

**2018 ANNUAL
WORKFORCE STATISTICS REPORT**

DISTRICT ATTORNEY

Anne Marie Schubert, District Attorney

***PREPARED BY:* Kelly Stephan, Sr. Personnel Analyst, District Attorney
Ellen Humphrey, Personnel Technician, EEO Unit**

TABLE OF CONTENTS

Departmental Diversity Policies and Efforts Questionnaire.....	1
Workforce Comparative Analysis - Table 1	2
Job Categories Summary - Table 2	3
Personnel Actions Report: Hires/Rehires - Table 3.1	4
Personnel Actions Report: Terminations - Table 3.2	5
Personnel Actions Report: Transfers Out - Table 3.3	6
Personnel Actions Report: Promotions/Demotions - Table 3.4	7
Discrimination Complaints - Table 4	8

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.

Trial Services – The District Attorney’s (DA’s) Office had 184 attorneys [includes 15 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; and Vehicle Theft.

Investigations – The Bureau of Investigation for the DA’s Office provides trial support for the attorneys. Trial support includes, but is not limited to, follow-up investigation on cases submitted by local law enforcement agencies such as reviewing police reports, reviewing local law enforcement investigations, developing strategies for further investigation, writing search warrants, preparing arrest warrants for a magistrate’s signature, planning and service of the warrants; search, collection and preservation of seized evidence for case prosecution; arrest and transportation of wanted subjects to jail or for appearance in court; interstate extraditions; and testifying in court. Additionally, staff will locate victims and witnesses, serve subpoenas, interview witnesses, interrogate suspected criminals, as well as analyze and evaluate oral and written statements. Staff will also retrieve evidence booked by local law enforcement agencies that is required for a successful prosecution. Evidence may include, law enforcement in-car camera videos, body camera footage, surveillance footage, mobile phone data, certified DMV/DOJ (Department of Justice) information, and crime scene photographs.

Laboratory of Forensic Services (aka Crime Lab) – The Sacramento County DA’s Crime Lab is one of the few in California that is managed by a DA’s Office. The lab has the highest quality service available for the recognition, collection, preservation, scientific analysis, and interpretation of physical evidence, with a goal towards presentation of such evidence in criminal court cases. The lab has achieved the honor of being accredited by the American Society of Crime Lab Directors Laboratory Accreditation Board. The laboratory provides forensic services to all law enforcement agencies operating in Sacramento County. The laboratory is divided into four technical units including Alcohol and Drugs in Body Fluid (Toxicology), DNA and Serology (Biology), Drug Analysis (Chemistry) and finally Trace Evidence, Firearms and Tool Comparison, Arson (Criminalistics). The laboratory also assists law enforcement during field call-outs, providing support in the recognition, documentation, collection, preservation, examination and interpretation of physical evidence at crime scenes and clandestine laboratory scenes.

Victim Witness Assistance Program – The DA’s Office Victim Witness Assistance Program is dedicated to providing services to victims. Trained and experienced advocates provide crisis counseling, orientation to the criminal justice system, community referrals, assistance with applying for victim compensation, a support group for family members of homicide victims, and many other services. Assistance and information is available in several different languages. Special assistance is available to victims of elder abuse and dependent adult abuse.

Community & Government Relations (CGR) Bureau – CGR was created to build upon existing programs and create new ways to work with members of the community on crime prevention. The bureau brings all community related efforts under one umbrella, allowing the office to maximize its

reach, increase accessibility and communication with citizens and have a greater positive impact across the county. CGR includes all community outreach programs, and media and government relations. The bureau also includes the nationally recognized Community Prosecution Unit (CPU). There are prosecutors working in neighborhoods throughout the county and City of Sacramento and Rancho Cordova. Community prosecutors create partnerships with citizens, law enforcement, community groups and businesses to proactively address quality of life issues including blight, prostitution, graffiti, and homelessness.

- (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 Hiring Committee is primarily responsible for the professional hires in the DA's Office including the hiring of lateral attorneys as well as paid Post-Bar law school students and paid summer interns who have completed their second year of law school. The Hiring Committee is currently comprised of three Bureau Chiefs and five Principal Criminal Attorneys. Of the current Hiring Committee, four are minorities.

