

**2024 ANNUAL  
WORKFORCE STATISTICS REPORT**

***Assessor***

***Christina Wynn, Assessor***

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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.

### **Assessment**

Discovers, values, and assesses taxable real and personal property in accordance with the provisions of the California Constitution

### **Exemptions**

Administers homeowners', veterans', and institutional property tax exemptions

### **Mapping**

Creates and maintains assessor parcel maps and associated GIS files

### **Property Transfer**

Determines ownership and administer changes in ownership and qualifying exclusions

### **Customer Service**

Provides in-person, telephone, email and written responses to inquiries regarding the assessment of property

### **Systems**

Administers the Assessor Information Management system (New AIMS), an Oracle based workflow management system that maintains and generates assessor property assessments and data

### **Assessment Standards**

Administers the Assessor's Operations Manual, Employee-Owned Property Program, website, annual report, forms, and press releases; coordinates community outreach efforts, State Board of Equalization assessment surveys and legislation analysis; serves as liaison with government agencies and is the official Custodian of Records

### **Administration**

Provides administrative, personnel, fiscal, safety, and facilities management services to staff

- (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 Assessor's Office adheres to the required County policies and procedures for hiring. Our office requests and receives a certification list of the top three ranks from the Certification unit in the Sacramento County Employment Office. Once the list is received and reviewed, certification letters are sent to eligible candidates to schedule an interview.

Interviews: Interviews may include a writing sample and oral interview with a two or three-member panel. The panel is a combination of Managers and/or Supervisors, and when not available, request assistance from Personnel Services. References are checked and once a successful candidate has been chosen, the Division Manager makes a hiring recommendation to the Assistant Assessor or Assessor for approval. Effective April 1, 2020 (per County Policy), employment offers are conditional upon completing a background check.

Intern Interviews: Candidates are chosen from applications submitted by students via mail, drop-off applications in person, or collegiate job fairs. Upon a vacant position, applications are reviewed, and applicants are called to schedule an interview. The name of the most successful candidate(s) is submitted to the Chief Appraiser for approval.

- (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 Assessor's Office recruits from the greater Sacramento region by participating in the County of Sacramento Career Fair and the California State University, Sacramento, and UC Davis Career Fairs.

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

The Assessor's Office advertises job vacancies through the County of Sacramento, Employment Office jobs website, and the California Assessor Association website. Job vacancies are also announced via electronic email distribution to assessor's offices statewide— California Assessor's Association e-forum.

- (5) Please describe your department's promotion and career advancement procedures designed to give all employees an equal and fair opportunity to compete for and attain County

Promotional opportunities. (Include mentoring, career development activities, if applicable, etc.)

The Assessor's Office encourages its staff to participate in training classes offered by the County's Department of Personnel Services - Training and Organization Development. The office also provides staff additional certification and educational opportunities through virtual, in-person, and self-study training courses sponsored by the State Board of Equalization, California Assessors' Administrative Service Association, the Appraisal Institute, and the International Association of Assessing Officers. Moreover, the office notifies its staff of any upcoming hiring opportunities for vacancies. The Assessor's Office promotes internal reassignment and cross-training opportunities among its staff when open positions become available, as well as leadership coaching and training to its supervisors and managers on a quarterly basis.

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

The Assessor's Office adheres to the Civil Service rules and County policies and procedures. The department engages in a continuous effort to attract and retain qualified staff that reflects the demographics of the community. This is accomplished by sending employment and exam notices to various county Human Resource Departments and web notifications through professional organizations. The Assessor's Office also maintains an informative internal and external website. The websites comply with the County accessibility standards.

- (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 Assessor's Office has taken steps to improve service delivery to all members of the community, including those within the organization and external stakeholders. This has been achieved using both the Internet and Intranet. Both platforms provide up-to-date and easily understandable information about the office's services in a user-friendly format. Additionally, we offer interpreter services to customers who require them upon request.

- (8) For complaints reported in Table 4, if there were any with a finding of *Violation of County Policy*, 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 Violations of County Policy during this reporting period.

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

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				Assessor			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	6.5%	268	2.4%	504	4.2%	1	0.7%	1	0.7%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	117	1.0%	107	0.9%	1	0.7%	0	0.0%
<b>Asian</b>	13.6%	17.4%	1,710	15.2%	2,070	17.3%	24	16.8%	21	14.3%
<b>Black/African American</b>	10.5%	9.2%	1,368	12.2%	1,360	11.4%	9	6.3%	11	7.5%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,836	16.3%	2,424	20.3%	14	9.8%	21	14.3%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	113	1.0%	167	1.4%	3	2.1%	3	2.0%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,824	51.8%	5,300	44.4%	91	63.6%	90	61.2%
<b>Total</b>	100.0%	100.0%	11,236	100.0%	11,932	100.0%	143	100.0%	147	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,412	48.2%	6,632	55.6%	52	36.4%	57	38.8%
<b>Female Representation</b>	50.8%	51.1%	5,812	51.7%	6,142	51.5%	75	52.4%	82	55.8%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/16/2023

