

**2022 ANNUAL  
WORKFORCE STATISTICS REPORT**

*District Attorney*

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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.**

**Trial Services** – The District Attorney’s (DA’s) Office had 179 attorneys [includes 11 legal research assistants] who prosecute criminal cases; file civil, environmental and consumer cases; and engage in community prosecution efforts to address quality of life issues in neighborhoods. In addition, there are special units to prosecute specific types of crimes including, but not limited to, Domestic Violence; Homicide; Gangs and Hate Crimes; Cyber Crimes; Insurance Fraud; Special Assault and Child Abuse; Career Criminal; Child Abduction; Prison Crimes; and Vehicle Theft.

**Justice, Training & Integrity (JTI) Unit** – The JTI Unit is dedicated to ensuring our pursuit of justice is carried out with the highest level of integrity. The JTI Unit provides deputies with ethical and practical training and advice, institutes discovery safeguards, disseminates legal updates, evaluates and responds to allegations of prosecutorial misconduct, consults on office policies and develops protocols, litigates petitions for writ of habeas corpus, examines claims of actual innocence and wrongful conviction, reviews cases for post-conviction relief and resentencing (e.g., immigration and veterans’ resentencing, etc.), and conducts parole hearings. JTI is comprised of nine (9) attorneys, a paralegal, an investigative assistant, and two office assistants.

**Investigations** – The Bureau of Investigation for the DA’s Office had 40 investigators, 21 investigative assistants, and 13 process servers that provide trial support for the attorneys. Trial support includes, but is not limited to, follow-up investigation on cases submitted by local law enforcement agencies such as reviewing police reports; reviewing local law enforcement investigations; developing strategies for further investigation; writing search warrants; preparing arrest warrants for a magistrate’s signature; planning and service of the warrants; search, collection and preservation of seized evidence for case prosecution; arrest and transportation of wanted subjects to jail or for appearance in court; interstate extraditions; and testifying in court. Additionally, staff will locate victims and witnesses, serve subpoenas, interview witnesses, interrogate suspected criminals, as well as analyze and evaluate oral and written statements. Staff will also retrieve evidence booked by local law enforcement agencies that is required for a successful prosecution. Evidence may include law enforcement in-car camera videos, body camera footage, surveillance footage, mobile phone data, certified DMV/DOJ (Department of Justice) information, and crime scene photographs.

**Laboratory of Forensic Services (aka Crime Lab)** – The Sacramento County DA's Crime Lab is one of the few in California that is managed by a DA's Office. It had 38 criminalists and 2 forensic lab technicians. The Crime Lab has the highest quality service available for the recognition, collection, preservation, scientific analysis, and interpretation of physical evidence, with a goal towards presentation of such evidence in criminal court cases. The lab

has achieved the honor of being accredited by the American Society of Crime Lab Directors Laboratory Accreditation Board. The laboratory provides forensic services to all law enforcement agencies operating in Sacramento County. The laboratory is divided into four technical units including Alcohol and Drugs in Body Fluid (Toxicology), DNA and Serology (Biology), Drug Analysis (Chemistry) and finally Trace Evidence, Firearms and Tool Comparison, Arson (Criminalistics). The laboratory also assists law enforcement during field call-outs, providing support in the recognition, documentation, collection, preservation, examination and interpretation of physical evidence at crime scenes and clandestine laboratory scenes.

**Victim Witness Assistance Program** – With 18 advocates, the DA’s Office Victim Witness Assistant Program is dedicated to providing services to victims. Trained and experienced advocates provide crisis counseling, orientation to the criminal justice system, community referrals, assistance with applying for victim compensation, a support group for family members of homicide victims, and many other services. Assistants and information is available in several different languages. Special assistance is available to victims of elder abuse and dependent adult abuse.

**Justice & Community Relations (JCR) Bureau** – JCR was created to build upon existing programs and create new ways to work with members of the community on crime prevention. The bureau brings all community related efforts under one umbrella, allowing the office to maximize its reach, increase accessibility and communication with citizens and have a greater positive impact across the county. JCR includes all community outreach programs, media and government relations. The bureau also includes the nationally recognized Community Prosecution Unit (CPU). There are prosecutors working in neighborhoods throughout the county and City of Sacramento and Rancho Cordova. Community prosecutors create partnerships with citizens, law enforcement, community groups and businesses to proactively address quality of life issues including blight, prostitution, graffiti, and homelessness.

