

**2022 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Office of the County Executive

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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 Office of the County Executive ensures all county activities are efficient and effectively administered on behalf of the Board of Supervisors and its constituents. This is achieved by providing: 1) program oversight to county departments; 2) coordinated policy development and implementation; 3) coordination with elected officials; 4) coordinated intergovernmental activities, including legislative advocacy and public records; 5) budget analysis; 6) coordinated internal and external communication; 7) coordinated planning and economic development activities; and 6) monitoring and reporting of major system indicators.

(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 adheres to County policies and procedures and Civil Service Rules to select the best qualified person. The determination of qualification is based upon competitive examination for the position. Moreover, vacancies in the Civil Service-exempt classes are generally filled following a recruitment process that may encompass a nationwide, statewide, or local search, depending on the specific needs of the department. The Office of the County Executive is committed to providing equal opportunity to all candidates and securing a diverse work force comprised of the best and brightest candidates.

As it relates to education and training opportunities, employees are provided time off for job-related or career-development training. The County of Sacramento provides an online resource center, as well as, ongoing workforce learning programs through the Department of Personnel Services Leadership and Organizational Development unit. Also, the Office of the County Executive has participated in various student intern programs with some interns eventually being hired as professional staff.

(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.

All vacancies are advertised on the County website. The Countywide Recruitment team hosts and attends several recruitment activities and formal career discussions (e.g. job talks, etc.) every month. At each event, the team recruits for, promotes, and advertises the Office of

the County Executive team's active and anticipated recruitments. Examples of related activities for which the Recruitment Team attended since early 2021:

- Sacramento County's Application Workshop
- Sacramento County's Application Workshop @ Los Rios
- UC Davis Career Fair
- LGBT You Betta Get to Work Career Fair
- Virtual Job Talk
- Los Rios Career Fair
- US Davis Spring Career Fair
- UAGC Career Fair
- Path to County Service Workshop
- Sac Jobs Career Fair
- SAVA Education and Workforce Convention
- CSUS Virtual Job and Internship Fair
- BIS Society Presentation & Networking
- Virtual Career Fair with Hillsdale EDD
- UC Davis Internship and Career Fair
- Los Rios Community College Career Fair
- Careers with Sacramento County at Los Rios
- Let's Talk Jobs with Highlands Charter School
- Info Session w/ Los Rios CC
- Tri-County Career Fair
- Path to County Service Workshop @ Weave
- CSU Chico Fall Career Fair
- CSU Stanislaus Career Fair
- Airports Career Fair
- CSUS Career Fair
- UC Davis Internship and Career Fair
- Los Rios Community College Career Fair
- University Arizona Global Campus
- P2CS at Weave

Direct Outreach to industry specific community groups, boards, and various stakeholders as related to the field and the services provided by the department/agency associated with active recruitments. Community engagement activities include, but are not limited to, meetings with and outreach to health service providers, local and State development firms, animal welfare associations and volunteers, restaurant associations, and health and environmental advisory boards.

All County examinations and recruitments are directly advertised through Careers in Government, which distributes and promotes County job announcements to a wide variety of diversity-focused networks as well as various job boards, including:

- The Careers in Government Twitter account, which has approximately 102,300 followers
- The Careers in Government Facebook account, which has nearly 90,000 followers
- The Careers in Government LinkedIn profile, which has more than 100,000 connections
- The Careers in Government Instagram, which has over 12,800 followers

- Google+
- Glassdoor
- Zip Recruiter
- Nexxt
- African American Network
- Asian Job Network
- Disability Network
- Latino Network
- Retirement Network
- Woman’s Job Network
- Veteran Job Network

The Careers in Government network, inclusive of the above listed job boards and networks, reaches an average of over 31 million job seekers monthly. Additionally, Careers in Government distributes our postings with large aggregator sites to hundreds of niche and targeted sites through Talroo, Appcast, Reach and the National Diversity Network.

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

All vacancies are advertised on the County website. Additionally, the Office of the County Executive’s positions are advertised via a wide variety of local, State, and national job boards and platforms. Related examples for which advertisements were posted over the past year include the following:

- California State Association of Counties
- American Public Works Association (APWA)
- American Society of Civil Engineers (ASCE)
- National Society of Professional Engineers (NSPE)
- California Building Officials (CALBO)
- Construction Management Association of America – Northern California Chapter (CMMA)
- Construction Management Association of America – Southern California Chapter (CMMA)
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- CA Association of Sanitation Agencies (CASA)
- American Public Human Services Association (APHSA)
- National Association of County Administrators (NACA) – via ICMA
- National Organization for Human Services
- Association for Community Health Improvement
- National Association of Counties (NaCO)
- National Association of Health Services Executives (NAHSE)
- National Association of County Human Services Administrators (NACHSA)
- Child Support Directors Association of California (CSDACA)
- National Child Support Enforcement Association (NCSEA)

- County Health Executives Association of California (CHEAC)
- International City/County Management Association
- California Society of Municipal Finance Officers
- California City News Organization
- California State Coroners Association
- American Board of Medicolegal Death Investigators
- California State Sheriff's Association
- National Animal Care & Control Association (NACA)
- The Association for Animal Welfare Advancement
- National Association of Environmental Professionals (NAEP)
- National Registry of Environmental Professionals
- Associate of Environmental Professionals (AEP)
- CA Water Environmental Association (CWEA)
- WateReuse
- California Association of Sanitation Agencies
- Water District Jobs
- BC Water Jobs
- California Water Environment Association
- Association of California Water Agencies
- County's Social Media Platforms
- Government Jobs
- Careers in Government

(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 Office of the County Executive informs and encourages employees to pursue variety of job opportunities (promotions, transfers, examinations), both locally and within other agencies, through hard copies of the announcements posted in a specific location. Employees are encouraged to access the County's NeoGov System which allows timely notifications for job opportunities and examinations. By accessing the website, employees can view any examinations that are currently open, review minimum qualifications for various job classifications throughout the County, and submit electronic interest cards for examinations that are not currently open.

