

**2022 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Environmental Management

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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 mission of the Sacramento County Environmental Management Department is to protect public health and the environment by ensuring compliance with environmental regulations.

Environmental Health Division services and functions: Food Protection, Recreational Health (Public Pool/Spa), Smoking Control, Construction Plan Review, Noise (Ambient/Mechanical), Employee Housing, Detention Facilities, Child Lead Illness investigations, Medical Waste, Body Art inspections, Stormwater, and Waste Tire inspections.

Environmental Compliance Division services and functions: Solid Waste Facilities, Business Emergency Response Plans, Hazardous Waste Generators, HazMat Storage, Underground/Above Ground Storage Tanks, Incident Response, HazMat Land Use, California Accident Release Prevention Program, Stormwater, Small Water Systems, Cross Connection Control, Recycled Water, Onsite Sewage Treatment Systems, Sewage Pumper Truck, Land Use Evaluations (Water/Wastes), Well Construction/Closure, Toxic Site Cleanup, Property/Environmental Evaluations and Monitoring Wells/Site Restoration.

Administration services and functions: Administrative staff perform services in the areas of Human Resources, Budget, Facilities, Contracts, Policies and Procedures, Imaging, Records Management, Information Technology and Accounting to support the programs named above.

- (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);

EMD is committed to hiring the most qualified candidate for each position, which has led to an increasingly diverse staff. The interview panel prepares standard questions which are presented to each candidate. The questions have a number of points assigned to each and the response is rated individually by the panel members. In many instances, a second round of interviews is conducted. Interviews are generally conducted by at least two people, often the panel is three members.

EMD has participated in various student intern programs, with some interns eventually being hired as professional staff. EMD has a Registered Environmental Health Specialist (REHS) training program. The training hours range from zero to 18 months depending on the degree conferred and courses completed in college. (On occasion trainees must pass additional

college courses.) Upon completion of the required number of training hours and successfully passing the State REHS Exam, trainees qualify for the first working level of the Environmental Specialist Series. Due to the COVID-19 pandemic, EMD has temporarily suspended the hiring of student interns, but intends to reinstitute in the future.

EMD provides many educational and training opportunities for staff. At the time of the annual performance evaluation an individual training plan is developed and agreed upon by the supervisor and the employee. The County's Tuition Reimbursement benefit is also made known to employees.

- (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 Environmental Management Department (EMD) historically has recruited student interns from local colleges such as California State University, Sacramento and the University of California at Davis by posting job announcements on school boards, websites and attending sponsored job fairs.

EMD recruits for candidates with a Bachelor's Degree in health science, public health, natural science, physical science, environmental science, or other related field by using statewide and national associations. These associations include California Environmental Health Association (CEHA), the National Environmental Health Association (NEHA), CA Conference of Directors of Environmental Health (CCDEH), and the Certified Unified Program Agency (CUPA).

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

Websites include: Sacramento County, CEHA, NEHA, CCDEH, CUPA, California State University, Sacramento and the University of California at Davis, and the County of Sacramento.

- (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.).

EMD's practice is to interview all eligible and interested internal candidates for promotional positions. New employees are mentored by experienced staff, providing on-the-job training. This provide development opportunities for new staff in communication, networking and skill development while fostering enhanced training skills for the mentor. In addition, Exam Notifications for County job classifications are sent to all staff by email.

EMD promotes and encourages career developmental training for all staff. Employees attend training provided the County as well as external training opportunities.

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

In addition to the County's job announcement process, EMD actively seeks to expand the pool of applicants for each program classification. Job announcements for continuous filing exams are posted on association web sites, provided at State-wide conferences and frequently advertised in local and other news outlets.

EMD staff will speak with elementary through secondary and colleges, increasing the awareness of the career opportunities in this field. Community contacts made by EMD employees are frequently referred to the County's jobs website when interest is expressed in EMD careers. EMD also seeks out additional field staff at statewide conferences and college career fairs by staffing recruitment booths with job flyers, applications and information on how to become a Registered Environmental Health Specialist.

