**2016 ANNUAL**

**WORKFORCE STATISTICS REPORT**

***District Attorney***

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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.

* 1. Laboratory of Forensic Services (aka Crime Lab) – The Crime Lab’s processes have not changed in the past year.  The Crime Lab examines and tests evidence obtained from law enforcement agencies.  For all Crime Lab positions and tests, we send notices to all crime laboratories within the state and the list of positions are sent to the American Society of Crime Laboratory Directors.  In 2015, we filled four criminalist position(s), two with a minority.  The criminalist positions were posted on the American Academy of Forensic Sciences website and sent to the California Association of Criminalists (CAC) website.  When the position was opened for County-wide recruitment, it was announced on [governmentjobs.com](http://governmentjobs.com). We have one paid and several unpaid internship opportunities that are advertised with the master’s degree programs at University of California, Davis.

b. Investigations Bureau – The Investigations Bureau is responsible for supplemental investigation needed by our prosecutors to resolve cases. After completion of the County hiring process, candidates are selected from the first three ranks for an internal interview. The panel for the internal interview is representative of the workforce. The interview questions are tailored around the specific job responsibilities and the candidate’s response to supplemental questions asked in the initial application. In 2015, we filled seven criminal investigator position(s), two with a minority. The Investigations Bureau offers the opportunity for college internships, both volunteer and paid, to Criminal Justice majors. Most candidates who successfully pass a law enforcement background are accepted into the volunteer program.

c. Trial Services – We have 184 [includes 11 legal research assistants] attorneys who prosecute criminal cases, file civil, environmental and consumer cases, and engage in community prosecution efforts to address quality of life issues in neighborhoods. We have special units to prosecute specific types of crimes including, but not limited to, Domestic Violence; Homicide; Gangs and Hate Crimes; Major Narcotics; Insurance Fraud; Special Assault and Child Abuse; Career Criminal; Child Abduction; Prison Crimes; Vehicle Theft; Community and Government Relations (CGR); and Justice, Training & Ethics.

In 2015, we filled nineteen permanent attorney positions, five of which are minority attorneys.

We continued to hire individuals for post-bar legal research assistant (LRA) positions which are advertised at many law schools throughout the United States. Post-bar meaning individuals who have taken the first bar exam offered after graduation who are awaiting bar results.

In October and November we interview students in their last year of law school for post-bar LRA positions which begin two weeks after the California Bar Exam given in February or July depending on which exam an LRA takes. All resumes are distributed to a hiring panel of six attorneys. Three of the six members were minority attorneys. We received 76 applications and interviewed 62. In 2015, we had 13 LRAs who began work in August; 31% were minorities and all but one passed the bar exam.

In addition, we have a summer intern program. We received 77 applications and interviewed 55. We filled 14 positions for summer 2015 and 28.6% were minority law students.

We are also engaging in on-campus interviews at numerous law schools throughout California. This involves attorneys traveling to campuses in an effort to recruit students with diverse backgrounds and interests.

(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.).

See answer to question #1.

(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 DA’s Office hosted its 11th Annual Diversity Open House and Reception in collaboration with the University of Pacific; McGeorge School of Law; University of California, Davis School of Law; and Lincoln Law School. This event affords law students an opportunity to talk with attorneys and other staff. We open our doors to allow law school students to explore career opportunities as a prosecutor, mingle with the District Attorney, learn about summer employment opportunities and sign up to shadow a Deputy District Attorney for the day.

In 2015, the District Attorney’s Office created the Community and Government Relations division (CGR) aimed at increasing community engagement, maximizing prevention and education outreach efforts and strengthening public trust in the criminal justice system.  CGR continued to implement the Citizen’s Academy which enjoyed its’16th year in existence.  The Citizen’s Academy is a 10 week program designed to teach and exchange ideas with leaders in the various ethnic, religious and cultural communities in Sacramento.  In 2015 we had over 60 students complete the program that addressed issues such as racial profiling, use of force by law enforcement, and law enforcement oversight.  In addition, the CGR created a Speakers Bureau.  Community groups request a speaker to present on a particular subject.  We spoke to over 85 organizations and groups on topics such as identity theft, elder abuse, cybercrimes, and real estate fraud.  We also participated in 8 career fairs with young people discussing career choices in the criminal justice system.

