

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

CORONER

Kimberly Gin, Coroner

PREPARED BY: Kelly Stephan, Personnel Analyst, West Team
Ellen Humphrey, Personnel Technician, EEO Unit

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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 mission of the Coroner's Office is to serve and protect the interest of the Sacramento community by determining the circumstances, manner, and cause of sudden or unexplained deaths in the county, while simultaneously ensuring that decedents and their families are treated with the utmost dignity and respect.

- (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 uses a County developed and certified list of applicants when determining who will be interviewed. Either the full list, those only in ranks one through three, or a random sampling of the first three ranks will be interviewed. For transfer lists, either a random sampling, or the entire list are sent certification letters. County authorized certification letters are used. A list of questions is developed with a goal to determine who has the skills most appropriate to fulfill the functions of the job. Every applicant is asked the same set of questions with additional questions asked to clarify answers only. Sometimes resumes are used to reduce the number of applicants interviewed if the pool of interviewees is large. A ranking sheet is used to rank the applicant’s responses based on desirable characteristics gleaned from the questions. Applicants are then ranked according to these response ratings.

The department utilizes interns in the morgue and investigations units. All interns are given information on how to apply for jobs in Sacramento County, not just this department.

- (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 participates in yearly high school or college program informational events and community events throughout the county to ensure a workforce representative of Sacramento County.

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

The Coroner’s Office is a specialized agency with varied job classifications. The websites picked for advertisement are also specialized. For the Pathologists, the website utilized is the

National Association of Medical Examiners (NAME). For the investigations classification, the website utilized is American Board of Medicolegal Death Investigators (ABMDI). Both are national organizations that have resulted in numerous applicants from job postings.

- (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.)

Employees are offered opportunities for specialized training and are mentored by supervisors when appropriate.

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

The department assures that all new employees attend orientation. Existing employees are made aware of and are encouraged to attend leadership classes which include affirmative action training. The department encourages staff to use their tuition reimbursement funds for advancement and in fact many staff members are currently attending one of the local colleges or universities. The department has promoted staff from within the organization whenever possible over the years. EAP services and other trainings are offered to any employee that requests the services/training or appears to need such services/training. Cultural awareness and Sexual Harassment training is a department requirement for every Investigative, Pathology, Supervisory & Managerial classifications.

- (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 has several staff members who regularly provide translation in Spanish, Hmong, and Russian. Language line and translation services are also available through contracts as needed. The Law Enforcement Chaplaincy program also can provide their services on our behalf in several languages and are also culturally sensitive. Some of our materials are available in Spanish. Additional considerations have been considered and because of the nature of our services, it is preferable to deal directly with the family at the time of the need.

Outreach when testing is the most effective way to solicit for other cultures or ethnicity. This outreach has been done in the past and is marginally successful for this department because of the difficulty of competing with other law enforcement agencies. As a small department, we have very few opportunities for advancement as opposed to other larger departments/agencies.

- (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.

No complaints listed in Table 4.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				CORONER			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	0	0.0%	4	12.5%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	0	12.1%	0	0.0%
Asian	13.6%	1,492	13.9%	1,710	15.2%	4	0.0%	5	15.6%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	1	3.0%	1	3.1%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	7	21.2%	6	18.8%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	0	0.0%	0	0.0%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	21	63.6%	16	50.0%
Total	100.0%	10,744	100.0%	11,236	100.0%	33	100.0%	32	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	12	36.4%	16	50.0%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	20	60.6%	22	68.8%

¹ Sacramento County Workforce as of pay period 26 ending December 15, 2012.

² Sacramento County Workforce as of pay period 26 ending December 23, 2017.

³ Employed by County of Sacramento as of pay period 26 ending December 15, 2012.

⁴ Employed by County of Sacramento as of pay period 27 ending December 23, 2017.

TABLE 2
JOB CATEGORIES COMPARISION
BETWEEN 2016 AND 2018 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**	2016*	2018**
1. Officials/Administrators	#	0	0	1	1	1	1	1	1	2	2
	%	0.0%	0.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	100.0%	100.0%
2. Professionals	#	1	0	2	2	3	2	1	1	4	4
	%	25.0%	0.0%	50.0%	50.0%	75.0%	50.0%	25.0%	25.0%	100.0%	100.0%
3. Technicians	#	5	3	1	1	6	4	6	6	9	8
	%	55.6%	37.5%	11.1%	12.5%	66.7%	50.0%	66.7%	75.0%	100.0%	100.0%
4. Protective Services	#	3	5	1	1	4	6	7	10	9	14
	%	33.3%	35.7%	11.1%	7.1%	44.4%	42.9%	77.8%	71.4%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Administrative Support	#	3	3	0	0	3	3	4	4	4	4
	%	75.0%	75.0%	0.0%	0.0%	75.0%	75.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	12	11	5	5	17	16	19	22	28	32
	%	42.9%	34.4%	17.9%	15.6%	60.7%	50.0%	67.9%	68.8%	100.0%	100.0%

TABLE 2

*The numbers for the 2016 Report are taken from pay period 27 ending December 31, 2015.

** The numbers for the 2018 Report are taken from pay period 26 ending December 23, 2017.

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	4	40.0%	3	30.0%	7	70.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%	1	10.0%	1	10.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races	1	10.0%	1	10.0%	2	20.0%
Hispanic		0.0%		0.0%		0.0%
TOTAL MINORITY HIRES	1	10.0%	2	20.0%	3	30.0%
TOTAL NEW HIRES	5	50.0%	5	50.0%	10	100.0%

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White		0.0%		0.0%		0.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	100.0%		0.0%	1	100.0%
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%
TOTAL MINORITY RE-HIRES	1	100.0%		0.0%	1	100.0%
TOTAL RE-HIRES	1	100.0%		0.0%	1	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White		0.0%	1	17.0%	1	17.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	17.0%	1	17.0%	2	33.0%
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	2	33.0%	1	17.0%	3	50.0%
TOTAL MINORITY TERMINATIONS	3	50.0%	2	33.0%	5	83.0%
TOTAL TERMINATIONS	3	50.0%	3	50.0%	6	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	0	0%	0	0
RESIGN OTHER EMPLOYMENT	1	17%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	5	83%	2	4
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0%	0	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	6	100%	3	5

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
TRANSFERS OUT – Permanent Position Employees
(From 01/01/2016 to 12/31/2017)

TRANSFERS OUT	FEMALE	%	MALE	%	TOTAL	%
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%
<i>TOTAL MINORITY TRANSFERS</i>		0.0%		0.0%	<i>0</i>	<i>0.0%</i>
<i>TOTAL TRANSFERS</i>		0.0%		0.0%	<i>0</i>	<i>0.0%</i>

COMMENTS FOR TABLE 3.3

No Transfers Out during this period of time.

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2016 to 12/31/2017)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
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	1	50.0%	1	20.0%	2	100.0%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White		0.0%	1	100.0%	1	100.0%
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%
<i>TOTAL MINORITY DEMOTIONS</i>		<i>0.0%</i>		<i>0.0%</i>		<i>0.0%</i>
<i>TOTAL DEMOTIONS</i>		<i>0.0%</i>	<i>1</i>	<i>100.0%</i>	<i>1</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2016 to 12/31/2017)

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 Alleg:
	Merit	No Merit	Insuff Evid	On-going	Merit	No Merit	Insuff Evid	On-going	Closed	On-going	
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. **[CORONER had a total of 0 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 number of complaints..