

**2020 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

Office of the County Executive

Nav Gill, 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.

Most recruitments for the department are conducted through the Department of Personnel Services (DPS). DPS participates in local events within the community. DPS attends community job fairs throughout the County to provide information about the County's employment opportunities and provide presentations about how to apply for County jobs. These recruitment efforts help ensure a diverse applicant pool.

(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, some department vacancies have been advertised on the Sacramento Business Journal, the Sacramento Bee, Craigslist, Career Builder, and websites, such as, the California State Association of Counties, the League of California Cities, Government Finance Officers Association, Lobbying Jobs, California Association of County Treasurers and Tax Collectors, Cal CPA, and the Association of Government Accountants, etc.

(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 employees about a variety of job opportunities (promotions, transfers, examinations), both locally and within other agencies, through hard copies of the announcements posted in a specific location and e-mails if the opportunity is in a class specific to staff in within the office.

Staff is encouraged to apply for any promotional opportunities for which they are interested. Staff has access to the Department of Personnel Services website. 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.

Although the Office of the County Executive does not have an official mentoring program, senior staff are encouraged and take the initiative to provide support to new employees. Staff is provided an opportunity to work on various projects that span the breadth of countywide activities, often resulting in an ability to be promoted into a management position anywhere within the County.

(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 local newspaper ads and web notification through professional organizations. 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 regularly attends neighborhood meetings and are also members of various chambers 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 during the reporting period.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

| <i>ETHNICITY</i> | Census Data | Workforce Composition | | | | Workforce Composition | | | |
|---|-------------|-----------------------|--------|----------|--------|--------------------------------|--------|-----------------|--------|
| | 2010 | County of Sacramento | | | | Office of the County Executive | | | |
| | | 2014 (1) | | 2019 (2) | | 2015 Report (3) | | 2020 Report (4) | |
| | % | # | % | # | % | # | % | # | % |
| 2 or More Races | 4.4% | 177 | 1.6% | 318 | 2.8% | 0 | 0.0% | 2 | 1.4% |
| American Indian/Alaskan Native | 1.3% | 122 | 1.1% | 104 | 0.9% | 1 | 1.6% | 0 | 0.0% |
| Asian | 13.6% | 1,543 | 14.3% | 1,796 | 15.8% | 6 | 9.5% | 16 | 11.4% |
| Black/African American | 10.5% | 1,313 | 12.2% | 1,335 | 11.7% | 6 | 9.5% | 16 | 11.4% |
| Hispanic/Latino | 17.9% | 1,593 | 14.8% | 1,981 | 17.4% | 7 | 11.1% | 19 | 13.6% |
| Native Hawaiian/Pacific Islander | 1.0% | 87 | 0.8% | 120 | 1.1% | 0 | 0.0% | 1 | 0.7% |
| White/Non-Hispanic | 51.4% | 5,923 | 55.1% | 5,708 | 50.2% | 43 | 68.3% | 86 | 61.4% |
| Total | 100.0% | 10,758 | 100.0% | 11,362 | 100.0% | 63 | 100.0% | 140 | 100.0% |
| Minority Representation | 48.6% | 4,835 | 44.9% | 5,654 | 49.8% | 20 | 31.7% | 54 | 38.6% |
| Female Representation | 50.8% | 5,571 | 51.8% | 5,794 | 51.0% | 44 | 69.8% | 92 | 65.7% |

