**2017 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.

Laboratory of Forensic Services – The District Attorney’s (DA’s) Laboratory of Forensic Services (aka Crime Lab) processes have not changed in the past year.  The Crime Lab is an accredited local government laboratory that examines and tests evidence provided by law enforcement agencies.  For all Crime Lab positions, notices are sent to all crime laboratories within the state and the list of positions are sent to the American Society of Crime Laboratory Directors.  In 2016, two criminalist positions were filled, one 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 [www.governmentjobs.com](http://www.governmentjobs.com). Additionally, the Crime Lab has one paid and several unpaid internship opportunities that are advertised with the master’s degree programs at the University of California, Davis.

Bureau of Investigations – The DA’s Bureau of Investigations 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 2016, five criminal investigator positions were filled, one with a minority. The Bureau of Investigations also 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.

Trial Services – The DA’s Office had 185 attorneys [includes 8 legal research assistants] who prosecute criminal cases; file civil, environmental and consumer cases; and engage in community prosecution efforts to address quality of life issues in neighborhoods. In addition, there are special units to prosecute specific types of crimes including, but not limited to, Domestic Violence; Homicide; Gangs and Hate Crimes; Cyber Crimes; Insurance Fraud; Special Assault and Child Abuse; Career Criminal; Child Abduction; Prison Crimes; Vehicle Theft; Community and Government Relations (CGR); and Justice, Training and Integrity.

In 2016, twelve permanent attorney positions were filled, five of which are minority attorneys.

The DA’s Office 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 and are awaiting bar results.

In October and November, the DA’s Office interviews students in their last year of law school for post-bar LRA positions. Students selected for these positions begin either 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 for review. Three of the six members were minority attorneys. A total of 107 applications were received and 61 students were interviewed. In 2016, 12 LRAs began work in August; 25% were minorities and 8 passed the bar exam.

In addition, the DA’s Office has a summer intern program. In 2016, 115 applications were received, 30 candidates were interviewed, and 14 positions were filled. Of the 14 positions, 50% were minority law students.

To expand recruitment, the DA’s Office is 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 12th 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 about career opportunities at the DA’s Office. During this event, students also get to meet 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’17th 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 2016, over 60 students completed the program that addresses 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.  The DA’s Office spoke to over 49 organizations and groups on topics such as identity theft, elder abuse, cybercrimes, and real estate fraud; and participated in 12 career fairs with young people discussing career choices in the criminal justice system.

The DA’s 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. Additionally, two of the DA’s prevention programs, GIFT and iSMART, were also shared with students. In 2016, the GIFT program was presented to 19 classes and iSMART was taught on 30 separate occasions to over 2,000 high school students in Sacramento County.

 In addition, the DA’s Office provides 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 Bureau of Investigations 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 Crime 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, Behind the Badge Breakfast, Crime Victims United, NAACP 34th Annual Prayer Breakfast, Asian Resources Annual Reception, Asian Peace Officers Association 23rd Annual Community Service Dinner, Friends-Care Dinner, Martin Luther King Celebration, Asian Pacific Bar Association of Sacramento Annual Dinner Gala, Friends of the Wiley W. Manuel Bar Association, 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.)

The DA’s Office notifies DA employees of job opportunities via a DA wide email distribution list for all county positions when the job is announced by the Department of Personnel Services. Email distribution is also used for promotional opportunities and a link is posted on the DA’s internal Intranet website for DA employees to access all current job announcements.

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 trained by the attorneys due to their experience. The above experience enables attorneys to better perform on the Principal Criminal Attorney exam. Executive Management encourages supervisors to mentor and 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. While past focus has been on Excel and Outlook training, the current focus will be on amended complaints. The variety of courses offered have helped employees hone their skillset in their present positions and prepare for future advancement opportunities. Interested employees are also 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.  All of 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 in the public safety community. Additionally, CGR plays 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, the DA’s Office, through the Community and Government Relations (CGR) division, reached out to the youth of our community.  CGR organized a Youth Shadow Day in June 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 CGR sought to have an ethnically diverse group of students, CGR sent invitations to all of community based organizations.  During the DA’s first Shadow Day in 2015, over 70 high school students participated from many different schools throughout the county.  The second Shadow Day in 2016 was even more successful with over 100 participants.  Students were both ethnically and economically diverse.

 In addition, during the 2016-17 school year, high school students were invited to participate in the DA’s 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 two-hour classes held every other week. There was such a strong response to the initial invitation that three academies were formed in three different areas of the county.  A total of 180 students participated this past year from 55 different high schools.