Our office continues to manage and provide speakers for the Luther Burbank High School Law and Justice Academy where throughout the school year students are taught about the various areas in the criminal justice system. Two of our prevention a programs, GIFT and iSMART, are also shared with the students.

In addition, we provide speakers for the McClatchy High School Law Academy where students are instructed about opportunities in the legal community and pathways to careers in law enforcement

Recruitment for positions within the Investigations Bureau is coordinated with the County at the time the applications are released. Recruitment advertisement is paid for and published in law enforcement publications.

Recruitment for positions within the Forensic Lab are coordinated with the County and advertised on four websites specifically directed towards forensic science at the time the applications are released.

The DA’s Office also attends multi-cultural events for recruitment, representation and information including, but not limited to, the National Asian Pacific Islander Prosecutors Association Annual Scholarship Banquet; Crime Victims United; NAACP Prayer Breakfast; Asian Peace Officers Association Community Service Dinner; Martin Luther King Celebration; Asian Bar Association of Sacramento Annual Dinner Gala, and the Unity Bar Association Dinner.

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

See answer to question #1.

(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.)

We utilize e-mail to notify all current employees of opportunities to test [for all county positions] and interview for promotional opportunities as well as post job announcements on our internal Intranet website.

Attorneys have the opportunity to work in assignments that give them opportunities to be assistants to the supervisors and supervise in the supervisor’s absence. In addition, the attorneys have Mandatory Continuing Legal Education (MCLE) training that is provided in-house which is also a career development activity. Some topics are actually trained by the attorneys due to their experience. We believe all of the above experience enables the attorneys to better perform on the Principal Criminal Attorney exam. We encourage supervisors to mentor staff and recommend that supervisors encourage staff to attend training classes.

In addition to countywide courses that are made available to DA staff for education and career development, an internal/in-house program has been created for support staff.  Presently, the focus is Excel training classes; there are three different classes offered that acclimate the employees to Excel and progressively increase their skills.  In 2015, an Outlook class was added to help employees maximize the program. Also, interested employees are offered the opportunity to have special assignments to increase their job knowledge and experience, and staff rotations are occurring routinely to improve abilities and expand knowledge of the office.  These programs assist current employees by improving their skills and increasing their opportunities for promotion.

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

The Mission of the District Attorney’s Office is “Seek Justice, Serve Justice, Do Justice.” This motto refers not only to our efforts in the courtroom, but our efforts in representing victims of crime and their families and in providing equal opportunity to all employees and all applicants for positions with this office. It is our experience that a high percentage of crime victims are non-Caucasian and we work very hard to see that they receive justice as well as all available assistance.

The CGR was formed to assist with the DA’s mission. It is responsible for the continued development of new programs in our community. It is providing outreach to local communities consisting of all ethnicities, cultures and religions to include schools, parents and children, and the business community. It is informing the community of the DA’s Office role in the justice system and public safety community. Additionally, it is playing an important role in legislative advocacy for the DA’s Office on behalf of the citizens of this community.

(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.).

This past year our office, through the CGR division, reached out to the youth of our community.  We organized a Youth Shadow Day in June 2015 and 2016.  The one day program is designed to increase understanding and engage students in a positive relationship with members of the criminal justice system. High school students are given the opportunity to job shadow professionals from various criminal justice agencies. Based on their interests, students are paired with prosecuting attorneys, defense attorneys, probation officers, law enforcement officers, criminal investigators, and judges to get a first-hand look at the criminal justice process and the different roles within the system. Because we sought to have an ethnically diverse group of students, we sent invitations to all of our community based organizations.  Our first Shadow Day, we had over 70 high school students from many different schools throughout the county.  Our second Shadow Day was even more successful with over 100 participants.  Students were both ethnically and economically diverse.