- (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.).

EMD has a total allocation of 119 positions. Of that number, 23 are certified and paid a language differential. The languages represented are Spanish, Cantonese, Filipino, Hmong, Korean, Punjabi, Russian, and Vietnamese. Several other employees use a more limited knowledge of a second language for communicating with regulated businesses as needed. Additionally, EMD staff utilizes this knowledge to prepare and translate written materials such as guidance, applications, brochures, assistance bulletins, etc.

- (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.

EMD had no complaints in violation of county policy during the reporting period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

ETHNICITY	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Environmental Management			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	1	0.9%	1	0.9%
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%	30	26.5%	37	34.9%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	8	7.1%	7	6.6%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	8	7.1%	7	6.6%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	1	0.9%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	66	58.4%	53	50.0%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	113	100.0%	106	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	47	41.6%	53	50.0%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	58	51.3%	54	50.9%

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	
		2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**
1. Officials/Administrators	#	1	1	1	1	2	2	3	2	7	7
	%	14.3%	14.3%	14.3%	14.3%	28.6%	28.6%	42.9%	28.6%	100.0%	100.0%
2. Professionals	#	18	17	25	22	43	39	38	35	85	79
	%	21.2%	21.5%	29.4%	27.8%	50.6%	49.4%	44.7%	44.3%	100.0%	100.0%
3. Technicians	#	4	2	0	1	4	3	8	5	10	6
	%	40.0%	33.3%	0.0%	16.7%	40.0%	50.0%	80.0%	83.3%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	6	7	2	2	8	9	11	12	13	14
	%	46.2%	50.0%	15.4%	14.3%	61.5%	64.3%	84.6%	85.7%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	29	27	28	26	57	53	60	54	115	106
	%	25.2%	25.5%	24.3%	24.5%	49.6%	50.0%	52.2%	50.9%	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	1	50.0%	0	0.0%	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%	0	0.0%	0	0.0%
<i>TOTAL MINORITY HIRES</i>	<i>1</i>	<i>50.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>50.0%</i>
<i>TOTAL NEW HIRES</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>

NEW RE-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	1	50.0%	0	0.0%	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%	0	0.0%	0	0.0%
<i>TOTAL MINORITY RE-HIRES</i>	<i>1</i>	<i>50.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>50.0%</i>
<i>TOTAL NEW RE-HIRES</i>	<i>1</i>	<i>50.0%</i>	<i>1</i>	<i>50.0%</i>	<i>2</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.1

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

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	5	35.7%	2	14.3%	7	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	14.3%	2	14.3%	4	28.6%
Black	1	7.1%	0	0.0%	1	7.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	7.1%	0	0.0%	1	7.1%
Hispanic	1	7.1%	0	0.0%	1	7.1%
TOTAL MINORITY TERMINATIONS	5	35.7%	2	14.3%	7	50.0%
TOTAL TERMINATIONS	10	71.4%	4	28.6%	14	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	5	35.7%	5	2
RESIGN OTHER EMPLOYMENT	1	7.1%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	7	50.0%	5	4
DECEASED	1	7.1%	0	1
LAID OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0.0%	0	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	14	100.0%	10	7

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	8	33.3%	4	16.7%	12	50.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	4	16.7%	4	16.7%	8	33.3%
Black	1	4.2%	0	0.0%	1	4.2%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	4.2%	1	4.2%	2	8.3%
Hispanic	0	0.0%	1	4.2%	1	4.2%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>6</i>	<i>25.0%</i>	<i>6</i>	<i>25.0%</i>	<i>12</i>	<i>50.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>14</i>	<i>58.3%</i>	<i>10</i>	<i>41.7%</i>	<i>24</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%	1	100.0%	1	100.0%
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>1</i>	<i>100.0%</i>	<i>1</i>	<i>100.0%</i>
<i>TOTAL DEMOTIONS</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>	<i>1</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.
	Violatio n	No Violation	Insuff Evid	On-going	Violatio n	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. ***[Environmental Management 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.