**Administration & Support** – Support is provided to the various units throughout the DA’s Office with staffing in various job classifications to include positions in executive management, administrative services, information technology and support staff. There were 101 employees in these job classifications in 2021.

**(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 Hiring Committee is primarily responsible for the professional hires in the DA’s Office including the hiring of lateral attorneys as well as paid post-bar law school students and paid summer interns who have completed their second year of law school. The Hiring Committee is currently comprised of seven people. This includes the Chief Deputy, three Assistant Chiefs, two unit Supervisors, and one Attorney Level 5. Of the current committee, three members are women, and three members are minorities.

The DA’s Office continued to hire individuals for post-bar legal research assistants (LRA) positions which are advertised at many law schools through the United States. Post-bar refers

to individuals who have taken the first bar exam offered after graduation and are awaiting bar results. The COVID pandemic impacted our operations. For instance, we were unable to visit law school campuses to conduct candidate interviews. In August 2021, 12 LRAs began work. Three of those candidates were minorities and six were women. These LRA candidates applied and interviewed in Summer and Fall of 2020. Of those 12 LRA's, all passed the bar exam on the first attempt.

In 2020, students in their last year of law school apply for post-bar LRA positions typically beginning shortly after taking the first bar exam immediately after law school graduation (typically in August). A total of 45 applications were received and 26 LRA candidates were interviewed. Of those interviewed, we made offers to 13 LRA candidates. One candidate withdrew after being offered a position.

The DA's Office has a paid Summer Intern program. In May 2021, we employed 6 Summer Interns. One of those Interns was a minority. Three of the interns were female. These Summer Intern candidates applied and interviewed in Summer and Fall of 2020. In Summer and Fall of 2020, the DA's Office Hiring Committee reviewed applications and interviewed law school students for paid positions beginning in 2021. All resumes were distributed to the Hiring Committee panel for review. In 2020, the DA's Office received 28 Summer Intern applications; 8 candidates were interviewed, and 6 offers were made.

For all Crime Lab positions, notices are sent to all crime laboratories within the state and the list of positions are sent to the American Society of Crime Laboratory Directors. The criminalist positions were posted on the American Academy of Forensic Sciences website and sent to the California Association of Criminalists (CAC) website. When the position was opened for County-wide recruitment, it was announced on [www.governmentjobs.com](http://www.governmentjobs.com). Additionally, the Crime Lab has several unpaid internship opportunities that are advertised with the master's degree programs at the University of California, Davis.

**(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 DA's Office hosts an Annual Diversity Open House and Reception in collaboration with the University of Pacific, McGeorge School of Law; University of California, Davis School of Law; and Lincoln Law School. This event affords law students an opportunity to talk with attorneys and other staff about career opportunities at the DA's Office. During this event, student also get to meet the District Attorney, learn about summer employment opportunities, and sign up to shadow a Deputy District Attorney for the day. After hosting the event for the past 15 years, the Diversity Reception was cancelled for 2020 and 2021 (due to the pandemic). We hope to resume the open house this year.

To expand recruitment, the DA's Office engages in on-campus interviews at numerous law schools throughout California. This involves members of the Hiring Committee traveling to campuses in an effort to recruit students with diverse backgrounds and interests.

The hiring committee did not visit law schools to conduct any on-campus interviews in 2020 and limited in person interviews in 2021, opting instead for the virtual options available. In 2021 we conducted over fifty interviews at over ten different schools. In 2021, we conducted on-campus interviews at the following California law schools: McGeorge, UC Davis, UCLA, Loyola, Pepperdine, Chapman, Hastings, USF, Santa Clara, and University of San Diego.

Additionally, in August 2021, we virtually attended the National Black Prosecutors Association 38<sup>th</sup> Annual Conference and Job Fair. At the fair we interviewed 7 candidates.

In 2015, the DA's Office created the Community and Government Relations division (CGR) aimed at increasing community engagement, maximizing prevention and education outreach efforts and strengthening public trust in the criminal justice system. The division was re-organized in 2019 and was renamed Justice and Community Relations (JCR). JCR combined CGR with the Justice, Training, and Integrity Unit and created a new division responsible for community and media relations (CMR).

Since 2015, one main focus of the bureau was to reach as many local youth as possible and provide them an introduction to careers in criminal justice. Beginning in 2015, the DA's Office, through the JCR Division, reached out to the youth of our community and conducted our annual Youth Shadow Day. The one-day program is designed to increase understanding and engage students in a positive relationship with members of the criminal justice system. High school students are given the opportunity to job shadow professionals from various criminal justice agencies. Based on their interests, students are paired with prosecuting attorneys, defense attorneys, probation officers, law enforcement officers, criminal investigators, and judges to get a first-hand look at the criminal justice process and the different roles within the system. Because JCR sought to have an ethnically diverse group of students, JCR sent invitations to all community-based organizations.