In addition, during the 2015-16 school year, high school students were invited to participate in our yearlong Youth Academy.  Students learned about the criminal justice system as well as engaged in intervention and prevention programs regarding gangs and risks involving the use of social media in 1 ½ hour classes held every other week. We had such a strong response to our initial invitation that we formed two academies, located in two different areas of the county.  A total of 120 students participated this past year from 46 different high schools.

Our ethnically diverse presenters were from the court, probation, public defender’s office, and the police and sheriff departments.  Topics ranged from an overview of the criminal justice system, use of force, in car cameras, criminal investigations, forensic science, gangs, abuse of marijuana, and distracted driving.  The goals of the program were for students to see firsthand the criminal justice system, have open dialog about issues that affect youth today, and encourage students to consider a career in the justice system.

At the graduation ceremony, we asked the students to tell us what they got out of the program. Several remarked that their views of law enforcement changed from negative to positive and most indicated they were considering a career in many of the fields they were exposed to.

(8) For complaints reported in Table 4, if there were any with a finding of *merit*, 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.

Not applicable.

**TABLE 1**

**WORKFORCE COMPARATIVE ANALYSIS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Census Data** | **Workforce Composition** | | | | **Workforce Composition** | | | |
|  | **2010** | **County of Sacramento** | | | | **DISTRICT ATTORNEY** | | | |
|  |  | **2010 (1)** | | **2015 (2)** | | **2011 Report (3)** | | **2016 Report (4)** | |
| ***ETHNICITY*** | **%** | **#** | **%** | **#** | **%** | **#** | **%** | **#** | **%** |
| **2 or More Races** | 4.4% | 168 | 1.5% | 204 | 1.9% | 11 | 2.8% | 9 | 2.3% |
| **Asian/Pacific Islander** | 13.6% | 1,613 | 14.4% | 1,713 | 15.6% | 44 | 11.2% | 45 | 11.4% |
| **American Indian/Alaskan Native** | 1.3% | 131 | 1.2% | 117 | 1.1% | 0 | 0.0% | 0 | 0.0% |
| **Black/African American** | 10.5% | 1,321 | 11.8% | 1,352 | 12.3% | 23 | 5.9% | 24 | 6.1% |
| **Hispanic/Latino** | 17.9% | 1,493 | 13.3% | 1,694 | 15.4% | 40 | 10.2% | 47 | 11.9% |
| **White/Non-Hispanic** | 51.4% | 6,491 | 57.9% | 5,934 | 53.9% | 275 | 70.0% | 270 | 68.4% |
| **Total** | 100.0% | 11,217 | 100.0% | 11,014 | 100.0% | 393 | 100.0% | 395 | 100.0% |
| **Minority Representation** | 48.6% | 4,726 | 42.1% | 5,080 | 46.1% | 118 | 30.0% | 125 | 31.6% |
| **Female Representation** | 50.8% | 5,832 | 52.0% | 5,671 | 51.5% | 224 | 57.0% | 225 | 57.0% |

