

**2023 ANNUAL
WORKFORCE STATISTICS REPORT**

Community Development

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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.

Community Development is a multi-disciplinary office providing a range of development services to citizens, appointed boards, and commissions. The Department ensures that all development is consistent with State Law and Building Codes, work together to protect life and property, while improving quality of life and the environment. The Department is comprised of the following divisions: Administration, Building Permits and Inspection, Code Enforcement, Construction Management and Inspection, County Engineering, and Planning and Environmental Review.

- (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 & development assignments, etc.);

The Department complies with County policies and procedures, and Civil Service Rules to select the best qualified candidate. The determination of qualification is based on a competitive examination for the position. Community Development Department is committed to providing equal opportunity to all candidates and ensuring a diverse workforce.

The Department provides At-A-Glance literature and training 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.

The Department participated in several County Career Fair in 2022. The Department also works with local colleges and professional organizations to post job announcements and discuss current recruitments at monthly professional organization meetings.

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

Exam announcements are advertised on the County website. Additionally, Community Development Department positions are advertised at a wide variety of local, State, and national job boards and platforms, 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 Department leadership encourages employees to attend external job-specific professional training sessions for career development. We also utilize the County learning portal that provides many classes 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.

Community Development Department engages in a continuous effort to attract and retain qualified staff that reflect the demographics of the Community. We advertise department-specific job openings through professional organizations to reach out to qualified candidates. Additionally, we maintain informative websites that 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.)

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.

There were no complaints that resulted in a Violation of County Policy during this period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Community Development			
			2017 ¹		2022 ²		2018 Report ³		2023 Report ⁴	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	437	3.8%	4	2.6%	17	5.4%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	102	0.9%	1	0.7%	3	0.9%
Asian	13.6%	17.4%	1,710	15.2%	1,938	16.9%	14	9.3%	39	12.3%
Black/African American	10.5%	9.2%	1,368	12.2%	1,312	11.5%	16	10.6%	22	6.9%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,272	19.8%	19	12.6%	50	15.8%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	136	1.2%	0	0.0%	1	0.3%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,257	45.9%	97	64.2%	185	58.4%
Total	100.0%	100.0%	11,237	100.0%	11,454	100.0%	151	100.0%	317	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,197	54.1%	97	64.2%	132	41.6%
Female Representation	50.8%	51.1%	5,812	51.7%	5,867	51.2%	54	35.8%	85	26.8%

¹ Sacramento County Workforce as of pay period 26 ending 12/23/2017

² Sacramento County Workforce as of pay period 26 ending 12/17/2022

³ Employed by County of Sacramento as of pay period 26 ending 12/23/2017

⁴ Employed by County of Sacramento as of pay period 26 ending 12/17/2022

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2022 AND 2023 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2023**	2022*	2023**	2022*	2023**	2022*	2023**	2022*	2023**
1. Officials/Administrators	#	5	9	27	28	32	37	16	16	142	145
	%	3.5%	6.2%	19.0%	19.3%	22.5%	25.5%	11.3%	11.0%	100.0%	100.0%
2. Professionals	#	12	9	15	14	27	23	26	24	71	68
	%	16.9%	13.2%	21.1%	20.6%	38.0%	33.8%	36.6%	35.3%	100.0%	100.0%
3. Technicians	#	16	16	31	33	47	49	22	21	72	72
	%	22.2%	22.2%	43.1%	45.8%	65.3%	68.1%	30.6%	29.2%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	16	17	4	6	20	23	23	24	29	32
	%	55.2%	53.1%	13.8%	18.8%	69.0%	71.9%	79.3%	75.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	49	51	77	81	126	132	87	85	314	317
	%	15.6%	16.1%	24.5%	25.6%	40.1%	41.6%	27.7%	26.8%	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 2023 Report are taken from pay period 26 ending December 17, 2022

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

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	7	15.2%	15	32.6%	22	47.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	4.3%	2	4.3%	4	8.7%
Black	2	4.3%	2	4.3%	4	8.7%
Native Hawaiian/Pacific Islander	2	4.3%	0	0.0%	2	4.3%
2 or More Races	3	6.5%	3	6.5%	6	13.0%
Hispanic	5	10.9%	3	6.5%	8	17.4%
TOTAL MINORITY HIRES	14	30.4%	10	21.7%	24	52.2%
TOTAL NEW HIRES	21	45.7%	25	54.3%	46	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	2	50.0%	2	50.0%
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%	1	25.0%	1	25.0%
Hispanic	0	0.0%	1	25.0%	1	25.0%
TOTAL MINORITY RE-HIRES	0	0.0%	2	50.0%	2	50.0%
TOTAL RE-HIRES	0	0.0%	4	100%	4	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	10	21.7%	15	32.6%	25	54.3%
American Indian/Alaskan Native	0	0.0%	1	2.2%	1	2.2%
Asian	2	4.3%	3	6.5%	5	10.9%
Black	1	2.2%	2	4.3%	3	6.5%
Native Hawaiian/Pacific Islander	1	2.2%	1	2.2%	2	4.3%
2 or More Races	2	4.3%	2	4.3%	4	8.7%
Hispanic	2	4.3%	4	8.7%	6	13.0%
TOTAL MINORITY TERMINATIONS	8	17.7%	13	28.3%	21	45.7%
TOTAL TERMINATIONS	18	39.1%	28	60.9%	46	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	14	%	5	6
RESIGN OTHER EMPLOYMENT	24	%	10	10
EMPLOYEE INITIATED / NO REASON GIVEN	3	%	0	2
DECEASED	0	%	0	0
LAI D OFF/REDUCTION IN FORCE	0	%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	4	%	3	2
AUTOMATIC RESIGNATION	1	%	0	1
OTHER– Please list:	0	%	0	0
Totals:	46	100%	18	21

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	4.7%	23	53.5%	25	58.1%
American Indian/Alaskan Native	1	2.3%	1	2.3%	2	4.7%
Asian	1	2.3%	4	9.3%	5	11.6%
Black	1	2.3%	0	0.0%	1	2.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	4.7%	1	2.3%	3	7.0%
Hispanic	3	7.0%	4	9.3%	7	16.3%
TOTAL MINORITY PROMOTIONS	8	18.6%	10	23.3%	18	41.9%
TOTAL PROMOTIONS	10	23.3%	33	76.7%	43	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	1	0.0%	0	0.0%	1	100.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY DEMOTIONS	1	100.0%	0	0.0%	1	100.0%
TOTAL DEMOTIONS	1	100.0%	0	0.0%	1	100.0%

COMMENTS FOR TABLE 3.4

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

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		D,F									2
Marital Status											
Pregnancy											
Political Affiliation or Beliefs				B							1
Race/Color/National Origin/Ancestry				A,B,C							3
Religion											
Retaliation		D									1
Sex/Gender		E									1
Sexual Orientation											
TOTAL Allegations:		4		4							8

Note: Use an alpha to represent each complaint. **[Community Development had a total of 6 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.