

**2018 BI-ANNUAL  
WORKFORCE STATISTICS REPORT**

*First 5 Sacramento Commission  
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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 First 5 Sacramento Commission contracts for services for pregnant women and children 0 – 5 and their families. Staff strategically plans and evaluates services to arrive at desired outcomes for families served. Staff negotiates contracts, monitors costs and service levels and provides technical assistance to our contractors to ensure quality comprehensive services to our clients.*

- (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);

*The Commission abides by all the County personnel policies and procedures. The Commission defines the position and needs and then requests a County list for that position. Letters with position responsibilities are sent with requests for resumes, and/or supplemental pre-screening questions. These responses are evaluated by at least two people and a reasonable number of interviewees are selected. Interview questions are developed in advance and are the same for all interviewees. At least two people participate in the interview process. An applicant is selected and offered the job after either one or two interviews depending upon the position or the difficulty in making the decision.*

- (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 Commission participates in the Sacramento State University MSW Intern program on an annual basis. In addition, the Commission may hire interns based on a request from someone looking for an intern position. If we have work that meets their needs, we may engage that person for a limited term. We pay mileage and limited expenses. No stipend or hourly wages have been provided in the past.*

*Our staffing is very stable and rarely increases so the intern timing has not resulted in a position with First 5, although staff often provide references for other positions.*

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

*When First 5 requests a list, the position vacancy is posted on the Sacramento County personnel website. The Commission primarily has standard civil service classifications and does not require special recruiting outside of the Countywide efforts. However the Commission does have an Executive Director position that is exempt from civil service and*

*does utilize special recruiting. This position can go many years without being vacant, as such, Human Resources is consulted at the time of vacancy as to which websites and recruiting methods are appropriate.*

- (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.)

*First 5 is a small department and limited in the promotional opportunities within the department. When vacancies occur, staff is encouraged to apply. Management supports and encourages training that provides a solid foundation to promote in the employees job classification series or according to employee career objectives. This is supported for promotional opportunities within and without the department.*

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

*Our staffing is currently 92.9% female and nearly all are over 45 years of age. In looking for new employees, management encourages staff to look for diversity in age, gender, and racial backgrounds.*

- (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 Commission has always encouraged racial diversity to ensure that the language and cultural skills are of staff needed to more closely align with our Community partners. The Commission has always been able to work well with our Community and departmental partners.*

- (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.

*Non-Applicable as no complaints were filed in 2016 or 2017.*

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

<b>ETHNICITY</b>	<b>Census Data</b>	<b>Workforce Composition</b>				<b>Workforce Composition</b>			
	<b>2010</b>	<b>County of Sacramento</b>				<b>FIRST 5 SACRAMENTO COMMISSION</b>			
		<b>2012 (1)</b>		<b>2017 (2)</b>		<b>2013 Report (3)</b>		<b>2018 Report (4)</b>	
	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
<b>2 or More Races</b>	4.4%	132	1.2%	268	2.4%	0	0.0%	0	0.0%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	117	1.0%	0	0.0%	0	0.0%
<b>Asian</b>	13.6%	1,492	13.9%	1,710	15.2%	1	7.1%	1	7.7%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,368	12.2%	0	0.0%	1	7.7%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,836	16.3%	1	7.1%	4	30.8%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	113	1.0%	0	0.0%	0	0.0%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,824	51.8%	12	85.7%	7	53.8%
<b>Total</b>	100.0%	10,744	100.0%	11,236	100.0%	14	100.0%	13	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,412	48.2%	2	14.3%	6	46.2%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,812	51.7%	13	92.9%	12	92.3%

<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 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	0	0	0	0	2	1	2	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	50.0%	100.0%	100.0%
2. Professionals	#	5	6	0	0	5	6	11	11	11	11
	%	45.5%	54.5%	0.0%	0.0%	45.5%	54.5%	100.0%	100.0%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Administrative Support	#										
	%										
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	5	6	0	0	5	6	13	12	13	13
	%	38.5%	46.2%	0.0%	0.0%	38.5%	46.2%	100.0%	92.3%	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	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	1	100.0%	0	0.0%	1	100.0%
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%
<b>TOTAL MINORITY HIRES</b>	<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>
<b>TOTAL NEW HIRES</b>	<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>

<b>RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	0	0.0%	0	0.0%	0	0.0%
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%	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%
<b>TOTAL MINORITY RE-HIRES</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL RE-HIRES</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100.0%</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	2	100.0%	0	0.0%	2	100.0%
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%	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%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100.0%</b>
<b>TOTAL TERMINATIONS</b>	<b>2</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>2</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	2	100%	2	0
RESIGN OTHER EMPLOYMENT	0	0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	0	0%	0	0
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:	2	100%	2	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%	0	0.0%
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%	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%
<b><i>TOTAL MINORITY TRANSFERS</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>
<b><i>TOTAL TRANSFERS</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>0</i></b>	<b><i>0.0%</i></b>	<b><i>0</i></b>	<b><i>100.0%</i></b>

**COMMENTS FOR TABLE 3.3**

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

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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	0	0.0%	1	100.0%	1	100.0%
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%	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%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL PROMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	0	0.0%	0	0.0%	0	0.0%
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%	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%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100.0%</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											
Sex											
Sexual Orientation											
<b>TOTAL Allegations:</b>											<b>0</b>

Note: Use an alpha to represent each complaint. **[First 5 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..