

**2018 BI-ANNUAL  
WORKFORCE STATISTICS REPORT**

***PERSONNEL SERVICES***

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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 Department of Personnel Services (DPS) is responsible for providing central human resources, employee benefits, and risk management services for the County of Sacramento. The work activities of DPS include:

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- Managing employee benefits contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code section 457).
- Providing or managing skills-based training programs and employee development services, and providing Countywide and department-specific training services.
- Processing personnel and payroll transactions, including the processing of employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing department-specific human resources services and support to the County’s operating departments.
- Providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County’s Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County’s Equal Employment Opportunity Committee; advising County agencies

and departments on Equal Employment policies; and representing the County and assisting County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.

- Administering the County's Unemployment Insurance, Liability/Property Insurance, Workers' Compensation Insurance, and Safety/Accident Prevention and Industrial Hygiene programs.

(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);

- DPS follows Civil Service Rules and County policy to assure that employment is based upon merit principles; that appointment to a position in the Civil Service shall be made to a person who is qualified and available to perform that particular position; and that determination of qualifications shall be based upon competitive examination for the position.
- Further, DPS fully supports the doctrine that the County will employ the best-qualified person reasonably available; that the tenure of every employee will be based upon demonstrated need for the work performed, availability of funds, faithful effective performance, and continuing fitness for his or her position; and that each employee will be encouraged, trained, and developed to assure optimum performance.
- In order to assure compliance with the Civil Service policies listed above, DPS follows the administrative requirements stated in Civil Service Rules, Section 7, as well as Sacramento County Code, Chapter 2.78 (Personnel Ordinance).

(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 order to attract a diverse population of applicants for County employment, DPS sends representatives from its Employment Services Division to local job fairs presented by various organizations, including colleges and universities, media outlets, and others. Typically, these representatives make potential applicants aware of the many varieties of job classifications and work activities of the County, the benefits of County employment, and the steps in the County's hiring process. Occasionally, DPS invites representatives from other County departments to participate in these events also.

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

- DPS lists all County Civil Service employment examinations on the County's Internet site at <http://agency.governmentjobs.com/sacramento/default.cfm?action=jobs>. This site includes a description of the County's hiring process and a listing of all County job classifications and their specifications. Additionally, the site enables applicants to search and apply for current job examinations, and to request notification of future examinations.

(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.)

- Examination announcements – both regular and promotional – are posted in each operating program within DPS, and distributed electronically to all DPS employees when electronic copies are available. Certification letters are sent to department employees as well as other County employees on a routine basis. Programs are encouraged to post internal and external flyers and to distribute internal and external emails announcing positions within the department. Vacant position reports are shared with all program managers, who in turn share the information with supervisors for further dissemination to staff members. DPS also posts Countywide flyers for promotional opportunities, as well as announcements from outside agencies.

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

- DPS fully utilizes Civil Service Commission rules, along with personnel policies and procedures developed by DPS and the operating departments, to create a workforce representative of County demographics. DPS looks for innovative ways to develop policies that meet the County's EEO program and service delivery methods to achieve workforce diversity by interviewing all available candidates for open positions within the department. DPS has analyzed its underutilization and/or inequities in the County workforce and actively encourages its supervisors to interview and select the most qualified candidates for these positions.
- In order to achieve these goals, DPS has relied heavily on making itself more "reachable" and "understandable" to the local community, both internally and externally, by expanding its presence on the Internet and Intranet. All of the department's information on both the Intranet and Internet is accessible and complies with County accessibility standards. This is explained further in Question 7 below.

- As in past reports, DPS continues to emphasize training opportunities within the department and to fulfill its commitment to make DPS employees the most highly trained and promotable employees possible in County service. DPS believes it is encouraging the Sacramento County workforce vision “To build and maintain a workplace environment that will attract, develop, retain and value our employees.”

(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)

- As noted above, one of the most obvious ways DPS has addressed service delivery across all sections of the community, both internal and external, has been through the use of the Internet and Intranet. DPS has devoted extensive time to updating the websites in both locations and to include current and understandable information about its services in an accessible format. This was accomplished by teams made up of operating program staff, IT staff, and administrative staff.
- DPS has found ways to accommodate its customers in many areas. Some of these include offering information in alternate formats, providing interpreters when possible, and extending office hours to accommodate all members of the community.
- DPS has made facility changes to accommodate its customers by remodeling these programs’ facilities. Each of these remodel projects has directly addressed accessibility issues and improved service delivery.

(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 with a finding of merit for the period of January 1, 2016, to December 31, 2017.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				PERSONNEL SERVICES			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	132	1.2%	268	2.4%	2	1.1%	6	3.1%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	117	1.0%	1	0.5%	1	0.5%
<b>Asian</b>	13.6%	1,492	13.9%	1,710	15.2%	25	13.3%	28	14.4%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,368	12.2%	24	12.8%	20	10.3%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,836	16.3%	19	10.1%	26	13.3%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	113	1.0%	1	0.5%	2	1.0%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,824	51.8%	116	61.7%	112	57.4%
<b>Total</b>	100.0%	10,744	100.0%	11,236	100.0%	188	100.0%	195	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,412	48.2%	72	38.3%	83	42.6%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,812	51.7%	154	81.9%	157	80.5%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending December 15, 2012.

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending December 23, 2017.

