

**2021 ANNUAL
WORKFORCE STATISTICS REPORT**

Airports

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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 Sacramento County Department of Airports (Department) is responsible for the management and operation of the Sacramento County Airport System (County Airport System), consisting of Sacramento International Airport, Executive Airport, Mather Airport, and Franklin Field. Sacramento International Airport is the principal air carrier airport and serves the County of Sacramento and the surrounding area. Reliever airports include (1) Executive Airport, a general aviation airport, and (2) Mather Airport which serves as a cargo and general aviation facility. Franklin Field is a general aviation airstrip used mostly for training.

There are 25 sections/divisions within the Department: Accounting, Administration, Aircraft Rescue and Firefighting, Airport Concessions, Airside Operations, Landside Operations, Security and Communications Center, Parking and Ground Transportation, Operations Administration, General Aviation, Mather, Properties and Commercial Development, Air Service Development, DTech, Financial Planning and Analysis, Design and Development, Planning and Environment, Media & Communications, Facilities Management, Airfield Maintenance, Equipment Maintenance, Park Maintenance, Project Portfolio Management, Safety Management Systems and Central Warehouse and Purchasing Support.

- (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’s selection and hiring procedures includes:

- Advertising
 - Job announcements are posted on the County's internet and intranet sites ensuring all Department employees as well as the general public can view them.
 - Job openings are advertised in multiple national and local publications that reach a broad population. Specifically, the Department advertises employment opportunities in airport industry media such as Airports Council International-North America (ACI-NA) and the American Association of Airport Executives (AAAE).
 - Historically, the Department has attended and exhibited the County’s Airports at local job fairs and annual industry meetings such as the Transportation

Research Board (TRB). Due the COVID-19 outbreak this year, State Orders to “stay at home” and “socially distance” has prevented any outreach efforts this year.

- For technical positions such as engineers, architects and planners, the Department advertises in professional organizations such as American Society of Civil Engineers, Construction Management Association of America, American Institute of Architect, and American Planning Association.

➤ Selection Process:

- As much as possible, interview panels include internal, external and minority panel members to ensure diverse representation.
- As another means of gauging our recruitment and outreach successes, we query applicants to determine where they heard or learned about our vacancies by utilizing NEOGOV’s online hiring center.

➤ New Employee Orientation Training:

- In 2019, the Department updated the New Employee Orientation (NEO) Training manual. The NEO training class and tour conducted in the past has been suspended due to the pandemic.

- (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.

Due to the COVID-19 pandemic and state orders in place during this reporting period, the Department participated only virtually in industry conferences and other professional events for professional development purposes, which has limited exposure to any potential candidates.

- (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. Certain vacancies are advertised on specialized sites such as California Society of Certified Public Accountants (CalCPA) and Government Finance Officers Association (GFOA). The Department advertises engineer, architect, and planner vacancies in professional organizations such as American Society of Civil Engineers, Construction Management Association of America, American Institute of Architect, and American Planning Association. Additionally, many Department vacancies are advertised on airport industry websites, most notably Airports Council International – North America (ACI-NA) and the American Association of Airport Executives (AAAE). The County retains higher-level positions through industry recruiters such as ADK Executive Search who was retained to find replacement of the Airport Director in 2018. The Department outreach also includes military branches and academies for certain positions such as Fire Fighters.

(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 of Personnel Services West Team Human Resources staff assists employees in determining the appropriate County career path depending on their experience and aspirations.
- The Department has developed training on the County's Education Reimbursement Program to encourage employees to attain the education needed for some promotional opportunities. Department employees have access to the County Training Web Site and the Employment Services Division's Web Site.
- In addition, the Department has offered opportunities to full time employees to gain additional experience through special projects, training assignments and committee leadership.
- The Department continues to work with the County's Employment Services Division to revise class specifications to better create advancement opportunities through a more-specific and clear career path.
- The Human Resources team collects and reports on exit interview feedback to further improve employee career advancement processes.

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

The Department continues to fully support the County's Equal Employment Opportunity program in creating a workforce representative of the County we serve. The Department strives to achieve that objective through a number of processes. As in years past, our hiring and selection procedures ensure that our employment opportunities are disseminated to a widely diverse population both locally and nationally.

The Department encourages all employees to pursue both personal and professional growth through strong development programs offered through the aviation industry (ACI, AAAE and Others). Additional coaching and leadership training provided by the County's Training and Organization Development Office are encouraged. The Department also sends staff to participate in leadership development opportunities host by local chambers of commerce and professional organization,

The Department's leadership has a strong focus on Diversity, Equity and Inclusion (DEI) and takes on leadership role in DEI committees in regional organizations such as Southwest Chapter of American Association of Airport Executives and Sacramento Asian Chamber of Commerce.

- (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's marketing efforts continue to be designed to reach residents in the Northern California region and beyond. These efforts include advertisements on a broad diversity of radio, billboard ads, and online outlets. Our Marketing Division frequently makes special presentations to many different community groups. Department Planners actively seek diverse community participation in on-going noise forums and Master Planning efforts. This year, virtual pre-bid conferences for County contracting opportunities offered outreach efforts to minority and women owned businesses in the community. In addition, we will continue to promote greater public transportation options to the Airport such as the new Sacramento Regional Transit (SacRT) bus service.

In addition, as a Federal grant recipient, the Department adheres to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the grounds of race, color, or national origin.

- (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.