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 refers to individuals who have taken the first bar exam offered after graduation and are awaiting bar results. In August 2017, 14 LRAs began work. Four of those candidates were minorities. These LRA candidates applied and interviewed in Summer and Fall of 2016. Of those 14 LRAs, 11 LRAs passed the Bar exam on the first attempt. Of the three that did not pass, two LRAs were minorities. Those two candidates passed the Bar exam on their second attempt.

In 2017, students in their last year of law school applied for Post-Bar LRA positions beginning in August 2018. Students selected for these positions begin either two weeks after the California Bar Exam is given in February or July depending on which exam an LRA takes. A total of 89 applications were received and 49 LRA candidates were interviewed. Of those interviewed, 11 LRA candidates are scheduled to begin work in August 2018; four of those LRA candidates are minorities.

Additionally, the DA's Office has a paid Summer Intern program. In August 2017, 14 Summer Interns began work. Five of those Intern candidates were minorities. These Summer Intern candidates applied and interviewed in Summer and Fall of 2016. In Summer and Fall of 2017, the DA's Office Hiring Committee reviewed applications and interviewed law school students for paid positions beginning in 2018. All resumes were distributed to the Hiring Committee panel for review. In 2017, the DA's Office received 108 Summer Intern applications; 89 candidates were interviewed and 14 offers were made. Ultimately 12 Summer Intern candidates began work in May 2018. Of the 12 positions, four are minority law school students.

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 2017, three criminalist positions were filled, two with minorities. 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. Additionally, the Crime Lab has several unpaid internship opportunities that are advertised with the master's degree programs at the University of California, Davis.

- (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.

In September 2017, the DA's Office hosted its 13th 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.

To expand recruitment, the DA's Office also engages in on-campus interviews at numerous law schools throughout California. This involves members of the Hiring Committee traveling to campuses in an effort to recruit students with diverse backgrounds and interests. In 2017, we conducted on-campus interviews at the following California law schools: McGeorge, UC Davis, Pepperdine, USC, UCLA, Loyola, Thomas Jefferson, University of San Diego, and UC Hastings.

In 2015, the DA'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' 18th year in existence. The Citizen's Academy which is now an 11 week program is designed to teach and exchange ideas with leaders in the various ethnic, religious and cultural communities in Sacramento. In 2017, over 57 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 75 organizations and groups on topics such as identity theft, elder abuse, cybercrimes, real estate fraud, consumer protection, domestic violence, human trafficking, and juvenile delinquency; and participated in 10 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 (Gun Violence Information for Teens) and iSMART (Internet, Social Media Awareness, Resources and Training), were also shared with students. In 2017, the GIFT program was presented to 27 classes and iSMART was taught on 84 separate occasions to over 2,600 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.

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.

Please see question number 2.

- (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 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 encourage 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, Outlook, and amended complaint training, the current focus is on County promotional job exams and the application process. 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 DA'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 within this office.

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 CGR Division, reached out to the youth of our community and organized a Youth Shadow Day in June 2017. 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 more successful with over 100 participants. Students were both ethnically and economically diverse. In 2017, we had two shadow days with a total of 200 students combined from both days.

In addition, during the 2017-18 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 four different areas of the county. A total of 210 students participated this past year from 56 different high schools.

At the Youth Academies, there were 60 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 learned about.

In 2017, six prosecutors from the CPU attended over 85 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.

There were no complaints in 2017.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				DISTRICT ATTORNEY			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	8	2.1%	12	3.0%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	0	0.0%	1	0.3%
Asian	13.6%	1,492	13.9%	1,710	15.2%	36	9.4%	49	12.3%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	22	5.7%	23	5.8%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	45	11.7%	52	13.0%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	4	1.0%	2	0.5%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	270	70.1%	260	65.2%
Total	100.0%	10,744	100.0%	11,236	100.0%	385	100.0%	399	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	115	29.9%	139	34.8%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	224	58.2%	231	57.9%

