

**2024 ANNUAL
WORKFORCE STATISTICS REPORT**

Probation

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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 (County) Probation Department (Probation) supervises both juvenile and adult offenders placed on probation by the Sacramento County Superior Courts (Courts) as well as realigned adult offenders (AB 109) from state prisons placed on Post-Release Community Supervision or Mandatory Supervision, respectively. The department also works with the Courts to operate pre-trial assessment and monitoring services. Probation operates and maintains the Youth Detention Facility (YDF), a secured detention facility for juvenile offenders. In September 2020, Senate Bill 823 (SB 823) was signed into law, initiating the closure of the California Department of Rehabilitation Division of Juvenile Justice (DJJ), and shifting responsibilities and resources to counties to supervise and deliver services to local youth at the furthest end of the juvenile justice continuum. In response to SB 823, Probation established the Valley Oak Youth Academy (VOYA), a secure youth treatment facility program within YDF. The VOYA program provides a safe and secure environment for realigned youth serving commitments at YDF. Probation is responsible for the preparation of social history reports of juvenile offenders and presentence investigations of adult offenders for the Courts. The department operates two Adult Day Reporting Centers (ADRCs) and the Recovery Court. Through the ADRCs and Recovery Court programs, Probation builds productive partnerships with schools, community-based organizations, multi-jurisdictional law enforcement teams, and the citizens of the County with the underlying goal of public safety and reducing recidivism.

(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.).

Selection and Hiring

Applicants meeting application requirements are provided with a Personal History Statement (PHS), a screening tool utilized to determine if candidates meet the criteria for hiring. Candidates are also invited to an orientation at the Youth Detention Facility, where they take a physical agility test and are provided a tour of the facility. If selected as a candidate, Probation’s Backgrounds Unit actively conducts background investigations on all potential candidates, including Probation Aides.

All candidates selected for sworn positions must successfully complete Probation’s nine (9) week Training Academy before they are hired. The Sacramento County Probation Department is certified through the Board of State and Community Corrections (BSCC) to operate its own academy to train its own officers and officers from other counties.

Probation has a thorough and multi-phased selection and hiring process, which provides significant advancement opportunities for personnel. All reachable candidates on Probation’s eligible lists for sworn and non-sworn classifications are considered for hire. Additionally, as

a rank of candidates on the list is cleared, the next rank of candidates is considered for employment.

Selection of sworn and non-sworn personnel involves a structured hiring interview, including written exercises, to assess applicants' qualifications for vacant positions. Current Probation employees are encouraged to apply and interview for promotional opportunities when positions become available.

Probation coordinates educational tours of the Youth Detention facility with local colleges and universities to educate students about potential job duties and responsibilities and give them an opportunity to ask questions.

Probation offers unpaid student intern positions and ride-along opportunities. Many interns have been hired for full-time employment.

Training

The Staff Development/Training Coordinator oversees Probation's training database and ensures all staff meet county and state-mandated training requirements. Training is specific to career development and/or related to the specific job assignment.

Training is administered both externally and internally. Probation employees may take advantage of County-generated training or utilize the County's tuition reimbursement program to attend training offered by non-County providers. Sworn staff must receive training in certain areas and increments to maintain the Standards for Training in Corrections (STC) required by the Board of State and Community Corrections (BSCC). Some grant-funded positions require mandatory training for the staff associated with specific programs.

Probation pays for all required training with reimbursement by the BSCC or through the cost centers attributed to the employee. Employees may be given time off for special training beyond the required number of STC hours. Training deemed crucial to job effectiveness or related to the expansion of professional knowledge and skills is paid for with a manager's approval, as are job-related professional memberships. Judicious planning, with respect to the training budget, has allowed employees to receive additional training.

All Clerical Supervisors attend the County's supervisor training certificate programs (Supervisor Series) when they are offered by the County Training Office. Clerical and administrative supervisors may also attend human resource management-related trainings offered by the County's Department of Personnel Services Health and Safety Team and department-developed workshops focused on a variety of administrative topics. Upon request and supervisor approval, Office-Technical employees are enrolled in computer training to assist them in the performance of their job duties. Additionally, all Probation employees are eligible to attend hundreds of online courses offered through MyLearning with supervisor approval. Administrative managers may also attend leadership training held by the Chief Probation Officers of California, as well as various Supervisor and Management Leadership Academies.

