

**2018 ANNUAL
WORKFORCE STATISTICS REPORT**

Sanitation Districts Agency

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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 County of Sacramento Sanitation Districts Agency (SDA) provides the workforce that staffs the Sacramento Area Sewer District and the Sacramento Regional County Sanitation District.

Sacramento Area Sewer District (SASD) was formed in 1978, and is governed by a 10-member Board of Directors representing the various jurisdictions within its service area. SASD is a sewer utility providing service to more than one million people in the Sacramento region, including the unincorporated areas of Sacramento County, the cities of Citrus Heights, Rancho Cordova, and Elk Grove, as well as portions of the cities of Folsom and Sacramento. The District serves residential, commercial and industrial customers. SASD owns and operates thousands of miles of lower lateral and main line pipes and is responsible for the day-to-day operations and maintenance of these sewer pipes. Once collected in the system, sewage flows into the Sacramento Regional County Sanitation District interceptor system, where it is conveyed to the Sacramento Regional Wastewater Treatment Plant near Elk Grove.

The Sacramento Regional County Sanitation District (Regional San) was formed in 1973, and in 1982 the Sacramento Regional Wastewater Treatment Plant began service. Regional San is governed by a 17-member Board of Directors representing the jurisdictions in the contributing agencies. Regional San provides regional wastewater conveyance and treatment services to residential, industrial and commercial customers in most of the unincorporated Sacramento County; the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento and West Sacramento; and the communities of Courtland and Walnut Grove. The wastewater travels through 168 miles of interceptor pipelines to the Sacramento Regional Wastewater Treatment Plant in Elk Grove, where wastewater is treated and safely discharged into the Sacramento River.

- (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.);

The Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Agency 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

Orienting 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 Agency participated in various career and hiring fairs. Events attended include:

- The Sacramento City College Career Fair, held on April 25, 2017 at Sacramento City College. This event allows students to discover many different opportunities while they meet and network with various employers.
- The Cosumnes River College Career Fair, held on April 27, 2017 at Cosumnes River College. This event was created to present attendees with job opportunities in a variety of industries.
- The SAVA College and Career Fair, held on October 11, 2017 at SAVA Sim Center in Sacramento. This college and career fair is to inform high school students and the Sacramento community of the multiple resources Sac City College has to offer in order to promote personal growth and success for all.
- The Map Your Future, held on October 26, 2017 at SES Hall in Elk Grove. This event allows students and families to explore career academy and pathway programs.

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

The Agency 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 Agency has collaborated with the Training and Organization Development Office for the "Supervisor Academy" and other workshops. These training classes are beneficial for

promotion and career advancement opportunities. The Agency has a separate leadership program with classes offering development of various competencies and they are open to all interested. In addition, the Agency has specific requirements related to job announcements, candidate pool selection for interviews, interview panel composition to promote open and fair competition for job opportunities.

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

The Agency 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 Agency works to support the employees assigned to the Districts in order to provide safe, efficient and environmentally beneficial services to the Districts' customers.

- (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.

For Calendar Year 2017, the Agency had one complaint for which there was a finding of *merit*. After a thorough investigation, appropriate action was taken. Though there has been at least one subsequent recurrence of the behavior, management has continued to take appropriate action to address and remedy the situation.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				SANITATION DISTRICTS AGENCY			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
<i>ETHNICITY</i>	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	11	1.6%	13	1.9%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	10	1.5%	11	1.6%
Asian	13.6%	1,492	13.9%	1,710	15.2%	83	12.2%	87	12.5%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	35	5.2%	36	5.2%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	87	12.8%	97	13.9%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	4	0.6%	5	0.7%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	449	66.1%	449	64.3%
Total	100.0%	10,744	100.0%	11,236	100.0%	679	100.0%	698	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	230	33.9%	249	35.7%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	149	21.9%	161	23.1%

