

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

ENVIRONMENTAL MANAGEMENT

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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 Environmental Management Department (EMD) assures compliance with various public health and environmental laws and regulations through education, inspection and enforcement activities. Its divisions include:

Environmental Health: Food Protection, Recreational Health (Public Pool/Spa), Smoking Control, Construction Plan Review, Noise (Ambient/Mechanical), Employee Housing, Detention Facilities, Child Lead Illness investigations, Body Art inspections, Stormwater, and Waste Tire inspections.

Environmental Compliance: Solid Waste Facilities, Medical Waste, Business Emergency Response Plans, Hazardous Waste Generators, HazMat Storage, Underground/Above Ground Storage Tanks, Incident Response, HazMat Land Use, California Accident Release Prevention Program, Stormwater, Small Water Systems, Cross Connection Control, Recycled Water, Onsite Sewage Treatment Systems, Sewage Pumper Truck, Land Use Evaluations (Water/Wastes), Well Construction/Closure, Toxic Site Cleanup, Property/Environmental Evaluations and Monitoring Wells/Site Restoration.

Administration: Administrative staff perform services in the areas of Human Resources, Budget, Facilities, Contracts, Policies and Procedures, Imaging, Records Management, Information Technology and Accounting to support the programs named above.

- (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);

EMD is committed to hiring the most qualified candidate for each position, which has led to an increasingly diverse staff. Prior to interviews commencing, the interviewers prepare standard questions with a number of points assigned to each. The candidates are rated on their responses and, in many instances, a second round of interviews is conducted. Interviews are generally conducted by at least two people.

EMD has participated in various student intern programs, with some interns eventually being hired as professional staff. EMD has a Registered Environmental Health Specialist (REHS) training program. The training hours

range from zero to 18 months depending on the degree conferred and courses completed in college. (On occasion trainees must pass additional college courses.) Upon completion of the required number of training hours and successfully passing the State REHS Exam, trainees are promoted into the first working level of the Environmental Specialist Series.

EMD provides many educational and training opportunities for staff. At the time of the annual performance evaluation an individual training plan is developed and agreed upon by the supervisor and the employee. The County's Tuition Reimbursement benefit is also made known to employees.

- (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 Environmental Management Department (EMD) recruits student interns from local colleges such as California State University, Sacramento and the University of California at Davis by posting job announcements on school boards and/or websites. For those candidates that already have a Bachelor's Degree in the appropriate fields such as health science, public health, natural science, physical science, environmental science, or other related field, EMD uses statewide and national associations to recruit candidates. The associations include California Environmental Health Association (CEHA), the National Environmental Health Association (NEHA), CA Conference of Directors of Environmental Health (CCDEH, and the Certified Unified Program Agency (CUPA).

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

Websites include: CEHA, NEHA, CCDEH, CUPA, California State University, Sacramento and the University of California at Davis, and the County of Sacramento site set up for student intern inquiries.

- (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.)

EMD's practice is to interview all eligible and interested internal candidates for promotional positions. New employees are frequently mentored by more experienced staff, providing on-the-job training for the new staff member and the chance to develop communication and training skills for the mentor.

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

EMD has focused on expanding the pool of applicants for the program classifications. Job announcements for these continuous filing exams are posted on association web sites, provided at State-wide conferences and frequently advertised in local and other newspapers.

EMD staff speak at elementary, middle, high schools and colleges, which increases the awareness of the career opportunities in this field. Community contacts made by EMD employees are frequently referred to the County's jobs web site when interest is expressed in EMD careers. EMD also seeks out additional field staff at statewide conferences and college career fairs by staffing recruitment booths with job flyers, applications and information on how to become a Registered Environmental Health Specialist.

- (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)

EMD has a total allocation of 124 positions. Of that number, 20 are certified and paid a language differential. Eleven employees are also certified for written communication. The languages represented are Spanish, Cantonese, Filipino, Hmong, Korean, Punjabi, Russian, and Vietnamese. Several other employees use a more limited knowledge of a second language for communicating with regulated businesses as needed.

- (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.

EMD had no complaints in the evaluation period and, as such, no finding of "merit".