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/16/2023

**TABLE 2.1**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2022 AND 2024 REPORTS**

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**
1. Officials/Administrators	#	0	0	1	1	1	1	3	4	8	8
	%	0.0%	0.0%	12.5%	12.5%	12.5%	12.5%	37.5%	50.0%	100.0%	100.0%
2. Professionals	#	20	22	13	12	33	34	44	47	93	96
	%	21.5%	22.9%	14.0%	12.5%	35.5%	35.4%	47.3%	49.0%	100.0%	100.0%
3. Technicians	#	0	5	3	3	3	8	8	7	13	13
	%	4.0%	38.5%	23.1%	23.1%	23.1%	61.5%	61.5%	53.8%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	12	11	3	3	15	14	21	24	27	30
	%	44.4%	36.7%	11.1%	10.0%	55.6%	46.7%	77.8%	80.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	32	38	20	19	52	57	76	82	141	147
	%	22.7%	25.9%	14.2%	12.9%	36.9%	38.8%	53.9%	55.8%	100.0%	100.0%

**TABLE 2**

\* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021

\*\* The numbers for the 2024 Report are taken from pay period 26 ending December 16, 2023

**TABLE 2.2**  
**JOB CATEGORIES DETAIL (End of 2023 Data)**

						Female Total	Male					Male Total	Grand Total	
	ASN	BLK	HIS	NHPI	WHT		2+	ASN	BLK	HIS	NHPI			WHT
<b>Assessor</b>	16	8	12	2	44	82	1	5	3	9	1	46	65	147
<b>41 – Officials/Administrators</b>					4	4				1		3	4	8
Admin Svcs Officer 3, Asst Assessor & Chief Appraiser														
<b>42 – Professionals</b>	13	2	6	1	25	47		4	2	6		37	49	96
Admin Svcs Officer 1, Admin Svcs Officer 2, Assoc Auditor Appraiser, Assoc Real Property Appraiser, Auditor Appraiser Lv 1, Auditor Appraiser Lv 2, Geographic Info System Analyst Lv 2, Info Tech Applications Analyst 3, Info Tech Applications Analyst Lv 1, Info Tech Applications Analyst Lv 2, Info Tech Infrastructure Analyst Lv 2, Real Property Appraiser Lv 1, Real Property Appraiser Lv 2, Sr Auditor Appraiser, Sr Real Property Appraiser, Supv Auditor Appraiser, Supv Information Technology Analyst, Supv Real Property Appraiser														
<b>43 – Technicians</b>	1		4		2	7		1		1	1	3	6	13
Assessment Supv, Assessment Technician & Geographic Info Systems Technician 3														
<b>46 – Admin Support/Office Clerical</b>	2	6	2	1	13	24	1		1	1		3	6	30
Office Assistant Lv 2, Office Specialist Lv 2 & Sr Office Specialist														



**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2023)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	12	60.0%	1	5.0%	13	65.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	10.0%	1	5.0%	3	15.0%
Black	1	5.0%	0	0.0%	1	5.0%
Native Hawaiian/Pacific Islander	1	5.0%	0	0.0%	1	5.0%
2 or More Races	0	0.0%	1	5.0%	1	5.0%
Hispanic	0	0.0%	1	5.0%	1	5.0%
<b>TOTAL MINORITY HIRES</b>	<b>4</b>	<b>20.0%</b>	<b>3</b>	<b>15.0%</b>	<b>7</b>	<b>35.0%</b>
<b>TOTAL NEW HIRES</b>	<b>16</b>	<b>80.0%</b>	<b>4</b>	<b>20.0%</b>	<b>20</b>	<b>100.0%</b>

<b>NEW RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	1	50.0%	1	50.0%	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 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>1</b>	<b>50.0%</b>	<b>1</b>	<b>50.0%</b>	<b>2</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 01/01/2022 to 12/31/2023)**

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	6	35.2%	2	11.7%	8	46.9%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	11.7%	2	11.7%	4	23.4%
Black	0	0.0%	1	6.0%	1	6.0%
Native Hawaiian/Pacific Islander	1	6.0%	0	0.0%	1	6.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	2	11.7%	1	6.0%	3	17.7%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>5</b>	<b>29.4%</b>	<b>4</b>	<b>23.7%</b>	<b>9</b>	<b>53.1%</b>
<b>TOTAL TERMINATIONS</b>	<b>11</b>	<b>64.6%</b>	<b>6</b>	<b>35.4%</b>	<b>17</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	12	70.6%	7	6
RESIGN OTHER EMPLOYMENT	1	6.0%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	2	11.7%	2	1
DECEASED	0	0.0%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	2	11.7%	1	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	17	100%	11	9

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2022 to 12/31/2023)**

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	8	21.6%	12	32.5%	20	54.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	5.4%	1	2.7%	3	8.1%
Black	2	5.4%	2	5.4%	4	10.8%
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	7	18.9%	2	5.4%	9	24.3%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>11</b>	<b>29.7%</b>	<b>6</b>	<b>16.2%</b>	<b>17</b>	<b>45.9%</b>
<b>TOTAL PROMOTIONS</b>	<b>19</b>	<b>51.3%</b>	<b>18</b>	<b>48.7%</b>	<b>37</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>0.0%</b>

**COMMENTS FOR TABLE 3.4**

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There were no demotions during this reporting period.

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
(From 01/01/2022 to 12/31/2023)

*The purpose of this section is to provide the Committee with an overview of the department’s complaint activity. Please supply information pertaining to the last 12 months if the department is reviewed annually or the last two years if the department is reviewed bi-annually.*

Complaint Types	In House				Outside Investigator				CRD or EEOC		Total Allegat.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age											
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		1									1
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
<b>TOTAL Allegations:</b>		1									1

Note: Use an alpha to represent each complaint. **[Assessor had a total of 1 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.*