1 Sacramento County Workforce as of pay period 26 ending 12/18/2010

2 Sacramento County Workforce as of pay period 27 ending 12/26/2015

3 Employed by County of Sacramento as of pay period 26 ending 12/18/2010

4 Employed by County of Sacramento as of pay period 26 ending 12/26/2015

**TABLE 2**

**JOB CATEGORIES COMPARISION**

**BETWEEN 2015 AND 2016 REPORTS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB | | Minority | | Minority | | Minority | | Female | | Total | |
| Categories | | Females | | Males | | Total | | Total | | Employees | |
| *REPORT:* | | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* | 2015\* | 2016\* |
| 1. Officials/Administrators | # | 1 | 2 | 2 | 1 | 3 | 3 | 7 | 7 | 14 | 15 |
| % | 7.1% | 13.3% | 14.3% | 6.7% | 21.4% | 20.0% | 50.0% | 46.7% | 100.0% | 100.0% |
| 2. Professionals | # | 29 | 32 | 25 | 29 | 54 | 61 | 127 | 129 | 229 | 235 |
| % | 12.7% | 13.6% | 10.9% | 12.3% | 23.6% | 26.0% | 55.5% | 54.9% | 100.0% | 100.0% |
| 3. Technicians | # | 2 | 2 | 0 | 0 | 2 | 2 | 3 | 4 | 4 | 5 |
| % | 50.0% | 40.0% | 0.0% | 0.0% | 50.0% | 40.0% | 75.0% | 80.0% | 100.0% | 100.0% |
| 4. Protective Services | # | 2 | 3 | 5 | 5 | 7 | 8 | 9 | 9 | 36 | 40 |
| % | 5.6% | 7.5% | 13.9% | 12.5% | 19.4% | 20.0% | 25.0% | 22.5% | 100.0% | 100.0% |
| 5. Para-Professionals | # | 4 | 4 | 2 | 2 | 6 | 6 | 11 | 11 | 18 | 19 |
| % | 22.2% | 21.1% | 11.1% | 10.5% | 33.3% | 31.6% | 61.1% | 57.9% | 100.0% | 100.0% |
| 6. Office/Clerical Workers | # | 34 | 36 | 10 | 9 | 44 | 45 | 62 | 65 | 77 | 81 |
| % | 44.2% | 44.4% | 13.0% | 11.1% | 57.1% | 55.6% | 80.5% | 80.2% | 100.0% | 100.0% |
| 7. Skilled Craft Workers | # |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |
| 8. Service Maintenance | # |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |
| Total | # | 72 | 79 | 44 | 46 | 116 | 125 | 219 | 225 | 378 | 395 |
| % | 19.0% | 20.0% | 11.6% | 11.6% | 30.7% | 31.6% | 57.9% | 57.0% | 100.0% | 100.0% |
| **TABLE 2** |  | \* The numbers for the 2015 Report are taken from pay period 26, ending December 13, 2014. | | | | | | | | | |
|  | \*\* The numbers for the 2016 Report are taken from pay period 27 ending December 26, 2015. | | | | | | | | | |

**TABLE 3.1**

**Personnel Actions Report**

**HIRES/RE-HIRES - Permanent Position Employees**

**(From 01/01/2015 to 12/31/2015)**

|  |  |  |
| --- | --- | --- |
| **NEW HIRES** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES HIRED | 30 | 54% |
| TOTAL MALES HIRED | 26 | 46% |
| TOTAL MINORITIES HIRED | 24 | 43% |
| TOTAL CAUCASIANS HIRED | 32 | 57% |
| TOTAL NEW EMPLOYEES HIRED | 56 | 100% |

|  |  |  |
| --- | --- | --- |
| **RE-HIRES** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES RE-HIRED | 2 | 100% |
| TOTAL MALES RE-HIRED | 0 | 0% |
| TOTAL MINORITIES RE-HIRED | 1 | 50% |
| TOTAL CAUCASIANS RE-HIRED | 1 | 50% |
| TOTAL EMPLOYEES RE-HIRED | 2 | 100% |

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| **COMMENTS FOR TABLE 3.1** |
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**TABLE 3.2**

