

**2024 ANNUAL
WORKFORCE STATISTICS REPORT**

General Services

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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.

DIVISIONS AND RESPONSIBILITIES

- Administration/Business Services Division provides centralized administrative support services in several key areas: accounting, budget/fiscal, and Countywide alarm services. The division also provides financial control services and general administrative support for the department.
- Support Services provides a variety of services to all County departments, to include printing services, mail delivery, records management and retention, surplus property storage, and internal recycling.
- Contract and Purchasing Services Division provides purchasing support to all County departments and some Special Districts, including commodities, services, and construction contracting. The division also manages the Countywide P-Card program.
- Facility and Property Services (F&PS) consists of three Facility Maintenance and Operations Districts that provide maintenance, remodeling, repair and security of County facilities. The Facility Planning and Management/Architectural Services Division serves as the central point for requesting alterations or improvements to County-owned facilities, for major improvements to leased facilities and for facility acquisition. F&PS also includes the Real Estate Division that manages all County property acquisitions and leased property management.
- Fleet Services purchases and repairs over 3000 County owned light and heavy vehicles and equipment. The Parking Enterprise provides parking services to the public and County employees.

(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:

Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orientating a New Employee, and Conducting Performance Evaluations.

- (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.

As we continue to come out of the COVID pandemic and associated social distancing guidelines DGS has struggled to find appropriate recruiting and/or informational events to attend in 2023; therefore, we attended only one. DGS Administration was represented at Sac State's annual Meet the Firms event where accounting students have an opportunity to interact with reps from the Big 4 Public Accounting Firms as well as other Agencies that hire Accounting graduates. We do anticipate this turning around in CY 2024.

- (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. These publications include Craig's List, GFOA online job announcements, CSAC job advertisements, and CGSA online job bulletins.

- (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 Department has collaborated with the Training and Organization Development Office in presenting the Leadership Development series, and with coordinating training activities for the "Supervisor Academy" and "Facilitation Training" workshops as well as providing preventing micro aggressions and successful team building trainings. 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 as well as communicating information to the general public and participating in discussions with neighborhood groups.

- (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.

The Department has coordinated with DPS to conduct additional training.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				General Services			
			2018 ⁽¹⁾		2023 ⁽²⁾		2019 Report ⁽³⁾		2024 Report ⁽⁴⁾	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	504	4.2%	10	2.5%	19	4.8%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	107	0.9%	5	1.3%	3	0.8%
Asian	13.6%	17.4%	1,710	15.2%	2,070	17.3%	48	12.2%	47	11.9%
Black/African American	10.5%	9.2%	1,368	12.2%	1,360	11.4%	22	5.6%	29	7.3%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,424	20.3%	55	13.9%	69	17.4%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	167	1.4%	10	2.5%	8	2.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,300	44.4%	245	62.0%	221	55.8%
Total	100.0%	100.0%	11,237	100.0%	11,932	100.0%	395	100.0%	396	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,632	55.6%	150	38.0%	175	44.2%
Female Representation	50.8%	51.1%	5,812	51.7%	6,142	51.5%	62	15.7%	56	14.1%

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

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

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

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

TABLE 2.1
JOB CATEGORIES COMPARISON
BETWEEN 2023 AND 2024 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**
1. Officials/Administrators	#	1	1	10	11	11	12	5	5	32	29
	%	3.1%	3.4%	31.3%	37.9%	34.4%	41.4%	15.6%	17.2%	100.0%	100.0%
2. Professionals	#	9	10	14	15	23	25	20	21	50	57
	%	18.0%	17.5%	28.0%	26.3%	46.0%	43.9%	40.0%	36.8%	100.0%	100.0%
3. Technicians	#	1	1	2	4	3	5	3	4	9	11
	%	11.1%	9.1%	22.2%	36.4%	33.3%	45.5%	33.3%	36.4%	100.0%	100.0%
4. Protective Services	#	3	4	13	17	16	21	4	5	26	32
	%	11.5%	12.5%	50.0%	53.1%	61.5%	65.6%	15.4%	15.6%	100.0%	100.0%
5. Para-Professionals	#	1	1	0	0	1	1	2	2	2	3
	%	50.0%	33.3%	0.0%	0.0%	50.0%	33.3%	100.0%	66.7%	100.0%	100.0%
6. Office/Clerical Workers	#	4	3	8	8	12	11	9	7	25	24
	%	16.0%	12.5%	32.0%	33.3%	48.0%	45.8%	36.0%	29.2%	100.0%	100.0%
7. Skilled Craft Workers	#	0	0	56	59	56	59	0	1	187	185
	%	0.0%	0.0%	29.9%	31.9%	29.9%	31.9%	0.0%	0.5%	100.0%	100.0%
8. Service Maintenance	#	9	10	30	31	39	41	12	11	53	55
	%	17.0%	18.2%	56.6%	56.4%	73.6%	74.5%	22.6%	20.0%	100.0%	100.0%
Total	#	28	30	133	145	161	175	55	56	384	396
	%	7.3%	7.6%	34.6%	36.6%	41.9%	44.2%	14.3%	14.1%	100.0%	100.0%

* The numbers for the 2023 Report are taken from pay period 26, ending December 17, 2022