Since implementation in 2005, all sworn and non-sworn staff in lead, supervisory, or management positions have been required to complete AB1825, harassment and discrimination prevention training bi-annually. Since 2008, employees in all other job classes have also been required to complete harassment and discrimination prevention training specific to their job class level and work environment every three years. These trainings are designed to help supervisors and employees understand the needs of diverse client populations and how to work together in a safe, productive environment.

(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.

Probation administration supports recruitment efforts as an integral part of departmental activities. The Supervising Probation Officer of the Communications Unit organizes and oversees recruitment. Probation recruiters reach out to a diverse candidate pool for hiring by participating in multiple recruitment events and job fairs.

In 2023, Probation actively recruited at several local two-year colleges, California State Universities, and local job fairs. Recruiter attendance at community job fairs and celebrations increased probation's visibility in the community, particularly in areas where minorities represent a high percentage of the population.

Some of the events Probation participated in during 2023 included:

- Butte County Career Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- Sacramento County District Attorney Citizen's Academy: Probation spoke with teenagers from local schools; students engaged in learning about the criminal justice system through interacting with officers, attorneys, and judges.
- Delta College Presentation: Officers presented and interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.
- California State University Sacramento Internship and Career Fair: Officers answered questions and provided information about Probation internships, positions available, and the application process.
- Kops-N-Kids Tournament: Officers engaged with the community, providing an educational overview of Probation, our services, and partnerships with other law enforcement agencies in the area.
- Special Olympics of Northern California Polar Plunge and Torch Run: Officers volunteered their time to provide community engagement and support for the Special Olympics and Special Olympic athletes.
- Career Day Presentation: Officers spoke with 6th -12th grade students about the role of probation officers in the Criminal Justice system.
- Hiring Expo hosted by Reliant Hiring Solutions at the Hilton Sacramento Arden West Hotel: Officers answered questions and provided information about Probation's internships, positions available, and the application process.
- Diversity Job Fair hosted by Urban League of Sacramento at the Hyatt Regency Hotel: Officers answered questions and provided information about Probation's internships, positions available, and the application process.
- Zoom Meeting with Intern Coordinators/Professors at American River College: Officers provided information about Probation's internships and the application process.
- Sacramento City College Speaker Event Series: Officers engaged with the community, providing an educational overview of Probation, our services and partnerships with other law enforcement agencies in the area.

- Sierra College Presentation: Officers provided a presentation and interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.
- Folsom Lake Internship Fair: Officers provided information about Probation's internships and the application process.
- California State University Stanislaus Career Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- California State University Sonoma Part-time Job Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- California State University Chico Career and Internship Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- California State University San Francisco Career and Internship Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- Sacramento City College Public Safety Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- Sierra College Public Safety Career Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.
- CA Capital Airshow: Officers interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.
- CA State Fair: Officers provided a presentation and interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.
- California State University Sacramento Presentation: Officers provided a presentation and interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.
- Links to Law Enforcement: Probation collaborates with other local law enforcement agencies to provide a free five-week program/mentorship in 3 cohorts (Asian Pacific Islander, Latino/Hispanic and Black/African American) for individuals 18 and over interested in pursuing a career in law enforcement.
- Hispanic-Serving Institutions Virtual Career Fair: Officers answered questions and provided information about the department divisions, positions available, and the application process.

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

In addition to the County Personnel website, Probation utilizes the Probation internet website, and social media, such as Facebook, Twitter, LinkedIn, and Instagram to announce Probation Department job exams. Probation also utilizes the Sacramento County social media pages, POST Website, and the Chief Probation Officers of California website to post open positions. Other forms of advertisement include billboards strategically placed across Sacramento County, radar connect mobile technology to target qualified candidates, and job postings listed on multiple online job boards through the website Workable.

(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.)

All Probation positions (sworn and non-sworn) which are announced in County open examinations are sent electronically as an announcement to Probation employees.

Probation has a longstanding practice of periodically transferring staff in all sworn classes (Probation Division Chief, Assistant Probation Division Chief, Supervising Probation Officer, Senior Deputy Probation Officer, and Deputy Probation Officer) to provide employees with an opportunity to broaden their knowledge and advance their careers by receiving on-the-job training in all areas of Probation.