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				ENVIRONMENTAL MANAGEMENT			
		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%	1	0.9%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	1	0.9%	0	0.0%
Asian	13.6%	1,492	13.9%	1,710	15.2%	25	22.3%	30	26.8%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	5	4.5%	7	6.3%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	10	8.9%	10	8.9%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	0	0.0%	1	0.9%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	71	63.4%	63	56.3%
Total	100.0%	10,744	100.0%	11,236	100.0%	112	100.0%	112	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	41	36.6%	49	43.8%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	55	49.1%	58	51.8%

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 26 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	#	1	1	0	0	1	1	3	3	6	6
	%	16.7%	16.7%	0.0%	0.0%	16.7%	16.7%	50.0%	50.0%	100.0%	100.0%
2. Professionals	#	14	16	22	23	36	39	37	39	83	85
	%	16.9%	18.8%	26.5%	27.1%	43.4%	45.9%	44.6%	45.9%	100.0%	100.0%
3. Technicians	#	2	2	2	2	4	4	7	6	10	10
	%	20.0%	20.0%	20.0%	20.0%	40.0%	40.0%	70.0%	60.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#	4	4	3	1	7	5	11	10	14	11
	%	28.6%	36.4%	21.4%	9.1%	50.0%	45.5%	78.6%	90.9%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	21	23	27	26	48	49	58	58	113	112
	%	18.6%	20.5%	23.9%	23.2%	42.5%	43.8%	51.3%	51.8%	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	5	41.7%	2	16.7%	7	58.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	8.3%	1	8.3%	2	16.7%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	1	8.3%	0	0.0%	1	8.3%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	1	8.3%	1	8.3%	2	16.7%
<i>TOTAL MINORITY HIRES</i>	3	25.0%	2	16.7%	5	41.7%
<i>TOTAL NEW HIRES</i>	8	66.7%	4	33.3%	12	100.0%

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	33.3%	1	33.3%	2	66.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	33.3%	1	33.3%
Black	0	0.0%	0	0.0%	0	0.0%
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%
<i>TOTAL MINORITY RE-HIRES</i>	0	0.0%	1	33.3%	0	33.3%
<i>TOTAL RE-HIRES</i>	1	33.3%	2	66.7%	3	100.0%

COMMENTS FOR TABLE 3.1

N/A

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	8	53.3%	3	20.0%	11	73.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	6.7%	2	13.3%	3	20.0%
Black	0	0.0%	1	6.7%	1	6.7%
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%
TOTAL MINORITY TERMINATIONS	1	6.7%	3	20.0%	4	26.7%
TOTAL TERMINATIONS	9	60.0%	6	40.0%	15	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	8	53%	6	0
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	7	47%	3	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:	15	100%	9	4

COMMENTS FOR TABLE 3.2

N/A

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>0.0%</i>
<i>TOTAL TRANSFERS</i>		0.0%		0.0%		<i>100.0%</i>

COMMENTS FOR TABLE 3.3

There were no transfers out of the department during this period.

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	3	21.4%	1	7.1%	4	28.6%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	14.3%	3	21.4%	5	35.7%
Black	2	14.3%	0	0.0%	2	14.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	7.1%	1	7.1%
Hispanic	1	7.1%	1	7.1%	2	14.3%
<i>TOTAL MINORITY PROMOTIONS</i>	5	35.7%	5	35.7%	10	71.4%
<i>TOTAL PROMOTIONS</i>	8	57.1%	6	42.9%	14	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	50.0%	0	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	50.0%	0	0.0%	0	50.0%
Black	0	0.0%	0	0.0%	0	0.0%
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%
<i>TOTAL MINORITY DEMOTIONS</i>	1	50.0%	0	0.0%	0	50.0%
<i>TOTAL DEMOTIONS</i>	1	50.0%	1	50.0%	0	100.0%

COMMENTS FOR TABLE 3.4

There were two demotions in this evaluation period. The minority demotion was voluntary, while the other was due to a release from probation.

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. **[ENVIRONMENTAL MANAGEMENT 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 annual number of complaints.