N/A This inquiry is not applicable due to the fact that there were no findings of Violation of County Policy.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	2019 American Community Survey Data	Workforce Composition				Workforce Composition			
		County of Sacramento				Airports			
		2015 (1)		2020 (2)		2016 Report (3)		2021 Report (4)	
		%	#	%	#	%	#	%	#
2 or More Races	5.4%	204	1.9%	338	3.0%	3	1.1%	11	3.5%
American Indian/Alaskan Native	0.4%	117	1.1%	103	0.9%	4	1.4%	2	0.6%
Asian	15.4%	1,619	14.7%	1,819	16.1%	35	12.7%	42	13.4%
Black/African American	9.5%	1,352	12.3%	1,307	11.6%	38	13.8%	30	9.6%
Hispanic/Latino	23.2%	1,694	15.4%	2,010	17.8%	57	20.7%	65	20.8%
Native Hawaiian/Pacific Islander	1.1%	94	0.9%	120	1.1%	6	2.2%	13	4.2%
Other	0.3%								
White/Non-Hispanic	44.7%	5,934	53.9%	5,574	49.5%	133	48.2%	150	47.9%
Total	100.0%	11,014	100.0%	11,271	100.0%	276	100.0%	313	100.0%
Minority Representation	55.3%	5,080	46.1%	5,697	50.5%	143	51.8%	163	52.1%
Female Representation	51.1%	5,671	51.5%	5,752	51.0%	69	25.0%	89	28.4%

¹ Sacramento County Workforce as of pay period 26 ending 12/26/2015

² Sacramento County Workforce as of pay period 26 ending 12/19/2020

³ Employed by County of Sacramento as of pay period 26 ending 12/26/2015

⁴ Employed by County of Sacramento as of pay period 26 ending 12/19/2020

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2021 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**
1. Officials/Administrators	#	1	1	12	13	13	14	10	13	50	54
	%	2.0%	1.9%	24.0%	24.1%	26.0%	25.9%	20.0%	24.1%	100.0%	100.0%
2. Professionals	#	9	10	7	7	16	17	19	18	47	50
	%	19.1%	20.0%	14.9%	14.0%	34.0%	34.0%	40.4%	36.0%	100.0%	100.0%
3. Technicians	#	1	2	0	2	1	4	1	2	4	7
	%	25.0%	28.6%	0.0%	28.6%	25.0%	57.1%	25.0%	28.6%	100.0%	100.0%
4. Protective Services	#	0	0	4	7	4	7	0	0	16	16
	%	0.0%	0.0%	25.0%	43.8%	25.0%	43.8%	0.0%	0.0%	100.0%	100.0%
5. Para-Professionals	#	1		0		1		1		1	
	%	100.0%		0.0%		100.0%		100.0%		100.0%	
6. Office/Clerical Workers	#	10	10	8	7	18	17	23	24	42	42
	%	23.8%	23.8%	19.0%	16.7%	42.9%	40.5%	54.8%	57.1%	100.0%	100.0%
7. Skilled Craft Workers	#	1	1	22	22	23	23	2	2	38	38
	%	2.6%	2.6%	57.9%	57.9%	60.5%	60.5%	5.3%	5.3%	100.0%	100.0%
8. Service Maintenance	#	24	25	63	56	87	81	29	30	111	106
	%	21.6%	23.6%	56.8%	52.8%	78.4%	76.4%	26.1%	28.3%	100.0%	100.0%
Total	#	47	49	116	114	163	163	85	89	309	313
	%	15.2%	15.7%	37.5%	36.4%	52.8%	52.1%	27.5%	28.4%	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 2021 Report are taken from pay period 26 ending December 19, 2020

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2020 to 12/31/2020)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	4.8%	10	47.6%	11	52.4%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	1	4.8%	1	4.8%
Black	0	0.0%	1	4.8%	1	4.8%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	4.8%	1	4.8%
Hispanic	2	9.5%	5	23.8%	7	33.3%
TOTAL MINORITY HIRES	2	9.5%	8	38.1%	10	47.6%
TOTAL NEW HIRES	3	14.3%	18	85.7%	21	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	1	100.0%	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 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 01/01/2020 to 12/31/2020)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	9.1%	10	45.5%	12	54.5%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	9.1%	2	9.1%
Black	0	0.0%	4	18.2%	4	18.2%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	4.5%	0	0.0%	1	4.5%
Hispanic	0	0.0%	3	13.6%	3	13.6%
<i>TOTAL MINORITY TERMINATIONS</i>	<i>1</i>	<i>4.5%</i>	<i>9</i>	<i>40.9%</i>	<i>10</i>	<i>45.5%</i>
<i>TOTAL TERMINATIONS</i>	<i>3</i>	<i>13.6%</i>	<i>19</i>	<i>86.4%</i>	<i>22</i>	<i>100.0%</i>

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	9	40.9%	0	6
RESIGN OTHER EMPLOYMENT	1	4.5%	0	1
EMPLOYEE INITIATED / NO REASON GIVEN	9	40.9%	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	13.6%	0	0
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	22	100%	3	10

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2020 to 12/31/2020)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	12.5%	7	43.8%	9	56.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	2	12.5%	2	12.5%
Black	0	0.0%	1	6.3%	1	6.3%
Native Hawaiian/Pacific Islander	1	6.3%	0	0.0%	1	6.3%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	3	18.8%	3	18.8%
TOTAL MINORITY PROMOTIONS	1	6.3%	6	37.5%	7	43.8%
TOTAL PROMOTIONS	3	18.8%	13	81.3%	16	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	2	100.0%	0	0.0%	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%
TOTAL MINORITY DEMOTIONS	0	0.0%	0	0.0%	0	0.0%
TOTAL DEMOTIONS	2	100.0%	0	0.0%	2	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2020 to 12/31/2020)

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		B		C							2
Religion											
Retaliation											
Sex/Gender		A									1
Sexual Orientation											
TOTAL Allegations:		2		1							3

Note: Use an alpha to represent each complaint. **[Airports had a total of 3 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..