

**2022 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

*Agricultural Commissioner
Sealer of Weights & Measures
Chrisandra Flores, Director*

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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 Agriculture, Weights & Measures is responsible for enforcing laws and regulations pertaining to pesticide use; direct marketing; plant quarantines; nursery, seed and apiary inspections; and commercial weighing and measuring devices. The Department is also responsible for carrying out county-wide programs for both pest detection and pest exclusion, and collects county crop statistics on a yearly basis, from local growers.

- (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 Department is committed to ensuring an equal opportunity to all persons and does not discriminate on the basis of race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation in its employment practices. The Department provides equal opportunities before and during employment by administering each and every phase of its hiring and selection process according to County policies and procedures. All applicants are interviewed in the same manner and given the same set of questions, ensuring an equal basis for rating and selection. Advertisement of open positions, ensuring a diverse pool of applicants, is accomplished by way of County circulated intranet announcements, notification through the California Department of Food and Agriculture’s state-wide announcement system, and the use of NeoGov. Qualified seasonal employees are also encouraged to apply.

- (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 Department relies on the Employment Services Division within the Department of Personnel Services to participate in local job fairs, and high school and college events as a method of outreaching and educating the community regarding job opportunities available within the Department and the County of Sacramento. The majority of our positions require a math or science degree from a 4-year college, so outreach at local colleges, such as the UC Davis Internship and Career Fair, CSU Chico Career Fair and Sacramento State Job and Internship Fair are beneficial outreach events.

- (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 qualified lists. Exams that are announced are typically advertised on the County's employment website through NeoGov, the California Department of Food and Agriculture's Notification list serve, 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 encourages career enrichment and advancement. Employees are given equal opportunity to attend conferences, trainings, and other professional growth events in order to enable them to test for promotional opportunities. Our supervisors, administrators and managers are encouraged to participate in County training opportunities. Our Chief Deputy is currently attending the California State Association of Counties (CSAC) Institute for Excellence in County Government program, to obtain an Executive Credential. Department Inspectors receive training from the California Department of Food and Agriculture (CDFA), the California Department of Pesticide Regulation (CDPR), the National Institute of Standards and Technology (NIST), the California Association of Standards and Agricultural Professionals (CASAP), and one-on-one mentoring by our own staff, to obtain better job skills and preparation for promotional opportunities. Clerical staff are encouraged to attend training opportunities relevant to their positions.

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

The County's Equal Employment Opportunity program objectives provide the basis for the Department's objectives. The Department adheres to the County's personnel policies and procedures regarding employment. By applying the EEO objectives in our hiring and selection practices, providing equal access to training and career enrichment opportunities, and by providing service to all persons without regard to race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation, the Department ensures adherence to the County's EEO objectives. The Department also ensures that all employees complete two hours of Discrimination and Harassment Prevention Training every two years.

- (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 strives to ensure EEO activities and efforts result in service delivery across all sectors of the community by complying with EEO requirements and responding to community requests including the following:

- *The Department responds to community calls/requests related to our scope of services on an as needed basis throughout the County. Field Inspectors conduct site visits, hold community educational events, give program related trainings and presentations, and represent the Department at fairs and exhibitions. Office and field activities of the Department ensure service delivery across all sectors of the community without regard to race, color, sex, religion, ancestry, medical condition, national origin, age, disability, political affiliation or sexual orientation.*
- *Language barriers are addressed by utilizing resources within our Department, other County departments, our contacts with other State agencies, and/or referrals from the County EEO unit.*
- *The Department currently has several employees who are able to interpret for Spanish speaking customers and Punjabi speaking customers.*
- *Our main office and our satellite offices are all ADA compliant.*

(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.

N/A

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Agricultural Commissioner			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	0	0.0%	0	0.0%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	0	0.0%	0	0.0%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	4	16.7%	4	16.0%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	0	0.0%	0	0.0%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	6	25.0%	6	24.0%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	0	0.0%
Other		0.6%							x	
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	14	58.3%	15	60.0%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	24	100.0%	25	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	10	41.7%	10	40.0%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	13	54.2%	12	48.0%

¹ Sacramento County Workforce as of pay period 26 ending 12/24/2016

² Sacramento County Workforce as of pay period 26 ending 12/18/2021

³ Employed by County of Sacramento as of pay period 26 ending 12/24/2016

⁴ Employed by County of Sacramento as of pay period 26 ending 12/18/2021

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2022 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		<i>REPORT:</i>	2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**	2020*
1. Officials/Administrators	#	2	1	6	7	8	8	8	7	18	18
	%	11.1%	5.6%	33.3%	38.9%	44.4%	44.4%	44.4%	38.9%	100.0%	100.0%
2. Professionals	#	2	2	0	0	2	2	3	2	4	4
	%	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	75.0%	50.0%	100.0%	100.0%
3. Technicians	#		0		0		0		1		1
	%		0.0%		0.0%		0.0%		100.0%		100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	0	0	1	0	1	0	0	1	1	1
	%	0.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	100.0%	100.0%	100.0%
6. Office/Clerical Workers	#	0	0	0	0	0	0	2	1	2	1
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	4	3	7	7	11	10	13	12	25	25
	%	16.0%	12.0%	28.0%	28.0%	44.0%	40.0%	52.0%	48.0%	100.0%	100.0%

TABLE 2

* The numbers for the 2020 Report are taken from pay period 26, ending December 21, 2019

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

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	50.0%	1	50.0%
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%	1	50.0%	1	50.0%
<i>TOTAL MINORITY HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>
<i>TOTAL NEW HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>2</i>	<i>100.0%</i>	<i>2</i>	<i>100.0%</i>

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%	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 RE-HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL NEW RE-HIRES</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 3.1

Every year, the Department hires seasonal staff who typically conduct work from April through October. Many of these employees return year after year. In 2019, the Department hired 22 Seasonal employees (1 Asian and 5 Hispanic/Latino descent). In 2020, the Department hired 22 Seasonal employees (1 Asian, 1 Indian, and 5 Hispanic/Latino descent).

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2020 to 12/31/2021)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	50.0%	0	0.0%	1	50.0%
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	1	50.0%	0	0.0%	1	50.0%
<i>TOTAL MINORITY TERMINATIONS</i>	<i>1</i>	<i>50.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>50.0%</i>
<i>TOTAL TERMINATIONS</i>	<i>2</i>	<i>100.0%</i>	<i>0</i>	<i>0.0%</i>	<i>2</i>	<i>100.0%</i>

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

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2020 to 12/31/2021)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	33.3%	1	33.3%	2	66.7%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	33.3%	0	0.0%	1	33.3%
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 PROMOTIONS</i>	<i>1</i>	<i>33.3%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>33.3%</i>
<i>TOTAL PROMOTIONS</i>	<i>2</i>	<i>66.7%</i>	<i>1</i>	<i>33.3%</i>	<i>3</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

TABLE 4
Discrimination/Harassment Complaint Activity
 (From 01/01/2020 to 12/31/2021)

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.
	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											
TOTAL Allegations:											

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