Rng B																	
<b>42 – Professionals</b>	1	1	6	4	7		11	30			2	1			4	7	37
Admin Svcs Officer 1 & 2, Admin Svcs Officer 1 & 2 Conf, Assoc Planner, Chief of Staff Board of Supervisors, Economic Dev and Marketing Specialist, Public Information Officer, Special Asst Board of Supervisors Rng A & B, Sr Economic Dev and Marketing Specialist, Sr Public Information Officer																	
<b>43 – Technicians</b>				1			1	2					1			1	3
Accounting Technician Conf, Permit & Env Reg Consultant Lv 2																	
<b>46 – Admin Support/Office Clerical</b>	2		2	9	2	1	6	22	1				1		1	5	27
Account Clerk Lv 2, Asst Clerk Board of Supervisors, Dep Clerk Board of Supervisors Lv 2, Executive Secretary, Office Assistant Lv 2 Conf, Secretary To Member Brd of Supervisors, Sr Office Assistant, Sr Office Asst Conf, Supv Deputy Clerk Board of Supervisors																	

**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2023)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	4	40.0%	1	10.0%	5	50.0%
American Indian/Alaskan Native	1	0.0%	0	0.0%	0	0.0%
Asian	1	10.0%	0	0.0%	1	10.0%
Black	0	0.0%	1	10.0%	1	10.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	20.0%	0	0.0%	2	20.0%
Hispanic	1	10.0%	0	0.0%	1	10.0%
<b>TOTAL MINORITY HIRES</b>	<b>4</b>	<b>40.0%</b>	<b>1</b>	<b>10.0%</b>	<b>5</b>	<b>50.0%</b>
<b>TOTAL NEW HIRES</b>	<b>8</b>	<b>80.0%</b>	<b>2</b>	<b>20.0%</b>	<b>10</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%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
<b>TOTAL MINORITY RE-HIRES</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>
<b>TOTAL RE-HIRES</b>		<b>0.0%</b>		<b>0.0%</b>		<b>100.0%</b>

**COMMENTS FOR TABLE 3.1**

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There were no re-hires during the reporting period.

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**TABLE 3.2**  
**Personnel Action Report**  
**TERMINATIONS – Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2023)**

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	5	50.0%	2	20.0%	7	70.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	1	10.0%	0	0.0%	1	10.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	10.0%	1	10.0%
Hispanic	0	0.0%	1	10.0%	1	10.0%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>1</b>	<b>10.0%</b>	<b>2</b>	<b>20.0%</b>	<b>3</b>	<b>30.0%</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	6	60.0%	4	2
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	3	30.0%	1	1
DECEASED	0	0.0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	10.0%	1	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:		100%		

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2022 to 12/31/2023)**

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	9	33.3%	2	7.4%	11	40.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	8	29.6%	1	3.7%	9	33.3%
Black	1	3.7%	0	0.0%	1	3.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	3.7%	1	3.7%	2	7.4%
Hispanic	4	14.8%	0	0.0%	4	14.8%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>14</b>	<b>51.9%</b>	<b>2</b>	<b>7.4%</b>	<b>16</b>	<b>59.3%</b>
<b>TOTAL PROMOTIONS</b>	<b>23</b>	<b>85.2%</b>	<b>4</b>	<b>14.8%</b>	<b>27</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%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
<b>TOTAL MINORITY DEMOTIONS</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>

**COMMENTS FOR TABLE 3.4**

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There were no demotions in the reporting period.

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
(From 01/01/2022 to 12/31/2023)

*The purpose of this section is to provide the Committee with an overview of the department’s complaint activity. Please supply information pertaining to the last 12 months if the department is reviewed annually or the last two years if the department is reviewed bi-annually.*

Complaint Types	In House				Outside Investigator				CRD 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/Ancestry											
Religion											
Retaliation											
Sex/Gender				A							1
Sexual Orientation											
<b>TOTAL Allegations:</b>				1							1

Note: Use an alpha to represent each complaint. **[County Executive had a total of 1 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.*