

**2019 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Transportation

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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 Sacramento County Department of Transportation (SACDOT) is responsible for planning, improving, operating and maintaining a transportation system that serves unincorporated area citizens, regional traffic, and commerce.

SACDOT continually works to address community transportation needs with projects to improve the County system of roadways and bridges. These projects range from major roadway improvements to ongoing pavement repair and maintenance programs. We also partner on projects to revitalize communities, support economic development, and improve the regional transportation network.

- (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 eligibility 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.

In 2018, the Department participated in the Sacramento County Career Fair held on March 10, 2018. Department representatives met with prospective job candidates to discuss and provide details on the various positions available within the department, the usual day-to-day

work activities, and what it is like to have a career with Sacramento County. The Department also collaborated with the Department of General Services, Department of Waste Management and Recycling, Sacramento Regional County Sanitation District, and George Washington Carver High School administrators to hold the Youth in Government Day on November 14, 2018. Youth in Government Day was a joint effort to introduce and provide George Washington Carver High School students with a unique opportunity to interact with department staffs and experience firsthand the various careers available within Sacramento County. The Department specifically provided tours in its Traffic Operations Center and Traffic Sign Shop.

- (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 Leadership and Organizational 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 for the reporting period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Transportation			
		2013 (1)		2018 (2)		2014 Report (3)		2019 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	297	2.6%	4	1.6%	3	1.4%
American Indian/Alaskan Native	1.3%	127	1.2%	112	1.0%	5	2.0%	5	2.3%
Asian	13.6%	1,492	13.9%	1,761	15.4%	33	13.0%	31	14.0%
Black/African American	10.5%	1,295	12.1%	1,379	12.1%	11	4.3%	11	5.0%
Hispanic/Latino	17.9%	1,521	14.2%	1,921	16.8%	42	16.5%	43	19.5%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	117	1.0%	3	1.2%	4	1.8%
White/Non-Hispanic	51.4%	6,094	56.7%	5,840	51.1%	156	61.4%	124	56.1%
Total	100.0%	10,744	100.0%	11,427	100.0%	254	100.0%	221	100.0%
Minority Representation	48.6%	4,650	43.3%	5,587	48.9%	98	38.6%	97	43.9%
Female Representation	50.8%	5,560	51.7%	5,892	51.6%	44	17.3%	34	15.4%

¹ Sacramento County Workforce as of pay period 26 ending 12/14/2013

² Sacramento County Workforce as of pay period 26 ending 12/22/2018

³ Employed by County of Sacramento as of pay period 26 ending 12/14/2013

⁴ Employed by County of Sacramento as of pay period 26 ending 12/22/2018

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2017 AND 2019 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2017*	2019*	2017*	2019*	2017*	2019*	2017*	2019*	2017*	2019*
1. Officials/Administrators	#	1	1	7	6	8	7	2	3	25	25
	%	4.0%	4.0%	28.0%	24.0%	32.0%	28.0%	8.0%	12.0%	100.0%	100.0%
2. Professionals	#	14	13	16	15	30	28	20	19	57	54
	%	24.6%	24.1%	28.1%	27.8%	52.6%	51.9%	35.1%	35.2%	100.0%	100.0%
3. Technicians	#	2	2	3	3	5	5	5	5	12	11
	%	16.7%	18.2%	25.0%	27.3%	41.7%	45.5%	41.7%	45.5%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	1	1	0	0	1	1	5	3	5	3
	%	20.0%	33.3%	0.0%	0.0%	20.0%	33.3%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#	1	1	51	51	52	52	3	2	125	116
	%	0.8%	0.9%	40.8%	44.0%	41.6%	44.8%	2.4%	1.7%	100.0%	100.0%
8. Service Maintenance	#	0	0	5	4	5	4	2	2	13	12
	%	0.0%	0.0%	38.5%	33.3%	38.5%	33.3%	15.4%	16.7%	100.0%	100.0%
Total	#	19	18	82	79	101	97	37	34	237	221
	%	8.0%	8.1%	34.6%	35.7%	42.6%	43.9%	15.6%	15.4%	100.0%	100.0%

TABLE 2

* The numbers for the 2017 Report are taken from pay period 26, ending December 23, 2017

** The numbers for the 2019 Report are taken from pay period 26 ending December 22, 2018

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2017 to 12/31/2018)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	4	40.0%	4	40.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	4	40.0%	4	40.0%
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%	2	20.0%	2	20.0%
TOTAL MINORITY HIRES	0	0.0%	6	60.0%	6	60.0%
TOTAL NEW HIRES	0	0.0%	10	100.0%	10	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%	1	50.0%	1	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%	1	50.0%	1	50.0%
TOTAL MINORITY RE-HIRES	0	0.0%	2	100.0%	2	100.0%
TOTAL NEW RE-HIRES	0	0.0%	2	100.0%	2	100.0%

COMMENTS FOR TABLE 3.1

Four of the new hires were temp to perm employees.

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2017 to 12/31/2018)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	3	8.1%	21	56.8%	24	64.9%
American Indian/Alaskan Native	0	0.0%	1	2.7%	1	2.7%
Asian	0	0.0%	6	16.2%	6	16.2%
Black	0	0.0%	1	2.7%	1	2.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	2.7%	1	2.7%
Hispanic	0	0.0%	4	10.8%	4	10.8%
TOTAL MINORITY TERMINATIONS	0	0.0%	13	35.1%	13	35.1%
TOTAL TERMINATIONS	3	8.1%	34	91.9%	37	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	27	73.0%	2	8
RESIGN OTHER EMPLOYMENT	0	%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	8	21.6%	1	4
DECEASED	1	2.7%	0	0
LAID OFF/REDUCTION IN FORCE	0	%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	2.7%	0	1
AUTOMATIC RESIGNATION	0	%	0	0
OTHER– Please list:	0	%	0	0
Totals:	37	100%	3	13

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2017 to 12/31/2018)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	11.8%	9	52.9%	11	64.7%
American Indian/Alaskan Native	0	0.0%	1	5.9%	1	5.9%
Asian	0	0.0%	1	5.9%	1	5.9%
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%	1	5.9%	1	5.9%
Hispanic	0	0.0%	3	17.6%	3	17.6%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>6</i>	<i>35.3%</i>	<i>6</i>	<i>35.3%</i>
<i>TOTAL PROMOTIONS</i>	<i>2</i>	<i>11.8%</i>	<i>15</i>	<i>88.2%</i>	<i>17</i>	<i>100.0%</i>

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

COMMENTS FOR TABLE 3.4

There were no demotions.

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2017 to 12/31/2018)

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											
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs		C									1
Race/Color/National Origin/Ancestry		A, B, C									3
Religion		C									1
Retaliation											
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:		5									5

Note: Use an alpha to represent each complaint.
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..