Our program has grown since our first Shadow Day in 2015, during which over 70 high school students participated in many different schools throughout the county. The second Shadow Day in 2016 was more successful with over 100 participants. Students were both ethnically and economically diverse. Starting in 2017, we expanded to host two shadow days each year with a total of approximately 200 students combined from both days. In 2019, over 270 applications were received from 77 different schools in Sacramento County. Unfortunately, due to the pandemic, which shut down our courts over the summer, we were unable to host our event in 2021.

In 2018, we introduced our first annual Crime Lab Shadow Day, and had 90 students participate. Due to the overwhelming response to our program, we added a second date. In 2019, we hosted over 130 students over two days at the Crime Lab, with 44 different schools represented. In 2020, we offered the program virtually for the first time and had an overwhelming response; we had over 90 students from all over the Sacramento region participate. In 2021, we again hosted our Crime Lab shadow days virtually via Zoom. We had over 68 high school students from 36 different schools participate.

In addition, during the 2021 school year, high school students participated in the DA's Youth Academy. Students learned about the criminal justice system as well as engaged in intervention and prevention programs regarding gangs and risks involving the use of social media in two-hour classes held every other week. This school year marked our 7th annual youth academy. We began by hosting one academy in the South Area back in 2015. Due to

high demand, we created three additional youth academies (East, North and Elk Grove/Galt). The academies run contemporaneously across the County, from September to March. To date, over 1,700 students from all over the County have graduated from this program. In 2019, over 200 students participated representing 73 different high schools. At the Youth Academies, there were 45 ethnically diverse presenters from the Court, Probation, Public Defender's Office, and the Police and Sheriff departments. Topics ranged from an overview of the criminal justice system, use of force, in-car cameras, criminal investigations, forensic science, gangs, abuse of marijuana, and distracted driving. The goals of the program were for students to see firsthand the criminal justice system, have open dialog about issues that affect youth today, and encourage students to consider a career in the justice system.

JCR continued to implement the Citizen's Academy which enjoyed its' 20th year in existence. The Citizen's Academy, which is a 10-week program, is designed to teach and exchange ideas with leaders in the various ethnic, religious and cultural communities in Sacramento. In 2019, 55 students completed the program that addresses issues such as racial profiling, use of force by law enforcement, and law enforcement oversight. However, due to the pandemic, the Citizen's Academy was cancelled for 2020. We resumed the program virtually in 2021 and had 43 participants graduate.

JCR continues to expand their outreach work through our Speakers Bureau. Community groups from all over Sacramento County can request a speaker to present on various subjects. DA personnel have also attended various career fairs throughout the county. In 2020, thanks to virtual adaptations our office spoke to over 35 different organizations and groups on topics such as identity theft, elder abuse, cybercrimes, real estate fraud, consumer protection, domestic violence, human trafficking, gangs, DUIs, drugs and narcotics, and juvenile criminal justice. In 2021, the DA's Office continued to organize and provide speakers for the Luther Burbank High School Law and Justice Academy where throughout the school year students are taught about the various areas within the criminal justice system. The DA's GIFT (Gun Violence for Teens) program could not be presented in the juvenile detention center in 2021 due to COVID. However, the iSMART (Internet, Social Media Awareness and Training) program was taught at 5 different Sacramento schools in 2021. We conducted over 57 separate iSMART presentations in 2021 reaching over 1000 students.

The DA's Office also attends multi-cultural events for recruitment, representation and information including, but not limited to, Crime Victims United, MLK Annual Celebration, My Sister's House Anniversary Gala, SacLEGAL Annual Founders Award, National Night Out, Legal Fusion Dinner/Gala, A Community for Peace Celebration of Hope Dinner, Annual CAIR of Sacramento Valley Celebration Banquet, CAPITAL Celebrasian Dinner, Chicks in Crisis Celebration Dinner, City of Refuge – the Table Event, Emerging Latino Foundation Event, Mothers Against Drunk Driving (MADD) Annual Dinner, WEAVE Anniversary Celebration, Asian Resources Annual Reception, Asian Peace Officers Association Annual Community Service Dinner, Asian Pacific Bar Association of Sacramento Annual Dinner Gala, Friends of the Wiley W. Manuel Bar Association, and the Unity Bar Association Dinner. In 2021 we were only able to attend most events virtually via Zoom.

