

**2024 ANNUAL  
WORKFORCE STATISTICS REPORT**

***Coroner***

***Rosa A. Vega, Coroner***

***PREPARED BY:*** Rosa A. Vega, Coroner  
Richard Chang, Personnel Analyst, EEO

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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 Coroner’s Office promptly investigates deaths that fall under our jurisdiction as dictated under California Government Code 27491. The primary function of our Office is to render the cause and manner of death through a thorough examination of the deceased, the death scene and other significant evidence. The Coroner’s responsibility includes positive identification of deceased individuals, notification to the legal next of kin and protection of personal property found on or about the body. We strive to conduct our investigations in a timely, efficient, and most importantly, compassionate manner.

Additionally, the Coroner’s Office has an Indigent Cremation Program that provides cremation services when the decedent and the next of kin are deemed indigent. The Coroner’s Office partners with the American River College Funeral Program to provide funeral services to a portion of eligible families as well.

- (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 Coroner’s Office adheres to Sacramento County’s Civil Service rules and interviews applicants from the certified eligible list prepared by the Department of Personnel Services. The hiring of positions varies in complexity. Therefore, the entire list of eligible employees within the top three ranks may be interviewed. On other occasions, a random sampling of candidates in the first three ranks will be interviewed. The Interview questions are developed with the objective of determining the candidate with the skills most appropriate to execute the duties of the position. Every candidate interviewed is asked the same set of questions, with additional questions being asked to clarify answers only.

The Coroner’s Office uses a ranking sheet to rank candidates' responses based on desirable skills, experience, and education. Applicants are then ranked according to these response ratings.

The Coroner’s Office employs paid and unpaid interns in the morgue unit. All interns are provided information on how to apply for jobs at Sacramento County.

- (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 Coroner's Office participates in career informational events in person and/or as guest speakers at high school forensic/medical programs, colleges, and medical society meetings in Sacramento and surrounding counties. Additionally, staff participates in events virtually in other states/counties to ensure a workforce representative of Sacramento County. The Coroner's Office will continue this practice.

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

The Coroner's Office exam announcements are posted to the County's job board, GovernmentJobs.com, which is searchable nationwide. In the past, job vacancy announcements were posted on LinkedIn, Glassdoor, Zip Recruiter, Nexxt, African American Network, Asian Job Network, Disability Network, Latino Network, Retirement Network, LGBT Network, Women's Job Network, Veteran Job Network, Talroo, Appcast, Reach, National Diversity Network, National Association of Medical Examiners (NAME) and American Board of Medicolegal Death Investigators (ABMDI) and will continue this practice.

- (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.)

Employees are offered opportunities for specialized training such as writing classes, leadership classes, and specialized conferences on topics in the field. When available and interest is expressed staff is mentored by supervisors. Employees are also offered the opportunity to learn about other jobs in the Office if they are interested. When new positions are advertised, the job announcements are posted throughout the building, and all employees are encouraged to apply. Additionally, all members of the Office are encouraged to join in-house committees for various leadership opportunities.

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

The Coroner's Office ensures that all new employees attend new employee orientation to obtain information to help them succeed as they start their career at the County. Existing employees are made aware of and encouraged to attend leadership classes. The department encourages staff to use their tuition reimbursement funds to develop and advance their knowledge, resulting in several staff members using tuition reimbursement to attend one of the local colleges or universities. Employees are reminded of EAP services and the vast training catalog available through the county's My Learning program Success Factors. Cultural awareness and Sexual Harassment Prevention Training (AB1825) is a department requirement for every Investigative, Pathology, supervisory, and managerial classification.

- (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 Coroner's Office has several staff members who regularly provide translation in Spanish, Hmong, and Russian. Additionally, our staff can access 24/7 translation services to assist our decedent's families. Due to the nature of the work, the Coroner's Office routinely interacts with a myriad of cultures throughout the County.

- (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.

It is not applicable as no complaints were received.

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

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				Coroner			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<b>ETHNICITY</b>	%	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	6.5%	268	2.4%	504	4.2%	3	10.0%	5	15.2%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	117	1.0%	107	0.9%	0	0.0%	0	0.0%
<b>Asian</b>	13.6%	17.4%	1,710	15.2%	2,070	17.3%	5	16.7%	2	6.1%
<b>Black/African American</b>	10.5%	9.2%	1,368	12.2%	1,360	11.4%	1	3.3%	0	0.0%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,836	16.3%	2,424	20.3%	6	20.0%	8	24.2%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	113	1.0%	167	1.4%	0	0.0%	0	0.0%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,824	51.8%	5,300	44.4%	15	50.0%	18	54.5%
<b>Total</b>	100.0%	100.0%	11,236	100.0%	11,932	100.0%	30	100.0%	33	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,412	48.2%	6,632	55.6%	15	50.0%	15	45.5%
<b>Female Representation</b>	50.8%	51.1%	5,812	51.7%	6,142	51.5%	22	73.3%	26	78.8%