 At the youth academies, there were 74 ethnically diverse presenters 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, student feedback was collected. Several students remarked that their negative views of law enforcement had changed and most indicated they were considering a career in many of the fields they had been exposed to.

 In 2016, six prosecutors from the Community Prosecution Unit attended over 74 community meetings, 31 neighborhood meetings and 4 town hall meetings. Prosecutors made contact with community groups to address public safety concerns, quality of life issues, and nuisance abatement measures.

(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**



1 Sacramento County Workforce as of pay period 26 ending 12/18/2011

2 Sacramento County Workforce as of pay period 26 ending 12/24/2016

3 Employed by County of Sacramento as of pay period 26 ending 12/23/2011

4 Employed by County of Sacramento as of pay period 26 ending 12/24/2016

**TABLE 2**

**JOB CATEGORIES COMPARISION**

**BETWEEN 2016 AND 2017 REPORTS**



**TABLE 3.1**

**Personnel Actions Report**

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

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **NEW HIRES** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALES HIRED  | 16 | 59% |
| TOTAL MALES HIRED | 11 | 41% |
| TOTAL MINORITIES HIRED | 12 | 44% |
| TOTAL CAUCASIANS HIRED | 15 | 56% |
| TOTAL NEW EMPLOYEES HIRED | 27 | 100% |

|  |  |  |
| --- | --- | --- |
| **RE-HIRES** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALES RE-HIRED  | 1 | 100% |
| TOTAL MALES RE-HIRED | 0 | 0% |
| TOTAL MINORITIES RE-HIRED | 1 | 100% |
| TOTAL CAUCASIANS RE-HIRED | 0 | 0% |
| TOTAL EMPLOYEES RE-HIRED | 1 | 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 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **TERMINATIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALES TERMINATED  | 15 | 58% |
| TOTAL MALES TERMINATED | 11 | 42% |
| TOTAL MINORITIES TERMINATED | 9 | 35% |
| TOTAL CAUCASIANS TERMINATED | 17 | 65% |
| TOTAL EMPLOYEES TERMINATED | 26 | 100% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASON TERMINATED** | **Number** | **% of Total** | **# of Female** | **# of Minority** |
| RETIRED OR DISABILITY RETIREMENT | 9 | 35% | 4 | 0 |
| RESIGN OTHER EMPLOYMENT | 6 | 23% | 4 | 2 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 8 | 31% | 5 | 5 |
| DECEASED | 0 | 0% | 0 | 0 |
| LAID OFF/REDUCTION IN FORCE | 0 | 0% | 0 | 0 |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 3 | 11% | 2 | 2 |
| AUTOMATIC RESIGNATION | 0 | 0% | 0 | 0 |
| OTHER– Please list: | 0 | 0% | 0 | 0 |
| Totals: | 26 | 100% | 15 | 9 |

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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 01/01/2016 to 12/31/2016)**

**)**

|  |  |  |
| --- | --- | --- |
| **TRANSFERS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE TRANSFERS  | 5 | 83% |
| TOTAL MALE TRANSFERS  | 1 | 17% |
| TOTAL MINORITY TRANSFERS | 2 | 33% |
| TOTAL CAUCASIANS TRANSFERS | 4 | 67% |
| TOTAL EMPLOYEE TRANSFERS | 6 | 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 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE PROMOTIONS | 18 | 72% |
| TOTAL MALE PROMOTIONS | 7 | 28% |
| TOTAL MINORITY PROMOTIONS | 11 | 44% |
| TOTAL CAUCASIAN PROMOTIONS | 14 | 56% |
| TOTAL EMPLOYEE PROMOTIONS | 25 | 100% |

|  |  |  |
| --- | --- | --- |
| **DEMOTIONS** | **NUMBER** | **PERCENTAGE****OF TOTAL** |
| TOTAL FEMALE DEMOTIONS | 1 | 50% |
| TOTAL MALE DEMOTIONS | 1 | 50% |
| TOTAL MINORITY DEMOTIONS | 1 | 50% |
| TOTAL CAUCASIAN DEMOTIONS | 1 | 50% |
| TOTAL EMPLOYEE DEMOTIONS | 2 | 100% |

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

**Discrimination/Harassment Complaint Activity**

**(From 01/01/2016 to 12/31/2016)**

***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** |  |  |  |  |  |  |  |  |  |  |  |
| **Sex** |  |  |  |  |  |  |  |  |  |  |  |
| **Sexual Orientation** |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL Allegations:** |  |  |  |  |  |  |  |  |  |  | 0 |

Note: Use an alpha to represent each 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.*.