During non-COVID times, we routinely sponsor minority bar association events like the Asian Pacific Bar Association of Sacramento Annual Dinner Gala, Friends of the Wiley W. Manuel Bar Association, and the Unity Bar Association Dinner. We also routinely give presentations to minority organizations.

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

The DA's Office advertises attorney and some management positions with the California District Attorneys Association (CDA) ([cdaa.org](http://cdaa.org)) along with job postings on the [sacda.org](http://sacda.org) and governmentjobs.com websites. In addition, for all Crime Lab positions, notices are sent to all crime laboratories within the state and the list of positions are sent to the American Society of Crime Laboratory Directors.

**(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 DA's Office notifies DA employees weekly of job opportunities via a DA wide email distribution list for all county positions when the job is announced by the Department of Personnel Services. Email distribution is also used for promotional opportunities and a link is posted on the DA's Intranet website for DA employees to access all current job announcements.

Attorneys have the opportunity to work in assignments that give them opportunities to be assistants to the supervisors and supervise in the supervisor's absence. In addition, the attorneys have Mandatory Continuing Legal Education (MCLE) training that is provided in-house which is also a career development activity. Some topics are trained by the attorneys due to their experience. The above experience enables attorneys to better perform on the Principal Criminal Attorney exam. Executive Management encourage supervisors to mentor and encourage staff to attend training classes.

In addition to countywide courses that are made available to DA staff for education and career development, an internal/in-house program has been created for support staff. While past focus has been on Excel, Outlook, and amended complaint training, the current focus is on County promotional job exams and the application process. The variety of courses offered have helped employees hone their skillset in their present positions and prepare for future advancement opportunities. Interested employees are also offered the opportunity to have special assignments to increase their job knowledge and experience, and staff rotations are occurring routinely to improve abilities and expand knowledge of the office. All of these programs assist current employees by improving their skills and increasing their opportunities for promotion.

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

The Mission of the DA's Office is "Seek Justice, Serve Justice, Do Justice." This motto refers not only to our efforts in the courtroom, but our efforts in representing victims of crime and their families and in providing equal opportunity to all employees and all applicants for positions within this office. The JCR was formed to assist with the DA's mission. It is responsible for the continued development of new programs in our community. It is providing



outreach to local communities consisting of all ethnicities, cultures, and religions to include schools, parents and children, and the business community. It is informing the community of the DA's Office role in the justice system and in the public safety community. Additionally, JCR plays an important role in legislative advocacy for the DA's Office on behalf of the citizens of this community.

**(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)**

JCR continued to implement the Citizen's Academy, which is open to all Sacramento residents over the age of 18. The academy enjoyed its 21st year in existence in 2021. The Citizen's Academy, which is now a 10-week program, is designed to teach and exchange ideas with leaders in the various ethnic, religious and cultural communities in Sacramento. In 2019, 55 students completed the program that addresses issues such as racial profiling, use of force by law enforcement, and law enforcement oversight. However, due to the pandemic, the Citizen's Academy was cancelled for 2020. We resumed the program virtually in 2021 and had 43 participants graduate.

In 2018, our office launched the "We Connect" program. This program is designed to allow our new lawyers to work hands-on in the community and learn about their neighborhoods, cultures, and lifestyles to build stronger relationships and get a better understanding of all the communities we serve. In 2019, the new attorneys in our office helped several community groups conduct their events including La Familia and Brother to Brother. Unfortunately, due to the pandemic, we were unable to participate in-person in 2020 or 2021. We look forward to continuing the program in 2022.

In 2019, our office launched the one-of-a-kind Youth and Community Connect App (YCC). The YCC is specifically designed to serve the youth in the community by linking them to resources provided by schools, government agencies, community, and faith-based organizations. We continue to promote and add vendors to this app. There are currently 61 organizations listed that represent 246 individual programs that connect youth to community resources. In 2021, we collaborated with the Health Education Council (HEC) which is a nonprofit organization committed to promoting health and preventing chronic disease in underserved communities to promote the app. We shared the app with youth through programs like Peers Helping Peers (Youth Mental Health Program) and SHOP (Safety, Health Opportunities and Practice). Our collaboration reached over 400 youth and community members.

