

**2018 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

PUBLIC DEFENDER

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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 Office of the Public Defender provides quality legal representation and/or advice to any individual financially unable to employ counsel in adult criminal, juvenile delinquency, mental conservatorship, and appropriate family law, and probate cases.

(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);

Pursuant to the County of Sacramento Personnel Ordinance (2.78.310 Filling Vacancies), all vacancies are filled from the appropriate certified eligible list obtained from the County Employment Office.

A. The recruitment efforts to fill vacant attorney positions include:

- Sacramento County Personnel website and we answer questions daily for those making inquiries.
- Making and maintaining contact with law school placement directors.
- Existing staff assist in the recruitment of candidates from the law schools they attended.

The Public Defender’s Office offers full-time and part-time opportunities for law students as Legal Research Assistants (LRAs), volunteers and clinical internships. Students in these positions are certified by the California State Bar Association to perform the duties of an attorney under the tutelage of an experienced attorney. These positions provide law students an opportunity to experience being a criminal defense attorney in a Public Defender’s Office while at the same time allowing the law firm to fully evaluate the legal abilities of the students for future employment.

The County Employment Office certifies qualified attorney candidates. Applicant screening for attorney candidates is conducted personally by one of two Chief Assistant Public Defenders. Candidates who have worked/volunteered at a public defender’s office or similar organization are considered more seriously. One Chief Assistant provides the potential candidates to the Public Defender and the other Chief Assistant, and they collectively decide whether the applicant should be interviewed. All attorney interviews and hiring decisions are then conducted by the Public Defender and the two Chief Assistants.

B. Recruitment efforts to fill vacant investigator positions include:

- Develop personal relationships with the internship/placement directors and professors at universities and colleges throughout California.
- Respond to all inquiries by mail, email, or phone calls.
- Existing staff assist in the recruitment of candidates.

The County Employment Office certifies qualified investigator candidates. The Investigations Bureau Chief and two supervising investigators conduct a paper screening and determine which candidates will be interviewed. The same committee subsequently interviews and selects the candidate(s). The Public Defender is apprised of the committee's reasons for hiring candidates.

The overall practice of the Public Defender's Office is to select qualified individuals who are representative of the community at large. All final hiring decisions belong to the Public Defender. Every effort is made to ensure that our workforce is representative of Sacramento County both through our hiring practices and through our training and development opportunities.

- (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.

We attend high school, college, law school, church and community events.

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

Personnel and related criminal justice organizations websites as well as social media such as Facebook.

- (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.)

Although no official mentoring program has been initiated, it is the custom within the department for senior attorneys to lend support to new attorneys and legal research assistants. Given the basic philosophy of "all for one and one for all," which is held by all the department's attorneys, no attorney within the department is ever without aid and support. The same philosophy exists for department investigators.

Training opportunities are made available to employees to assist them with career development. In order to fulfill the attorneys' California Bar Minimum Continuing Legal Education (MCLE), our Research & Training Division organizes MCLE trainings

approximately twice a month. We have both in house presenters and we also bring in speakers as well. The department also provides professional videos for continuing education. The investigators have a monthly training session as well. County-provided training is available to all employees for training and career development. Employees are encouraged to take advantage of training opportunities to enhance their career development.

Employees are encouraged to apply for any promotional opportunities in which they are interested. Employees have access to the Sacramento County Personnel Services Department website via the internet. By accessing the website, employees can view any examinations that are currently open, review minimum qualifications for various job classifications throughout the County, complete and submit an application for an open exam, and put in electronic interest cards for examinations that they would like to apply for but are not currently open. When the examination opens, employees that have placed an electronic interest card receive an automatic email advising them that the examination is open. The employee may then complete the necessary paperwork for the Employment Office.

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

The Office of the Public Defender is committed to providing effective assistance of counsel to individuals who are financially unable to employ counsel. Every effort is made to recruit and attract qualified individuals to create a diverse workforce to meet the needs of our clients. The department is dedicated to providing opportunities and training to our employees for growth and professional development. It is our full intent to provide equal opportunity for all of 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)

The Office of the Public Defender serves as the guardian of due process, champion of Constitutional Rights, sentinel who keeps the power of the state over the individual in check, protector of life and liberty, and advocate for the poor in cases where it is mandated by law to provide legal representation. The nature of these activities ensures service delivery across all sectors of the community. Our attorneys and staff attend myriad community events throughout the year as well. This fiscal year we also began operating a Facebook page to assist with community outreach and engagement.