**Personnel Action Report**

**TERMINATIONS – Permanent Position Employees**

**(From 01/01/2015 to 12/31/2015)**

|  |  |  |
| --- | --- | --- |
| **TERMINATIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES TERMINATED | 22 | 67% |
| TOTAL MALES TERMINATED | 11 | 33% |
| TOTAL MINORITIES TERMINATED | 13 | 39% |
| TOTAL CAUCASIANS TERMINATED | 20 | 61% |
| TOTAL EMPLOYEES TERMINATED | 33 | 100% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASON TERMINATED** | **Number** | **% of Total** | **# of Female** | **# of Minority** |
| RETIRED OR DISABILITY RETIREMENT | 12 | 36% | 7 | 5 |
| RESIGN OTHER EMPLOYMENT | 11 | 33% | 8 | 2 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 5 | 15% | 4 | 2 |
| DECEASED | 0 | 0% | 0 | 0 |
| LAID OFF/REDUCTION IN FORCE | 0 | 0% | 0 | 0 |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 4 | 13% | 2 | 3 |
| AUTOMATIC RESIGNATION | 1 | 3% | 1 | 1 |
| OTHER– Please list: |  | % |  |  |
| Totals: | 33 | 100% | 22 | 13 |

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| **COMMENTS FOR TABLE 3.2** |
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**TABLE 3.3**

**Personnel Action Report**

**TRANSFERS OUT – Permanent Position Employees**

**(From 01/01/2015 to 12/31/2015)**

**)**

|  |  |  |
| --- | --- | --- |
| **TRANSFERS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE TRANSFERS | 6 | 75% |
| TOTAL MALE TRANSFERS | 2 | 25% |
| TOTAL MINORITY TRANSFERS | 3 | 38% |
| TOTAL CAUCASIANS TRANSFERS | 5 | 62% |
| TOTAL EMPLOYEE TRANSFERS | 8 | 100% |

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| **COMMENTS FOR TABLE 3.3** |
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**TABLE 3.4**

**Personnel Action Report**

**PROMOTIONS/DEMOTIONS - Permanent Positions**

**(From 01/01/2015 to 12/31/2015)**

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE PROMOTIONS | 14 | 64% |
| TOTAL MALE PROMOTIONS | 8 | 36% |
| TOTAL MINORITY PROMOTIONS | 11 | 50% |
| TOTAL CAUCASIAN PROMOTIONS | 11 | 50% |
| TOTAL EMPLOYEE PROMOTIONS | 12 | 100% |

|  |  |  |
| --- | --- | --- |
| **DEMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE DEMOTIONS | 0 | 0% |
| TOTAL MALE DEMOTIONS | 0 | 0% |
| TOTAL MINORITY DEMOTIONS | 0 | 0% |
| TOTAL CAUCASIAN DEMOTIONS | 0 | 0% |
| TOTAL EMPLOYEE DEMOTIONS | 0 | 0% |

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| **COMMENTS FOR TABLE 3.4** |
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**TABLE 4**

**Discrimination/Harassment Complaint Activity**

**(From 01/01/2015 to 12/31/2015)**

***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.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **In House** | | | | **Outside Investigator** | | | | **DFEH or EEOC** | |  |
| **Complaint Types** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Closed** | **On-going** | **Total Allegat.** |
| **Age** |  |  |  |  |  |  |  |  |  |  |  |
| **Disability/Medical Condition** |  |  |  |  |  |  |  |  |  |  |  |
| **Marital Status** |  |  |  |  |  |  |  |  |  |  |  |
| **Pregnancy** |  |  |  |  |  |  |  |  |  |  |  |
| **Political Affiliation or Beliefs** |  |  |  |  |  |  |  |  |  |  |  |
| **Race/Color/National Origin/Ancestry** |  |  |  |  |  |  |  |  |  |  |  |
| **Religion** |  |  |  |  |  |  |  |  |  |  |  |
| **Retaliation** |  |  |  |  |  | A |  |  |  |  | 1 |
| **Sex** |  |  |  |  |  |  |  |  |  |  |  |
| **Sexual Orientation** |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL Allegations:** |  |  |  |  |  | 1 |  |  |  |  | 1 |

Note: Use an alpha to represent each complaint. [***DISTRICT ATTORNEY HAD 1 COMPLAINT]***

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.*