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

TABLE 2

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		
General Services	4	1	8	5	11	1	26	56	15	2	39	24	58	7	195	340	396
41 – Officials/Administrators				1			4	5	1	1	4		3	2	13	24	29
Accounting Mgr, Admin Svcs Officer 3, Chief Departmental Admin Svcs, Chief Division of Facility Planning &Mgt, Chief of Architectural Services Division, Chief Support Svcs Division, Contract Services Manager 1, Dep Director General Services, Energy Program Mgr, Facilities Manager, Fleet Manager, Real Estate Program Manager, Sr Accounting Mgr, Sr Administrative Analyst Rng B, Sr Electrical Engineer, Sr Engineer Architect																	
42 – Professionals	3		3		4		11	21	2		3	4	6		21	36	57
Admin Svcs Officer 1 & 2, Assoc Electrical Engineer, Assoc Engineer Architect, Assoc Environmental Services Specialist, Assoc Mechanical Engineer, Asst Engineer Architect Lv 1 & Lv 2, Building Project Coordinator 1 & 2, Contract Services Officer Lv 1 & 2, Environmental Specialist 4, Facilities Trades Operations Supervisor, Real Estate Officer Lv 2, Sr Accountant, Sr Contract Services Officer, Telecommunications Systems Supv																	
43 – Technicians		1					3	4	1		1		2		3	7	11
Accounting Technician, Alarm Systems Technician, Principal Engineering Technician																	
44 – Protective Service Workers			3		1		1	5	1		4	3	8	1	10	27	32
Building Security Attendant, Building Security Attendant Supervisor, Facility Security Operations Supervisor																	
45 - Paraprofessionals						1	1	2							1	1	3
Contract Services Specialist Lv 1, Real Estate Specialist																	
46 – Admin Support/Office Clerical	1			1	1		4	7			2	3	3		9	17	24
Account Clerk Lv 2, Chief Storekeeper Fleet Services, Office Assistant Lv 2, Office Specialist Lv 2, Sr Account Clerk, Sr Storekeeper Fleet Services, Stock Clerk, Storekeeper 1 & 2, Storekeeper Fleet Services																	
47 – Craft Workers							1	1	8	1	11	6	29	4	125	184	185
Automotive Technician, Carpenter, Electrician, Electrician Supervisor, Equipment Technician, Fleet Supervisor, Lead Carpenter, Lead Electrician, Lead Painter, Lead Plumber, Painter, Plumber, Sr Automotive Technician, Sr Equipment Technician, Sr Stationary Engineer, Stationary Engineer 1 & 2																	
48 – Service/Maintenance			2	3	5		1	11	2		14	8	7		13	44	55
Building Maintenance Wkr, Custodian Lv 2, Fleet Service Wkr, Parking Lot Attendant, Parking Lot Supv, Printing Service Operator Lv 1 & 2, Printing Services Technician, Sr Printing Svcs Operator Conf, Supv Custodian 1 & 2																	

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

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	3	4.8%	22	35.5%	25	40.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	1.6%	5	8.1%	6	9.7%
Black	0	0.0%	7	11.3%	7	11.3%
Native Hawaiian/Pacific Islander	0	0.0%	2	3.2%	2	3.2%
2 or More Races	2	3.2%	5	8.1%	7	11.3%
Hispanic	3	4.8%	12	19.4%	15	24.2%
TOTAL MINORITY HIRES	6	9.7%	31	50.0%	37	59.7%
TOTAL NEW HIRES	9	14.5%	53	85.5%	62	100.0%

NEW RE-HIRES	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%	1	33.3%	1	33.3%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	1	33.3%	1	33.3%
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%	2	66.7%	2	66.7%
TOTAL RE-HIRES	0	0.0%	3	0.0%	3	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 12/18/22 -12/16/23)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	3	5.7%	24	45.3%	27	50.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	3.8%	8	15.1%	10	18.9%
Black	0	0.0%	5	9.4%	5	9.4%
Native Hawaiian/Pacific Islander	0	0.0%	3	5.7%	3	5.7%
2 or More Races	1	1.9%	1	1.9%	2	3.8%
Hispanic	0	0.0%	6	11.3%	6	11.3%
TOTAL MINORITY TERMINATIONS	3	5.7%	23	43.4%	26	49.1%
TOTAL TERMINATIONS	6	11.3%	47	88.7%	53	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	24	45.3%	2	10
RESIGN OTHER EMPLOYMENT	2	3.8%	0	2
EMPLOYEE INITIATED / NO REASON GIVEN	18	34.0%	1	8
DECEASED	2	3.8%	2	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	13.2%	1	5
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:		0.0%	0	0
Totals:	53	100.0%	6	25

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	5	14.7%	15	44.1%	20	58.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	2.9%	1	2.9%
Black	1	2.9%	2	5.9%	3	8.8%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	2.9%	0	0.0%	1	2.9%
Hispanic	2	5.9%	7	20.6%	9	26.5%
TOTAL MINORITY PROMOTIONS	4	11.8%	10	29.4%	14	41.2%
TOTAL PROMOTIONS	9	26.5%	25	73.5%	34	100.0%

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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	0	0.0%	0	0.0%	0	0.0%

COMMENTS FOR TABLE 3.4

There were no demotions during the reporting period.

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2023 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											
TOTAL Allegations:				1							1

Note: Use an alpha to represent each complaint. **[General Services 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.