¹ Sacramento County Workforce as of pay period 26 ending 12/13/2014

² Sacramento County Workforce as of pay period 26 ending 12/21/2019

³ Employed by County of Sacramento as of pay period 26 ending 12/13/2014

⁴ Employed by County of Sacramento as of pay period 26 ending 12/21/2019

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2018 AND 2020 REPORTS

| JOB Categories | | Minority Females | | Minority Males | | Minority Total | | Female Total | | Total Employees | |
|-----------------------------|---|------------------|--------|----------------|--------|----------------|--------|--------------|--------|-----------------|--------|
| | | 2018* | 2020** | 2018* | 2020** | 2018* | 2020** | 2018* | 2020** | 2018* | 2020** |
| 1. Officials/Administrators | # | 8 | 7 | 8 | 4 | 16 | 11 | 31 | 31 | 56 | 49 |
| | % | 14.3% | 14.3% | 14.3% | 8.2% | 28.6% | 22.4% | 55.4% | 63.3% | 100.0% | 100.0% |
| 2. Professionals | # | 9 | 16 | 7 | 8 | 16 | 24 | 33 | 33 | 55 | 56 |
| | % | 16.4% | 28.6% | 12.7% | 14.3% | 29.1% | 42.9% | 60.0% | 58.9% | 100.0% | 100.0% |
| 3. Technicians | # | 3 | 1 | 1 | 1 | 4 | 2 | 3 | 1 | 6 | 4 |
| | % | 50.0% | 25.0% | 16.7% | 25.0% | 66.7% | 50.0% | 50.0% | 25.0% | 100.0% | 100.0% |
| 4. Protective Services | # | | | | | | | | | | |
| | % | | | | | | | | | | |
| 5. Para-Professionals | # | | | | | | | 1 | | 1 | |
| | % | | | | | | | 100.0% | | 100.0% | |
| 6. Office/Clerical Workers | # | 17 | 16 | 1 | 1 | 18 | 17 | 29 | 27 | 32 | 31 |
| | % | 53.1% | 51.6% | 3.1% | 3.2% | 56.3% | 54.8% | 90.6% | 87.1% | 100.0% | 100.0% |
| 7. Skilled Craft Workers | # | | | | | | | | | | |
| | % | | | | | | | | | | |
| 8. Service Maintenance | # | | | | | | | | | | |
| | % | | | | | | | | | | |
| Total | # | 37 | 40 | 17 | 14 | 54 | 54 | 97 | 92 | 150 | 140 |
| | % | 24.7% | 28.6% | 11.3% | 10.0% | 36.0% | 38.6% | 64.7% | 65.7% | 100.0% | 100.0% |

TABLE 2

* The numbers for the 2018 Report are taken from pay period 26, ending December 22, 2017

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

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

| NEW HIRES | FEMALE | % | MALE | % | TOTAL | % |
|----------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White | 1 | 16.7% | 1 | 16.7% | 2 | 33.3% |
| American Indian/Alaskan Native | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Asian | 2 | 33.3% | 0 | 0.0% | 2 | 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 | 1 | 16.7% | 1 | 16.7% | 2 | 33.3% |
| TOTAL MINORITY HIRES | 3 | 50.0% | 1 | 16.7% | 4 | 66.7% |
| TOTAL NEW HIRES | 4 | 66.7% | 2 | 33.3% | 6 | 100.0% |

| NEW RE-HIRES | FEMALE | % | MALE | % | TOTAL | % |
|----------------------------------|---------------|-------------|-------------|---------------|--------------|---------------|
| White | 0 | 0.0% | 1 | 16.7% | 1 | 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% |
| TOTAL MINORITY RE-HIRES | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| TOTAL NEW RE-HIRES | 0 | 0.0% | 1 | 100.0% | 1 | 100.0% |

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2018 to 12/31/2019)

| TERMINATIONS | FEMALE | % | MALE | % | TOTAL | % |
|------------------------------------|---------------|--------------|-------------|--------------|--------------|---------------|
| White | 2 | 28.6% | 4 | 57.1% | 6 | 85.7% |
| American Indian/Alaskan Native | 0 | 0.0% | 1 | 14.3% | 1 | 14.3% |
| 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 TERMINATIONS | 0 | 0.0% | 1 | 14.3% | 1 | 14.3% |
| TOTAL TERMINATIONS | 2 | 28.6% | 5 | 71.4% | 7 | 100.0% |

| REASON TERMINATED | Number | % of Total | # of Female | # of Minority |
|--|---------------|-------------------|--------------------|----------------------|
| RETIRED OR DISABILITY RETIREMENT | 5 | 71.4% | 1 | 1 |
| RESIGN OTHER EMPLOYMENT | 1 | 14.3% | 0 | 0 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 1 | 14.3% | 1 | 0 |
| DECEASED | 0 | 0.0% | 0 | 0 |
| 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: | 7 | 100% | 2 | 1 |

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2018 to 12/31/2019)

| PROMOTIONS | FEMALE | % | MALE | % | TOTAL | % |
|---|-----------------|----------------------|-----------------|--------------------|-----------------|----------------------|
| White | 3 | 75.0% | 0 | 0.0% | 3 | 75.0% |
| 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 | 25.0% | 0 | 0.0% | 1 | 25.0% |
| 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>25.0%</i> | <i>0</i> | <i>0.0%</i> | <i>1</i> | <i>25.0%</i> |
| <i>TOTAL PROMOTIONS</i> | <i>4</i> | <i>100.0%</i> | <i>0</i> | <i>0.0%</i> | <i>4</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 3.3

TABLE 4
Discrimination/Harassment Complaint Activity
 (From 01/01/2018 to 12/31/2019)

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: | | | | | | | | | | | 0 |

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