- (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 that were found to be meritorious.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				PUBLIC DEFENDER			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	2	1.4%	2	1.4%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	0	0.0%	1	0.7%
Asian	13.6%	1,492	13.9%	1,710	15.2%	13	8.8%	16	11.1%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	9	6.1%	7	4.9%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	20	13.6%	25	17.4%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	0	0.0%	0	0.0%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	103	70.1%	93	64.6%
Total	100.0%	10,744	100.0%	11,236	100.0%	147	100.0%	144	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	44	29.9%	51	35.4%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	77	52.4%	73	50.7%

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 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	#	0	0	2	2	2	2	2	1	5	5
	%	0.0%	0.0%	40.0%	40.0%	40.0%	40.0%	40.0%	20.0%	100.0%	100.0%
2. Professionals	#	12	13	18	19	30	32	48	47	102	101
	%	11.8%	12.9%	17.6%	18.8%	29.4%	31.7%	47.1%	46.5%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#	2	2	3	4	5	6	6	6	16	16
	%	12.5%	12.5%	18.8%	25.0%	31.3%	37.5%	37.5%	37.5%	100.0%	100.0%
5. Para-Professionals	#	3	3	2	1	5	4	4	4	6	5
	%	50.0%	60.0%	33.3%	20.0%	83.3%	80.0%	66.7%	80.0%	100.0%	100.0%
6. Administrative Support	#	4	6	1	1	5	7	15	15	19	17
	%	21.1%	35.3%	5.3%	5.9%	26.3%	41.2%	78.9%	88.2%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	21	24	26	27	47	51	75	73	148	144
	%	14.2%	16.7%	17.6%	18.8%	31.8%	35.4%	50.7%	50.7%	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	23.0%	2	9.0%	7	32.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	4	18.0%	2	9.0%	6	27.0%
Black	1	5.0%	1	5.0%	2	9.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	6	27.0%	1	5.0%	7	32.0%
TOTAL NEW HIRES	16	73.0%	6	27.0%	22	100.0%
TOTAL MINORITY HIRES	11	50.0%	4	18.0%	15	68.0%

RE-HIRES	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 RE-HIRES		0.0%	1	100.0%	1	100.0%
TOTAL MINORITY RE-HIRES		0.0%		0.0%		0.0%

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	12	44.0%	7	26.0%	19	70.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	2	7.0%	1	4.0%	3	11.0%
Black	2	7.0%	1	4.0%	3	11.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	2	7.0%		0.0%	2	7.0%
TOTAL TERMINATIONS	18	67.0%	9	33.0%	27	100.0%
TOTAL MINORITY TERMINATIONS	6	22.0%	2	7.0%	8	30.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	13	48%	8	3
RESIGN OTHER EMPLOYMENT	5	19%	2	2
EMPLOYEE INITIATED / NO REASON GIVEN	3	11%	3	1
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR <u>RELEASE FROM PROBATION</u>	6	22%	5	2
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	27	100%	18	8

COMMENTS FOR TABLE 3.2

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%
TOTAL TRANSFERS		0.0%		0.0%	0	100.0%
TOTAL MINORITY TRANSFERS		0.0%		0.0%	0	0.0%

COMMENTS FOR TABLE 3.3

No Transfers Out during this time.

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	5	28.0%	7	39.0%	12	67.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	2	11.0%		0.0%	2	11.0%
Black		0.0%	1	6.0%	1	6.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic	2	11.0%	1	6.0%	3	16.0%
TOTAL PROMOTIONS	9	50.0%	9	50.0%	18	100.0%
TOTAL MINORITY PROMOTIONS	4	22.0%	2	11.0%	6	33.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	100.0%		0.0%	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 DEMOTIONS	1	100.0%		0.0%	1	100.0%
TOTAL MINORITY DEMOTIONS		0.0%		0.0%		0.0%

COMMENTS FOR TABLE 3.4

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		A									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry										C,D	2
Religion											
Retaliation										C,D	2
Sex		B								C,D	3
Sexual Orientation											
TOTAL Allegations:		2								6	8

Note: Use an alpha to represent each complaint. **[PUBLIC DEFENDER had a total of 4 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..