<div style="text-align:center">

2022 ANNUAL
WORKFORCE STATISTICS REPORT

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Community Development

Troy Givans, Director

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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.

Community Development is a multi-disciplinary department providing a range of development services to ensure that all development is consistent with State Law and Building Codes. The Department is comprised of the following divisions: Administration, Building Permits and Inspection, Code Enforcement, Construction Management and Inspection, County Engineering, and Planning and Environmental Review.

(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 County policies and procedures, and Civil Service Rules to select the best qualified candidate. The determination of qualification is based on competitive examination for the position. Community Development Department is committed to providing equal opportunity to all candidates and ensuring a diverse work force.

The Department provides At-A-Glace training and literature for hiring managers and supervisors. These include: Hiring Process & Interviewing Best Practices, 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.

The Department participated in several County Career Fair in 2021. The Department also works with local colleges and professional organizations to post job announcements.

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

Exam announcements are advertised on the County website. Additionally, Community Development Department positions are advertised at a wide variety of local, State and national job boards and platforms, 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 leadership encourages employees to attend external job specific professional training sessions for career development. We also utilize the County learning portal that provides many classes to employees for their continued development. Training topics include personal development, leadership, supervision, management, customer service, business writing, and communication. 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.

Community Development Department engages in a continuous effort to attract and retain qualified staff that reflect the demographics of the Community. We advertise department specific job openings through professional organizations to reach out to qualified candidates. Additionally, we maintain informative websites that describe our department.

(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. This includes communicating information to the general public, and participating in discussions with the public.

(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 <u>do not</u> provide specifics regarding the case(s), individual(s) involved, or corrective/disciplinary action taken.

There were no complaints that resulted in a Violation of County Policy during this period.

TABLE 1

WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data 2010 %	Census Data 2020 %	Workforce Composition County of Sacramento 2016 (1) #	%	2021 (2) #	%	Workforce Composition Community Development 2017 Report (3) #	%	2022 Report (4) #	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	9	3.8%	14	4.5%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	2	0.9%	3	1.0%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	28	12.0%	39	12.4%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	29	12.4%	23	7.3%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	26	11.1%	46	14.6%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	1	0.4%	1	0.3%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	139	59.4%	188	59.9%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	234	100.0%	314	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	95	40.6%	126	40.1%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	85	36.3%	87	27.7%

[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 COMPARISION

BETWEEN 2021 AND 2022 REPORTS

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**
1. Officials/Administrators	#	4	5	25	27	29	32	16	16	140	142
	%	2.9%	3.5%	17.9%	19.0%	20.7%	22.5%	11.4%	11.3%	100.0%	100.0%
2. Professionals	#	14	12	15	15	29	27	26	26	69	71
	%	20.3%	16.9%	21.7%	21.1%	42.0%	38.0%	37.7%	36.6%	100.0%	100.0%
3. Technicians	#	14	16	33	31	47	47	23	22	75	72
	%	18.7%	22.2%	44.0%	43.1%	62.7%	65.3%	30.7%	30.6%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals											
6. Office/Clerical Workers	#	14	16	5	4	19	20	23	23	30	29
	%	46.7%	55.2%	16.7%	13.8%	63.3%	69.0%	76.7%	79.3%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	46	49	78	77	124	126	88	87	314	314
	%	14.6%	15.6%	24.8%	24.5%	39.5%	40.1%	28.0%	27.7%	100.0%	100.0%

TABLE 2

* The numbers for the 2021 Report are taken from pay period 26, ending December 19, 2020
** 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 01/01/2021 to 12/31/2021)

NEW 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 HIRES	*0*	*0.0%*	*2*	*100.0%*	*2*	*100.0%*
TOTAL NEW HIRES	*0*	*0.0%*	*2*	*100.0%*	*2*	*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%	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 RE-HIRES	*0*	0.0%	*0*	0.0%	*0*	*0.0%*
TOTAL RE-HIRES	*0*	0.0%	*0*	0.0%	*0*	*100.0%*

COMMENTS FOR TABLE 3.1

No Re-Hires for the 1/1/2021 – 12/31/2021 timeframe

TABLE 3.2

Personnel Action Report

TERMINATIONS – Permanent Position Employees

(From 01/01/2021 to 12/31/2021)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	3	23.1%	5	38.5%	8	61.5%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	7.7%	0	0.0%	1	7.7%
Black	0	0.0%	1	7.7%	1	7.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	7.7%	1	7.7%	2	15.4%
Hispanic	0	0.0%	1	7.7%	1	7.7%
TOTAL MINORITY TERMINATIONS	*2*	*15.4%*	*3*	*23.1%*	*5*	*38.5%*
TOTAL TERMINATIONS	*5*	*38.5%*	*8*	*61.5%*	*13*	*100.0%*

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	2	15.4%	0	1
RESIGN OTHER EMPLOYMENT	1	7.7%	1	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	46.2%	3	3
DECEASED	0	0.0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	3	23.1%	1	0
AUTOMATIC RESIGNATION	1	7.7%	0	1
OTHER– Please list:	0	0.0%	0	0
Totals:	*13*	*100.0%*	*5*	*5*

COMMENTS FOR TABLE 3.2

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

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	1	10.0%	6	60.0%	7	70.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	10.0%	0	0.0%	1	10.0%
Black	1	10.0%	0	0.0%	1	10.0%
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	10.0%	0	0.0%	1	10.0%
TOTAL MINORITY PROMOTIONS	*3*	*30.0%*	*0*	*0.0%*	*3*	*30.0%*
TOTAL PROMOTIONS	*4*	*40.0%*	*6*	*60.0%*	*10*	*100.0%*

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%
TOTAL MINORITY DEMOTIONS	*0*	0.0%	*0*	0.0%	*0*	*0.0%*
TOTAL DEMOTIONS	*0*	0.0%	*0*	0.0%	*0*	*0.0%*

COMMENTS FOR TABLE 3.4

No Demotions for the 1/1/2021 – 12/31/2021 timeframe

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				A							1
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:				1							1

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