Sworn employees may submit a job preference sheet at any time to indicate their preferred assignment, which allows for employee input into opportunities to diversify their experience. This job preference sheet was expanded to include non-sworn employees. In addition, employee evaluations include a "career goals" section on which the employee and supervisor may collaborate.

Probation encourages internal candidates to take exams and rank on eligible lists so they may be considered for advanced-level positions as they become available. Additional training, special projects, and inter-departmental transfers are utilized for the professional development of non-sworn staff. Additionally, many entry-level clerical positions are filled by temporary employees, who are encouraged to take exams to become permanent.

All employees (sworn and non-sworn) are encouraged to have career development meetings yearly or more frequently as needed. These meetings are a structured discussion between an individual and manager, focused on setting and achieving career goals. It is the manager's responsibility to identify resources, such as training programs, mentors, or networking opportunities, to support the individual's career development and then provide feedback and support. Overall, the goal of a career development meeting is to empower the individual to take control of their career and make informed decisions about their professional development.

The Probation Department utilizes other various career development activities to enhance the skills and capabilities of employees. Some of these activities include training that is offered on topics such as implicit bias, leadership and accountability, firearms training, conflict resolution, and cultural sensitivity, as well as opportunities to develop leadership skills

through workshops, seminars, and mentoring programs. By cross-training employees, we expose them to different areas within the department to broaden their skill set and knowledge base. Employees are also encouraged to participate in community outreach programs to build trust and rapport with the community and to expand their network. Finally, we offer wellness programs and resources to support the physical and mental well-being of our employees which supports their professional growth and development.

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

Diversification is an extremely important consideration in Probation’s provision of services. Probation serves clients of all races, socio-economic levels, national origins, and cultures throughout the County. Therefore, the objectives of the EEO program are incorporated into strategic and operational decision-making to ensure optimal services for all clients. Probation is always working to ensure that a sufficient cross-section of employees is located at each facility to meet all types of clients’ needs.

(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).

Probation partners with other County agencies and many community and minority organizations in the course of providing services to the community. Probation routinely collaborates with such organizations in the implementation of grant programs, community activities, and enforcement efforts. Additionally, Probation employees who are actively involved in these organizations provide a valuable connection between the department and the community-based organizations.

(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.

For Calendar Year 2023, there was one complaint found to be in violation of County Policy. After a thorough investigation, appropriate actions were taken to address and remedy the situation. As a result, there have been no subsequent recurrences of the behavior.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

	Census Data 2010	Census Data 2020	Workforce Composition				Workforce Composition			
			County of Sacramento				Probation			
			2018 (1)		2023 (2)		2019 Report (3)		2024 Report (4)	
<i>ETHNICITY</i>	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	504	4.2%	10	1.5%	18	2.8%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	107	0.9%	5	0.8%	7	1.1%
Asian	13.6%	17.4%	1,710	15.2%	2,070	17.3%	89	13.4%	82	12.7%
Black/African American	10.5%	9.2%	1,368	12.2%	1,360	11.4%	89	13.4%	105	16.3%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,424	20.3%	156	23.5%	197	30.6%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	167	1.4%	8	1.2%	10	1.6%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,300	44.4%	307	46.2%	225	34.9%
Total	100.0%	100.0%	11,237	100.0%	11,932	100.0%	664	100.0%	644	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,632	55.6%	357	53.8%	419	65.1%
Female Representation	50.8%	51.1%	5,812	51.7%	6,142	51.5%	333	50.2%	333	51.7%

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

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

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

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

TABLE 2.1
JOB CATEGORIES COMPARISON
BETWEEN 2023 AND 2024 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**	2023*	2024**
1. Officials/Administrators	#	8	6	5	3	13	9	18	16	26	26
	%	30.8%	23.1%	19.2%	11.5%	50.0%	34.6%	69.2%	61.5%	100.0%	100.0%
2. Professionals	#	12	14	2	2	14	16	20	22	25	28
	%	48.0%	50.0%	8.0%	7.1%	56.0%	57.1%	80.0%	78.6%	100.0%	100.0%
3. Technicians	#										
	%										
4. Protective Services	#	153	160	175	187	328	347	246	244	514	517
	%	29.8%	30.9%	34.0%	36.2%	63.8%	67.1%	47.9%	47.2%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	27	27	12	11	39	38	37	39	49	54
	%	55.1%	50.0%	24.5%	20.4%	79.6%	70.4%	75.5%	72.2%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#	9	7	1	1	10	8	14	12	21	19
	%	42.9%	36.8%	4.8%	5.3%	47.6%	42.1%	66.7%	63.2%	100.0%	100.0%
Total	#	209	214	195	204	404	418	335	333	635	644
	%	32.9%	33.2%	30.7%	31.7%	63.6%	64.9%	52.8%	51.7%	100.0%	100.0%