In 2021, five prosecutors from the Community Prosecution Unit attended over 215 community meetings, most of which were conducted virtually. Every effort was made to continue to engage with the community, despite the limitations created by the pandemic. The focus of the community meetings is to address community concerns and to find creative solutions to those issues. Issues raised by the community most often involve properties where drug/ criminal activity are occurring or areas with large homeless camps. Each issue raised by the community is evaluated individually and the CPU attorneys work with our law enforcement partners to find solutions. One approach that often works is to contact the offending property owner and

advise them of the legal consequences of allowing nuisance activity to occur. The typical owner wants to abate the nuisance rather than face prosecution, so we work to find solutions to the harmful activity.

“Understanding Your Rights” was a new program created in 2018 in response to several landlords exploiting the non-English speaking community by providing them with substandard housing. As a result, the DA’s Office, Sacramento City Attorney’s Office, Sacramento City and County Code Enforcement, local law enforcement and Highlands Charter School partnered to create a multi-lingual education program with the goal of informing these vulnerable groups of their basic legal rights. The program is presented at various Highland Charter School locations throughout Sacramento County. The benefits of the program include the explanation of landlord accountability, assisting the refugee community to adapt to their new lives in our community, an improved community relationship between law enforcement and the newest arrivals and a safe place for open discussion. The program is presented in English, and with the help of interpreters it is translated in Farsi, Arabic, Russian, and Spanish. In 2019, we presented 30 classes. To date, over 900 adult students have participated in the program. Due to the pandemic, we were unable to conduct this presentation in 2020 and 2021. We do anticipate being able to present again in 2022.

When we could safely do so, we continued our outreach efforts in 2021 for all sectors in the community. DA employees attended several community events including National Night Out, the Invictus Games basketball tournament (which hosted over 100 under-privileged youth), and Santa in Natomas.

In 2021, in response to the increasing numbers of Fentanyl-related deaths in the county, we partnered with the Department of Health Services, Substance Use Prevention and Treatment Services to promote a Fentanyl awareness campaign. We created a website dedicated to sharing knowledge and resources about the Fentanyl epidemic and started an ad campaign which featured public safety announcements. Our office also sponsored a Fentanyl Awareness Safety fair which hosted over 200 community members.

Also in 2021, in response to the increase in hate crimes across the country, the DA’s Office attended several anti-hate awareness/safety events at various locations including the Wong Center, Vinh Phat market, and the Indo-Chinese friendship Association. Our office employees also volunteered as safety attendants for the Safety on Stockton initiative sponsored by the Stockton PBID.

JCR continues to expand their outreach work through our Speaker’s Bureau. Community groups from all over Sacramento County can request a speaker to present on various subjects. DA personnel have also attended various career fairs throughout the county. In 2020, thanks to virtual adaptations our office spoke to over 35 different organizations and groups on topics such as identity theft, elder abuse, cybercrimes, real estate fraud, consumer protection, domestic violence, human trafficking, gangs, DUIs, drugs and narcotics, and juvenile criminal justice. We continued our virtual speaking engagements in 2021 to twelve different 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.**

There were no complaints with a finding of merit in 2021.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				District Attorney			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	6.5%	243	2.2%	366	3.3%	12	3.0%	17	4.2%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	119	1.1%	102	0.9%	1	0.2%	1	0.2%
<b>Asian</b>	13.6%	17.4%	1,670	14.9%	1,841	16.4%	44	11.0%	59	14.6%
<b>Black/African American</b>	10.5%	9.2%	1,369	12.2%	1,286	11.5%	24	6.0%	15	3.7%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,769	15.8%	2,098	18.7%	50	12.5%	59	14.6%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	108	1.0%	128	1.1%	3	0.7%	4	1.0%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,937	52.9%	5,383	48.0%	267	66.6%	250	61.7%
<b>Total</b>	100.0%	100.0%	11,215	100.0%	11,204	100.0%	401	100.0%	405	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,278	47.1%	5,821	52.0%	134	33.4%	155	38.3%
<b>Female Representation</b>	50.8%	51.1%	5,767	51.4%	5,733	51.2%	233	58.1%	228	56.3%