In coordination with DPS, the Office of the County Executive will be sponsoring the Sacramento County Mentorship Program (SCMP), launching with three goals: Promote Leadership Development, Strengthen the Department Culture, and Increase Employee Engagement and Retention. This program will be open to all employees who desire to grow personally and professionally.

Additionally, the program entails the following seven objectives to ensure goals are achieved:

- Communicate organizational culture

- Develop skills competence
- Prepare employees for a specific job/role
- Increase employee job satisfaction
- Decrease turnover
- Increase inclusion (Support women, minority, and LGBTQ employees)
- Succession planning

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

While adhering to Civil Service rules and County policies and procedures, the Office of the County Executive engages in a continuous effort to attract and retain qualified staff that reflects the demographics of the community. This is accomplished by notification through web notification through numerous professional organizations as outlined in sections 3 and 4. Additionally, we maintain informative websites, both internal and external to Sacramento County, which 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)

County Executive staff host and attend community meetings and are also members of various chambers, Boards and Commissions, and associations within Sacramento 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.

There were no complaints with a finding of 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				Office of the County Executive			
			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%	3	3.3%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	1	1.3%	1	1.1%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	5	6.7%	11	12.0%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	8	10.7%	13	14.1%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	12	16.0%	12	13.0%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	0	0.0%	1	1.1%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	49	65.3%	51	55.4%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	75	100.0%	92	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	26	34.7%	41	44.6%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	50	66.7%	63	68.5%

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	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**	2020*	2022**
1. Officials/Administrators	#	7	7	4	6	11	13	31	22	49	36
	%	14.3%	19.4%	8.2%	16.7%	22.4%	36.1%	63.3%	61.1%	100.0%	100.0%
2. Professionals	#	16	11	8	2	24	13	33	21	56	30
	%	28.6%	36.7%	14.3%	6.7%	42.9%	43.3%	58.9%	70.0%	100.0%	100.0%
3. Technicians	#	1	1	1	2	2	3	1	1	4	4
	%	25.0%	25.0%	25.0%	50.0%	50.0%	75.0%	25.0%	25.0%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	16	10	1	2	17	12	27	19	31	22
	%	51.6%	45.5%	3.2%	9.1%	54.8%	54.5%	87.1%	86.4%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	40	29	14	12	54	41	92	63	140	92
	%	28.6%	31.5%	10.0%	13.0%	38.6%	44.6%	65.7%	68.5%	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	5	33.3%	3	20.0%	8	53.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	6.7%	0	0.0%	1	6.7%
Black	0	0.0%	1	6.7%	1	6.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	6.7%	0	0.0%	1	6.7%
Hispanic	3	20.0%	1	6.7%	4	26.7%
<i>TOTAL MINORITY HIRES</i>	5	33.3%	2	13.3%	7	46.7%
<i>TOTAL NEW HIRES</i>	10	66.7%	5	33.3%	15	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	2	100.0%	2	100.0%
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>	0	0.0%	0	0.0%	0	0.0%
<i>TOTAL NEW RE-HIRES</i>	0	0.0%	2	100.0%	2	100.0%

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	7	46.7%	5	33.3%	12	80.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	1	6.7%	0	0.0%	1	6.7%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	6.7%	0	0.0%	1	6.7%
Hispanic	1	6.7%	0	0.0%	1	6.7%
<i>TOTAL MINORITY TERMINATIONS</i>	3	20.0%	0	0.0%	3	20.0%
<i>TOTAL TERMINATIONS</i>	10	66.7%	5	33.3%	15	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	12	80.0%	7	1
RESIGN OTHER EMPLOYMENT	1	6.7%	1	0
EMPLOYEE INITIATED / NO REASON GIVEN	2	13.3%	2	2
DECEASED	0	0.0%	0	0
LAI D 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:	15	100.0%	10	3

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	2	22.2%	2	22.2%	4	44.4%
American Indian/Alaskan Native	1	11.1%	0	0.0%	1	11.1%
Asian	0	0.0%	1	11.1%	1	11.1%
Black	0	0.0%	1	11.1%	1	11.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	11.1%	1	11.1%
Hispanic	1	11.1%	0	0.0%	1	11.1%
TOTAL MINORITY PROMOTIONS	2	22.2%	3	33.3%	5	55.6%
TOTAL PROMOTIONS	4	44.4%	5	55.6%	9	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	100.0%

COMMENTS FOR TABLE 3.4

No demotions for 2020-2021

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		A									1
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		A									1
Religion											
Retaliation											
Sex/Gender											
Sexual Orientation											
TOTAL Allegations:		2									2

Note: Use an alpha to represent each complaint. *[Office of the County Executive 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..