¹ Sacramento County Workforce as of pay period 26 ending 12/15/2012

² Sacramento County Workforce as of pay period 26 ending 12/23/2017

³ Employed by County of Sacramento as of pay period 26 ending 12/15/2012

⁴ Employed by County of Sacramento as of pay period 26 ending 12/23/2017

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2017 AND 2018 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**
1. Officials/Administrators	#	2	2	1	1	3	3	6	6	16	15
	%	12.5%	13.3%	6.3%	6.7%	18.8%	20.0%	37.5%	40.0%	100.0%	100.0%
2. Professionals	#	38	37	30	30	68	67	133	132	239	238
	%	15.9%	15.5%	12.6%	12.6%	28.5%	28.2%	55.6%	55.5%	100.0%	100.0%
3. Technicians	#	2	3	0	0	2	3	4	4	5	5
	%	40.0%	60.0%	0.0%	0.0%	40.0%	60.0%	80.0%	80.0%	100.0%	100.0%
4. Protective Services	#	3	3	5	6	8	9	9	9	38	40
	%	7.9%	7.5%	13.2%	15.0%	21.1%	22.5%	23.7%	22.5%	100.0%	100.0%
5. Para-Professionals	#	5	5	2	2	7	7	13	13	19	19
	%	26.3%	26.3%	10.5%	10.5%	36.8%	36.8%	68.4%	68.4%	100.0%	100.0%
6. Office/Clerical Workers	#	39	42	7	8	46	50	68	67	84	82
	%	46.4%	51.2%	8.3%	9.8%	54.8%	61.0%	81.0%	81.7%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	89	92	45	47	134	139	233	231	401	399
	%	22.2%	23.1%	11.2%	11.8%	33.4%	34.8%	58.1%	57.9%	100.0%	100.0%

TABLE 2

* The numbers for the 2017 Report are taken from pay period 26, ending December 24, 2016.

** 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 01/01/2017 to 12/31/2017)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	4	16.0%	7	28.0%	11	44.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	2	8.0%	2	8.0%	4	16.0%
Black	4	16.0%		0.0%	4	16.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races	1	4.0%	1	4.0%	2	8.0%
Hispanic	2	8.0%	2	8.0%	4	16.0%
TOTAL MINORITY HIRES	9	36.0%	5	20.0%	14	56.0%
TOTAL NEW HIRES	13	52.0%	12	48.0%	25	100.0%

NEW RE-HIRES	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%	1	50.0%	1	50.0%
Hispanic	1	50.0%		0.0%	1	50.0%
TOTAL MINORITY RE-HIRES	1	50.0%	1	50.0%	2	100.0%
TOTAL RE-HIRES	1	50.0%	1	50.0%	2	100.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	26.0%	7	30.4%	13	56.5%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black	2	8.7%	2	8.7%	4	17.4%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races	3	13.0%	1	4.3%	4	17.4%
Hispanic	2	8.7%		0.0%	2	8.7%
TOTAL MINORITY TERMINATIONS	7	30.4%	3	13.0%	10	43.5%
TOTAL TERMINATIONS	13	56.5%	10	43.5%	23	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	11	47.8%	6	4
RESIGN OTHER EMPLOYMENT	3	13%	2	3
EMPLOYEE INITIATED / NO REASON GIVEN	8	34.8%	4	2
DECEASED		%		
LAID OFF/REDUCTION IN FORCE		%		
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	4.4%	1	1
AUTOMATIC RESIGNATION		%		
OTHER– Please list:		%		
Totals:	23	100%	13	10

COMMENTS FOR TABLE 3.2

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

TRANSFERS OUT	FEMALE	%	MALE	%	TOTAL	%
White	6	46.2%	1	7.6%	7	53.8%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%	1	7.7%	1	7.7%
Black	1	7.7%		0.0%	1	7.7%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	4	30.8%		0.0%	4	30.8%
<i>TOTAL MINORITY TRANSFERS</i>	<i>5</i>	<i>38.5%</i>	<i>1</i>	<i>7.6%</i>	<i>6</i>	<i>46.2%</i>
<i>TOTAL TRANSFERS</i>	<i>11</i>	<i>85.0%</i>	<i>2</i>	<i>15.4%</i>	<i>13</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.3

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	12	40.0%	4	13.3%	16	53.3%
American Indian/Alaskan Native	1	3.3%		0.0%	1	3.3%
Asian	2	6.7%	1	3.3%	3	10%
Black	1	3.3%	1	3.3%	2	6.7%
Native Hawaiian/Pacific Islander	1	3.3%		0.0%	1	3.3%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	5	16.7%	2	6.7%	7	23.3%
TOTAL MINORITY PROMOTIONS	10	33.3%	4	13.3%	14	46.7%
TOTAL PROMOTIONS	22	73.3%	8	26.7%	30	100.0%

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%
TOTAL MINORITY DEMOTIONS		0.0%		0.0%		0.0%
TOTAL DEMOTIONS		0.0%	1	100.0%	1	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2017 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 Allegat.
	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. **[DISTRICT ATTORNEY 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..