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

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

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

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

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2021 AND 2022 REPORTS**

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**
1. Officials/Administrators	#	0	0	2	3	2	3	5	5	16	17
	%	0.0%	0.0%	12.5%	17.6%	12.5%	17.6%	31.3%	29.4%	100.0%	100.0%
2. Professionals	#	47	56	27	27	74	83	132	142	227	239
	%	20.7%	23.4%	11.9%	11.3%	32.6%	34.7%	58.1%	59.4%	100.0%	100.0%
3. Technicians	#	2	4	3	3	5	7	2	6	11	14
	%	18.2%	28.6%	27.3%	21.4%	45.5%	50.0%	18.2%	42.9%	100.0%	100.0%
4. Protective Services	#	1	1	6	8	7	9	6	8	32	39
	%	3.1%	2.6%	18.8%	20.5%	21.9%	23.1%	18.8%	20.5%	100.0%	100.0%
5. Para-Professionals	#	5	5	2	1	7	6	12	12	21	20
	%	23.8%	25.0%	9.5%	5.0%	33.3%	30.0%	57.1%	60.0%	100.0%	100.0%
6. Office/Clerical Workers	#	37	35	10	12	47	47	57	55	75	76
	%	49.3%	46.1%	13.3%	15.8%	62.7%	61.8%	76.0%	72.4%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#										
	%										
Total	#	92	101	50	54	142	155	214	228	382	405
	%	24.1%	24.9%	13.1%	13.3%	37.2%	38.3%	56.0%	56.3%	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)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	18	31.03%	16	27.59%	34	58.62%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	3	5.17%	2	3.45%	5	8.62%
Black	0	0.0%	1	1.72%	1	1.72%
Native Hawaiian/Pacific Islander	2	3.45%	2	3.45%	4	6.9%
2 or More Races	0	0.0%	1	1.72%	1	1.72%
Hispanic	10	17.24%	3	5.17%	13	22.41%
<b>TOTAL MINORITY HIRES</b>	<b>15</b>	<b>25.9%</b>	<b>9</b>	<b>15.5%</b>	<b>24</b>	<b>41.4%</b>
<b>TOTAL NEW HIRES</b>	<b>33</b>	<b>56.9%</b>	<b>25</b>	<b>43.1%</b>	<b>58</b>	<b>100.0%</b>

<b>NEW RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	22.22%	1	11.11%	3	33.33%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	22.22%	2	22.22%
Black	1	11.11%	0	0.0%	1	11.11%
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	2	22.22%	1	11.11%	3	33.33%
<b>TOTAL MINORITY RE-HIRES</b>	<b>3</b>	<b>33.33%</b>	<b>3</b>	<b>33.33%</b>	<b>6</b>	<b>66.66%</b>
<b>TOTAL RE-HIRES</b>	<b>5</b>	<b>55.56%</b>	<b>4</b>	<b>44.44%</b>	<b>9</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.1**

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

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	12	38.71%	9	29.03.0%	21	67.74%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	1	3.23%	1	3.23%	2	6.45%
Black	0	0.0%	2	6.45%	2	6.45%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	3.23%	0	0.0%	1	3.23%
Hispanic	4	12.9%	1	3.23%	5	16.13%
<b><i>TOTAL MINORITY TERMINATIONS</i></b>	<b>6</b>	<b>19.35%</b>	<b>4</b>	<b>12.9%</b>	<b>10</b>	<b>32.26%</b>
<b><i>TOTAL TERMINATIONS</i></b>	<b>18</b>	<b>58.06%</b>	<b>13</b>	<b>41.94%</b>	<b>31</b>	<b>100.0%</b>

<b>REASON TERMINATED</b>	<b>Number</b>	<b>% of Total</b>	<b># of Female</b>	<b># of Minority</b>
RETIRED OR DISABILITY RETIREMENT	12	37.5%	6	3
RESIGN OTHER EMPLOYMENT	11	34.38%	7	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	18.75%	4	1
DECEASED	1	3.13%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	2	6.26%	1	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	32	100%	18	17

**COMMENTS FOR TABLE 3.2**

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

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	10	27.78%	9	25.0%	19	52.78%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	9	25.0%	2	5.56%	11	30.56%
Black	0	0.0%	1	2.78%	1	2.78%
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	3	8.33%	2	5.56%	5	13.89%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>12</b>	<b>33.33%</b>	<b>5</b>	<b>13.88%</b>	<b>17</b>	<b>47.22%</b>
<b>TOTAL PROMOTIONS</b>	<b>22</b>	<b>61.11%</b>	<b>14</b>	<b>38.89%</b>	<b>36</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
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%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>

**COMMENTS FOR TABLE 3.4**

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
(From 01/01/2021 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										A	1
Sex/Gender											
Sexual Orientation										A	1
<b>TOTAL Allegations:</b>										2	2

Note: Use an alpha to represent each complaint. ***[District Attorney had a total of 1 COMPLAINT]***  
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.*