<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 <i>REPORT:</i>		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**	2022*	2024**
1. Officials/Administrators	#	0	1	1	1	1	2	1	2	2	3
	%	0.0%	33.3%	50.0%	33.3%	50.0%	66.7%	50.0%	66.7%	100.0%	100.0%
2. Professionals	#	0	1	2	1	2	2	0	1	3	2
	%	0.0%	50.0%	66.7%	50.0%	66.7%	100.0%	0.0%	50.0%	100.0%	100.0%
3. Technicians	#	2	3	1	1	3	4	7	9	8	10
	%	25.0%	30.0%	12.5%	10.0%	37.5%	40.0%	87.5%	90.0%	100.0%	100.0%
4. Protective Services	#	4	5	1	1	5	6	12	13	14	16
	%	28.6%	31.3%	7.1%	6.3%	35.7%	37.5%	85.7%	81.3%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	3	1	0	1	3	2	3	1	3	2
	%	100.0%	50.0%	0.0%	50.0%	100.0%	100.0%	100.0%	50.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	9	11	5	5	14	16	23	26	30	33
	%	30.0%	33.3%	16.7%	15.2%	46.7%	48.5%	76.7%	78.8%	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				Female Total	Male			Male Total	Grand Total
	2+	ASN	HIS	WHT		2+	HIS	WHT		
<b>Coroner</b>	3	2	6	15	26	2	2	3	7	33
<b>41 – Officials/Administrators</b>			1	1	2		1		1	3
Asst Coroner, Chief Forensic Pathologist, & Coroner										
<b>42 – Professionals</b>			1		1			1	1	2
Admin Svcs Officer 2 & Forensic Pathologist Lv 2										
<b>43 – Technicians</b>	2		1	6	9		1		1	10
Coroner Technician Lv 1, Coroner Technician Lv 2, & Sr Coroner Technician										
<b>44 – Protective Service Workers</b>	1	1	3	8	13	1		2	3	16
Dep Coroner Lv 1, Dep Coroner Lv 2, & Supv Deputy Coroner										
<b>46 – Admin Support/Office Clerical</b>		1			1	1			1	2
Sr Office Assistant										



**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	5	38.5%	2	15.4%	7	53.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	7.7%	1	7.7%
Black	1	7.7%	0	0.0%	1	7.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	7.7%	0	0.0%	1	7.7%
						23.1%
Hispanic	2	15.4%	1	7.7%	3	46.2%
<b>TOTAL MINORITY HIRES</b>	<b>4</b>	<b>30.8%</b>	<b>2</b>	<b>15.4%</b>	<b>6</b>	<b>100.0%</b>
<b>TOTAL NEW HIRES</b>	<b>9</b>	<b>69.2%</b>	<b>4</b>	<b>30.8%</b>	<b>13</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	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 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>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</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	4	33.3%	1	8.3%	5	41.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	8.3%	3	25.0%	4	33.3%
Black	2	16.7%	0	0.0%	2	16.7%
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	8.3%	1	8.3%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>3</b>	<b>25.0%</b>	<b>4</b>	<b>33.3%</b>	<b>7</b>	<b>58.3%</b>
<b>TOTAL TERMINATIONS</b>	<b>7</b>	<b>58.3%</b>	<b>5</b>	<b>41.7%</b>	<b>12</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	3	25.0%	1	1
RESIGN OTHER EMPLOYMENT	3	25.0%	2	1
EMPLOYEE INITIATED / NO REASON GIVEN	4	33.3%	1	3
DECEASED	0	0.0%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	1	8.3%	1	1
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list: Medically Disqualified	1	8.3%	1	1
Totals:	<b>12</b>	<b>100%</b>	<b>6</b>	<b>7</b>

**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	1	25.0%	0	0.0%	1	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%	1	0.0%	1	0.0%
Hispanic	2	0.0%	0	0.0%	2	0.0%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>2</b>	<b>50.0%</b>	<b>1</b>	<b>0.0%</b>	<b>3</b>	<b>0.0%</b>
<b>TOTAL PROMOTIONS</b>	<b>3</b>	<b>75.0%</b>	<b>25.0%</b>	<b>0.0%</b>	<b>4</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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**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											
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
<b>TOTAL Allegations:</b>											<b>0</b>

Note: Use an alpha to represent each complaint. **[Coroner had a total of 0 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.*