TABLE 2

* The numbers for the 2023 Report are taken from pay period 26, ending December 17, 2022

** 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+	AIAN	ASN	BLK	HIS	NHPI	WHT		2+	AIAN	ASN	BLK	HIS	NHPI	WHT		
Probation	11	2	40	47	111	4	118	333	7	5	42	58	86	6	107	311	644
41 – Officials/Administrators			3		1	2	10	16				2	1		7	10	26
Accounting Mgr, Admin Svcs Officer 3, Asst Chief Probation Officer, Asst Probation Division Chief, County Probation Officer, Food Service Program Mgr, Probation Division Chief & Sr Administrative Analyst Rng B																	
42 – Professionals			6	2	6		8	22			1	1			4	6	28
Admin Svcs Officer 1, Admin Svcs Officer 2, Human Svcs Soc Wkr Mstr Dgr & Sr Accountant																	
44 – Protective Service Workers	8	2	17	38	94	1	84	244	7	3	37	52	82	6	86	273	517
Asst Probation Officer, Deputy Probation Officer, Sr Deputy Probation Officer, & Supv Probation Officer																	
46 – Admin Support/Office Clerical	3		10	6	9		11	39		2	4	2	3		4	15	54
Clerical Supv 2, Communication Operator Dispatch Lv 2, Office Assistant Lv 2, Sr Office Assistant, Sr Office Specialist Conf, Stock Clerk & Storekeeper 1																	
48 – Service/Maintenance			4	1	1	1	5	12				1			6	7	19
Food Service Cook, Food Service Supervisor, Food Service Wkr & Sr Food Service Cook																	

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

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	7	8.9%	9	11.5%	16	20.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	6	7.7%	3	3.8%	9	11.5%
Black	6	7.7%	11	14.2%	17	21.9%
Native Hawaiian/Pacific Islander	1	1.3%	1	1.3%	2	2.6%
2 or More Races	2	2.6%	3	3.8%	5	6.4%
Hispanic	15	19.2%	14	18.0%	29	37.2%
TOTAL MINORITY HIRES	30	38.5%	32	41.1%	62	79.6%
TOTAL NEW HIRES	37	47.4%	41	52.6%	78	100.0%

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

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2023 to 12/31/2023)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	17	26.1%	10	15.5%	27	41.6%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	5	7.7%	6	9.2%	11	16.9%
Black	8	12.3%	3	4.6%	11	16.9%
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	5	7.7%	11	16.9%	16	24.6%
TOTAL MINORITY TERMINATIONS	18	27.7%	20	30.7%	38	58.4%
TOTAL TERMINATIONS	35	53.8%	30	46.2%	65	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	42	64.6%	20	17
RESIGN OTHER EMPLOYMENT	1	1.5%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	12	18.5%	9	11
DECEASED	0	0.0%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	8	12.3%	4	7
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	2	3.1%	1	2
Totals:	65	100%	35	38

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	17	20.2%	17	20.2%	34	40.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	10	11.9%	5	5.9%	15	17.8%
Black	3	3.6%	9	10.7%	12	14.3%
Native Hawaiian/Pacific Islander	1	1.2%	0	0.0%	1	1.2%
2 or More Races	2	2.4%	0	0.0%	2	2.4%
Hispanic	13	15.5%	7	8.4%	20	23.9%
TOTAL MINORITY PROMOTIONS	29	34.6%	21	25.0%	50	59.6%
TOTAL PROMOTIONS	46	54.8%	38	45.2%	84	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	100.0%	0	0.0%	2	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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	2	100.0%	0	0.0%	2	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2023 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				A							1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry											
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:				1							1

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