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

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

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**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	#	7	8	2	2	9	10	23	24	35	36
	%	20.0%	22.2%	5.7%	5.6%	25.7%	27.8%	65.7%	66.7%	100.0%	100.0%
2. Professionals	#	21	24	10	8	31	32	61	65	78	79
	%	26.9%	30.4%	12.8%	10.1%	39.7%	40.5%	78.2%	82.3%	100.0%	100.0%
3. Technicians	#	1	1	0	0	1	1	1	1	1	1
	%	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	9	10	2	4	11	14	24	23	26	30
	%	34.6%	33.3%	7.7%	13.3%	42.3%	46.7%	92.3%	76.7%	100.0%	100.0%
6. Administrative Support	#	24	23	2	3	26	26	45	44	49	49
	%	49.0%	46.9%	4.1%	6.1%	53.1%	53.1%	91.8%	89.8%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	62	66	16	17	78	83	154	157	189	195
	%	32.8%	33.8%	8.5%	8.7%	41.3%	42.6%	81.5%	80.5%	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)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	4	17.4%	5	21.7%	9	39.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	8.7%	1	4.3%	3	13.0%
Black	2	8.7%	0	0.0%	2	8.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	4.3%	0	0.0%	1	4.3%
Hispanic	6	26.1%	2	8.7%	8	34.8%
<b><i>TOTAL MINORITY HIRES</i></b>	<b><i>11</i></b>	<b><i>47.8%</i></b>	<b><i>3</i></b>	<b><i>13.0%</i></b>	<b><i>14</i></b>	<b><i>60.9%</i></b>
<b><i>TOTAL NEW HIRES</i></b>	<b><i>15</i></b>	<b><i>65.2%</i></b>	<b><i>8</i></b>	<b><i>34.8%</i></b>	<b><i>23</i></b>	<b><i>100.0%</i></b>

<b>RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	1	33.3%	0	0.0%	1	33.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	2	66.7%	0	0.0%	2	66.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<b><i>TOTAL MINORITY RE-HIRES</i></b>	<b><i>3</i></b>	<b><i>100.0%</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>2</i></b>	<b><i>66.7%</i></b>
<b><i>TOTAL RE-HIRES</i></b>	<b><i>3</i></b>	<b><i>100.0%</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>3</i></b>	<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.1**

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

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	12	38.7%	5	16.1%	17	54.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	3	9.7%	1	3.2%	4	12.9%
Black	5	16.1%	0	0.0%	5	16.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	3.2%	1	3.2%
Hispanic	4	12.9%	0	0.0%	4	12.9%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>12</b>	<b>38.7%</b>	<b>2</b>	<b>6.5%</b>	<b>14</b>	<b>45.1%</b>
<b>TOTAL TERMINATIONS</b>	<b>24</b>	<b>77.4%</b>	<b>7</b>	<b>22.6%</b>	<b>31</b>	<b>100.0%</b>

<b>REASON TERMINATED</b>	<b>Number</b>	<b>% of Total</b>	<b># of Female</b>	<b># of Minority</b>
RETIRED OR DISABILITY RETIREMENT	19	61%	14	7
RESIGN OTHER EMPLOYMENT	6	19%	6	3
EMPLOYEE INITIATED / NO REASON GIVEN	3	10%	2	3
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	10%	2	1
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	31	100%	0	0

**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 12/31/2017)**

<b>TRANSFERS OUT</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
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	100.0%		0.0%	1	100.0%
<b>TOTAL MINORITY TRANSFERS</b>	<b>1</b>	0.0%		0.0%	<b>1</b>	<b>100%</b>
<b>TOTAL TRANSFERS</b>	<b>1</b>	0.0%		0.0%	<b>1</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.3**

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

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	17	44.7%	4	10.5%	21	55.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	5.3%	2	5.3%	4	10.5%
Black	2	5.3%	2	5.3%	4	10.5%
Native Hawaiian/Pacific Islander	1	2.6%	0	0.0%	1	2.6%
2 or More Races	2	5.3%	0	0.0%	2	5.3%
Hispanic	4	10.5%	2	5.3%	6	15.8%
<b><i>TOTAL MINORITY PROMOTIONS</i></b>	<b><i>11</i></b>	<b><i>28.9%</i></b>	<b><i>6</i></b>	<b><i>15.8%</i></b>	<b><i>17</i></b>	<b><i>44.7%</i></b>
<b><i>TOTAL PROMOTIONS</i></b>	<b><i>28</i></b>	<b><i>73.7%</i></b>	<b><i>10</i></b>	<b><i>26.3%</i></b>	<b><i>38</i></b>	<b><i>100.0%</i></b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	66.7%	0	0.0%	2	66.7%
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%	1	33.3%	1	33.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<b><i>TOTAL MINORITY DEMOTIONS</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>1</i></b>	<b><i>33.3%</i></b>	<b><i>1</i></b>	<b><i>33.3%</i></b>
<b><i>TOTAL DEMOTIONS</i></b>	<b><i>2</i></b>	<b><i>66.7%</i></b>	<b><i>1</i></b>	<b><i>33.3%</i></b>	<b><i>3</i></b>	<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.4**

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**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								1			1
Sex											
Sexual Orientation											
<b>TOTAL Allegations:</b>								1			<b>1</b>

Note: Use an alpha to represent each complaint. **[PERSONNEL SERVICES 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..