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		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**
1. Officials/Administrators	#	10	10	13	12	23	22	25	22	71	68
	%	14.1%	14.7%	18.3%	17.6%	32.4%	32.4%	35.2%	32.4%	100.0%	100.0%
2. Professionals	#	36	38	46	44	82	82	73	75	195	187
	%	18.5%	20.3%	23.6%	23.5%	42.1%	43.9%	37.4%	40.1%	100.0%	100.0%
3. Technicians	#	13	14	20	19	33	33	27	29	91	89
	%	14.3%	15.7%	22.0%	21.3%	36.3%	37.1%	29.7%	32.6%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	1	0	2	3	3	3	2	1	5	5
	%	20.0%	0.0%	40.0%	60.0%	60.0%	60.0%	40.0%	20.0%	100.0%	100.0%
6. Office/Clerical Workers	#	15	15	5	5	20	20	28	28	35	37
	%	42.9%	40.5%	14.3%	13.5%	57.1%	54.1%	80.0%	75.7%	100.0%	100.0%
7. Skilled Craft Workers	#	2	2	90	84	92	86	6	6	303	303
	%	0.7%	0.7%	29.7%	27.7%	30.4%	28.4%	2.0%	2.0%	100.0%	100.0%
8. Service Maintenance	#	0	0	0	3	0	3	0	0	2	9
	%	0.0%	0.0%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	100.0%	100.0%
Total	#	77	79	176	170	253	249	161	161	702	698
	%	11.0%	11.3%	25.1%	24.4%	36.0%	35.7%	22.9%	23.1%	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	1	4.2%	15	62.5%	16	66.7%
American Indian/Alaskan Native	0	0.0%	1	4.2%	1	4.2%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	1	4.2%	1	4.2%	2	8.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	4.2%	1	4.2%
Hispanic	1	4.2%	3	12.5%	4	16.6%
TOTAL MINORITY HIRES	2	8.3%	6	25.0%	8	33.3%
TOTAL NEW HIRES	3	12.5%	21	87.5%	24	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	2	50.0%	2	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	25.0%	1	25.0%
Black	1	25.0%	0	0.0%	1	25.0%
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%
TOTAL MINORITY RE-HIRES	1	25.0%	1	25.0%	2	50.0%
TOTAL RE-HIRES	1	25.0%	3	75.0%	4	100.0%

COMMENTS FOR TABLE 3.1

N/A

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	3	6.0%	29	58.0%	32	64.0%
American Indian/Alaskan Native	0	0.0%	1	2.0%	1	2.0%
Asian	1	2.0%	3	6.0%	4	8.0%
Black	2	4.0%	2	4.0%	4	8.0%
Native Hawaiian/Pacific Islander	0	0.0%	1	2.0%	1	2.0%
2 or More Races	0	0.0%	1	2.0%	1	2.0%
Hispanic	0	0.0%	7	14.0%	7	14.0%
TOTAL MINORITY TERMINATIONS	3	6.0%	15	30.0%	18	36.0%
TOTAL TERMINATIONS	6	12.0%	44	88.0%	50	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	31	62.0%	1	9
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	11	22.0%	2	6
DECEASED	0	0.0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	14.0%	0	3
AUTOMATIC RESIGNATION	1	2.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	50	100%	3	18

COMMENTS FOR TABLE 3.2

N/A

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	1	12.5%	3	37.5%	4	50.0%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	2	25.0%	2	25.0%	4	50.0%
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>	<i>2</i>	<i>25.0%</i>	<i>2</i>	<i>25.0%</i>	<i>4</i>	<i>50.0%</i>
<i>TOTAL TRANSFERS</i>	<i>3</i>	<i>37.5%</i>	<i>5</i>	<i>62.5%</i>	<i>8</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.3

N/A

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	4.2%	13	54.2%	14	58.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	4.2%	2	8.3%	3	12.5%
Black	0	0.0%	1	4.2%	1	4.2%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	4.2%	1	4.2%	2	8.3%
Hispanic	1	4.2%	3	12.5%	4	16.7%
<i>TOTAL MINORITY PROMOTIONS</i>	3	12.5%	7	29.2%	10	41.7%
<i>TOTAL PROMOTIONS</i>	4	16.7%	20	83.3%	24	100.0%

DEMOTIONS	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 DEMOTIONS</i>	0	0.0%	0	0.0%	0	0.0%
<i>TOTAL DEMOTIONS</i>	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.4

N/A

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	C										1
Disability/Medical Condition										A	1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry										D	1
Religion											
Retaliation									B		1
Sex	C										1
Sexual Orientation											
TOTAL Allegations:	2								1	2	5

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