

**2018 ANNUAL
WORKFORCE STATISTICS REPORT**

General 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 General Services provides a variety of support services to Sacramento County departments and is organized into four operating divisions.

DIVISIONS AND RESPONSIBILITIES

Administration/Business Services Division provides centralized administrative support services in several key areas: accounting, budget/fiscal, Countywide alarm services, and Support Services. The division provides financial control services, general administrative support for the department; Support Services provides a variety of services to all County departments, to include: printing services, mail delivery, records management and retention, surplus property storage, internal recycling, and scanning services.

Contract and Purchasing Services Division provides purchasing support to all County departments, including commodities, services, and construction contracting. The division also manages the Countywide P-Card program.

Facility and Property Services (F&PS) consists of three Facility Maintenance and Operations Districts that provide maintenance, remodeling, repair and security of County facilities. The Facility Planning and Management/Architectural Services Division serves as the central point for requesting alterations or improvements to County-owned facilities, for major improvements to leased facilities and for facility acquisition. F&PS also includes the Real Estate Division that manages all County property acquisitions and leased property management.

Fleet Services purchases and repairs over 3000 County owned light and heavy vehicles and equipment. The Parking Enterprise provides parking services to the public and County employees.

(FYI, the Construction Management and Inspection Division (CMID) identified in the 2016 report is no longer a division within General Services. With the restructuring in May 2017, CMID is now a division within the Public Works Agency. Some of the demographics on the attached charts include the CMID staffing, and will be adjusted on subsequent reports.).

- (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 Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Department currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orientating a New Employee, and Conducting Performance Evaluations. Providing this type of training ensures a standard for interviewing, selecting, and evaluating candidates.

- (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.**

For calendar year 2017, the Department did not participate in any events for recruitment purposes.

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

The Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised on the County’s Employment website, local jurisdictions, and industry specific internet and print publications.

- (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 Department has collaborated with the Training and Organization Development Office in presenting the Leadership Development series, and with coordinating training activities for the “Supervisor Academy” and “Facilitation Training” workshops. These training classes are beneficial for promotion and career advancement opportunities.

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

The Department requires that all employees attend diversity training. All lead, supervisory and management employees are required to take Sexual Harassment and Discrimination Prevention (AB1825).

(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 works to support its employees to provide safe, efficient and beneficial services to all citizens of Sacramento County as well as communicating information to the general public and participating in discussions with neighborhood groups.

(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 findings of merit. As such, there are no measures to report.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				GENERAL SERVICES			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	11	2.3%	9	2.3%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	9	1.8%	5	1.3%
Asian	13.6%	1,492	13.9%	1,710	15.2%	64	13.1%	52	13.0%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	37	7.6%	28	7.0%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	46	9.4%	51	12.8%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	6	1.2%	9	2.3%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	314	64.5%	246	61.5%
Total	100.0%	10,744	100.0%	11,236	100.0%	487	100.0%	400	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	173	35.5%	154	38.5%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	86	17.7%	65	16.3%

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	1	19	7	21	8	7	5	85	27
	%	2.4%	3.7%	22.4%	25.9%	24.7%	29.6%	8.2%	18.5%	100.0%	100.0%
2. Professionals	#	12	12	15	10	27	22	23	21	62	47
	%	19.4%	25.5%	24.2%	21.3%	43.5%	46.8%	37.1%	44.7%	100.0%	100.0%
3. Technicians	#	1	1	7	1	8	2	4	2	21	10
	%	4.8%	10.0%	33.3%	10.0%	38.1%	20.0%	19.0%	20.0%	100.0%	100.0%
4. Protective Services	#	3	3	10	10	13	13	3	4	23	22
	%	13.0%	13.6%	43.5%	45.5%	56.5%	59.1%	13.0%	18.2%	100.0%	100.0%
5. Para-Professionals	#	1	1	0	0	1	1	4	3	4	3
	%	25.0%	33.3%	0.0%	0.0%	25.0%	33.3%	100.0%	100.0%	100.0%	100.0%
6. Office/Clerical Workers	#	9	6	3	5	12	11	17	12	33	31
	%	27.3%	19.4%	9.1%	16.1%	36.4%	35.5%	51.5%	38.7%	100.0%	100.0%
7. Skilled Craft Workers	#	1	1	35	38	36	39	1	1	179	182
	%	0.6%	0.5%	19.6%	20.9%	20.1%	21.4%	0.6%	0.5%	100.0%	100.0%
8. Service Maintenance	#	14	14	44	44	58	58	16	17	77	78
	%	18.2%	17.9%	57.1%	56.4%	75.3%	74.4%	20.8%	21.8%	100.0%	100.0%
Total	#	43	39	133	115	176	154	75	65	484	400
	%	8.9%	9.8%	27.5%	28.8%	36.4%	38.5%	15.5%	16.3%	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	2	6.9%	20	69.0%	22	75.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	3.4%	0	0.0%	1	3.4%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	1	3.4%	1	3.4%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	2	6.9%	3	10.3%	5	17.2%
<i>TOTAL MINORITY HIRES</i>	3	10.3%	4	13.8%	7	24.1%
<i>TOTAL NEW HIRES</i>	5	17.2%	24	82.8%	29	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
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%
<i>TOTAL MINORITY RE-HIRES</i>	0	0.0%	0	0.0%	0	0.0%
<i>TOTAL RE-HIRES</i>	0	0.0%	0	0.0%	0	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	4	12.5%	22	68.8%	26	81.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	3.1%	1	3.1%
Black	1	3.1%	3	9.4%	4	12.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	3.1%	1	3.1%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY TERMINATIONS	1	3.1%	5	15.6%	6	18.7%
TOTAL TERMINATIONS	5	15.6%	27	84.4%	32	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	23	71.9%	5	5
RESIGN OTHER EMPLOYMENT	1	3.1%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	18.8%	0	1
DECEASED	1	3.1%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0%	0	0
AUTOMATIC RESIGNATION	1	3.1%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	32	100%	5	6

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	3	18.8%	6	37.5%	9	56.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	3	18.8%	0	0.0%	3	18.8%
Black	0	0.0%	1	6.3%	1	6.3%
Native Hawaiian/Pacific Islander	0	0.0%	1	6.3%	1	6.3%
2 or More Races	0	0.0%	1	6.3%	1	6.3%
Hispanic	1	6.3%	0	0.0%	1	6.3%
TOTAL MINORITY TRANSFERS	4	25.0%	3	18.8%	7	43.8%
TOTAL TRANSFERS	7	43.8%	9	56.3%	16	100.00%

COMMENTS FOR TABLE 3.3

1 White Female and 1 White Male are Return to Former Class

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	37.5%	5	31.2%	11	68.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	12.5%	1	6.3%	3	18.8%
Black	0	0.0%	1	6.3%	1	6.3%
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%	1	6.3%	1	6.3%
<i>TOTAL MINORITY PROMOTIONS</i>	2	12.5%	3	18.8%	5	31.2%
<i>TOTAL PROMOTIONS</i>	8	50.0%	8	50.0%	16	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	25.0%	2	50.0%	3	75.0%
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%	1	0.0%	1	25.0%
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>	0	0.0%	1	0.0%	1	25.0%
<i>TOTAL DEMOTIONS</i>	1	25.0%	3	75.0%	4	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								B			1
Disability/Medical Condition											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		A						B			2
Religion											
Retaliation								B			1
Sex											
Sexual Orientation											
TOTAL Allegations:		1						3			4

Note: Use an alpha to represent each complaint. **[General Services had a total of 2 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..