**2017 ANNUAL**

**WORKFORCE STATISTICS REPORT**

***Sheriff/Correctional Health***

***Scott Jones, Sheriff***

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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 Sheriff’s Department is the primary law enforcement agency for the unincorporated areas of Sacramento County. The mission of the Sacramento County Sheriff’s Department is the protection of life and property, the preservation of the public peace and the enforcement of the law in partnership with our communities. In recognition of our mission, the Sacramento County Sheriff’s Department enforces the laws which govern our society, including Federal, State, and local statutes. The laws are enforced in a just manner, without prejudice.

The Sheriff’s Department is divided into service areas designed to meet the needs of the diverse and varied Sacramento community. The service areas include: the Office of the Sheriff, the Office of the Undersheriff, Support Services, Correctional Services, Contract and Regional Services, and Field and Investigative Services.

Additionally, the Sheriff’s Department provides law enforcement services on a contractual basis to the City of Rancho Cordova and the Sacramento International Airport.

(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 Sacramento County Sheriff’s Department adheres to Sacramento County Employment Office rules and regulations. Every applicant must complete a county application and the corresponding job class examination process. Upon completion of the application and testing process, each candidate is ranked by the Sacramento County Employment Office and a certification list (eligibility list) is generated. If the candidate is within the top three (3) ranks, they are eligible for hire.

Deputy Sheriff / Deputy Sheriff Recruit

The Sacramento County Sheriff’s Department’s Pre-Employment Investigation Unit receives the certification list. Based upon this list, candidates are invited to participate in the Physical Ability Testing portion of the process. If the candidate is successful at meeting the minimum standards set forth in the Physical Ability Test, they are invited to complete a Personal History Statement (PHS). The Pre-Employment Investigation Unit reviews each PHS, ensuring minimum qualifications are met.

If the candidate is selected for the background process, an investigation is conducted focusing on several areas of the candidate’s personal history, including: prior/present employment, military service, credit check, rental history, drug usage, driving record (citations/accidents), personal/professional reference checks and neighborhood canvasses.

Additionally, the candidates must complete a Computer Voice Stress Analyzer (CVSA) examination to verify the information the candidate provided in the PHS. Upon completion of a CVSA, the assigned background investigator conducts a Personal Assessment Interview with the candidate. This interview is to discuss any inconsistencies developed during the investigation or answer any questions the investigator may have regarding the candidate’s background information.

If the candidate is successful in the background process, a conditional offer of employment is extended. The conditional offer is contingent upon the candidate passing the applicable medical and physical examinations.

The Sacramento County Sheriff’s Department offers a variety of programs designed to assist candidates with successfully completing the selection and hiring process. These programs include multiple venues and methods.

Currently, personnel assigned to the Background Investigations Unit, along with the Auxiliary Recruitment Team, field candidate questions received via email, via phone and in person at recruiting events. Additionally, staff attend a multitude of community events, job fairs and career fairs at a variety of venues throughout the year.

Both sworn and professional staff assist the candidates in preparing for the testing process for various jobs. Included in this are practice sessions for both the physical and written tests.

Efforts are made to locate and hire the best qualified candidates throughout the state of California. Designated personnel assigned to the Background Investigations Unit and Auxiliary Recruitment Team visit and recruit from other law enforcement academies throughout California.

The Sacramento County Sheriff’s Department supports California State University, Sacramento by sponsoring internships in a variety of areas within the Sheriff’s Department. Interns have opportunities to see the inner working of various divisions and get a wide exposure to the variety of career paths within the Sacramento County Sheriff’s Department.

Additionally, the Sacramento County Sheriff’s Department supports a wide ranging volunteer program. Interested candidates can volunteer in a variety of divisions throughout the Sheriff’s Department, gaining experience and skills which will help them further their employment opportunities.

The Sacramento County Sheriff’s Department recognizes the need to constantly review and revamp practices and procedures in order to move forward with generational and populace changes. Therefore, the Background Investigations Unit is currently reviewing their outreach practices. Efforts are being made to identify new and innovative techniques to target a larger and more diverse group of people from which to recruit for all classifications within the Sacramento County Sheriff’s Department.

The Sheriff’s Department has continued to design, implement and improve outreach programs. We have continued our support and participation in the Links to Law Enforcement program. The Links to Law Enforcement program is supported by multiple law enforcement agencies and introduces candidates to the variety of career paths associated with Law Enforcement.

Additionally, the Sacramento County Sheriff’s Department continues to offer SPARTA (Sheriff’s Pre-Academy Recruit Training Activities), which is a free program available to anyone interested in becoming a law enforcement officer. SPARTA has a component of physical training, which mirrors current academy practices, along with a weekly presentation outlining some of the curriculum recruits will encounter as part of attending an academy.

The Pre-Employment Investigations and Recruitment Unit also designed two additional components to our recruiting arm. The Interview Seminar is a one day workshop hosted by the Recruitment Unit which offers tips and practical exercises to help candidates successfully navigate the interview process. The Employment Seminar is a one day workshop which educates candidates on the job opportunities available throughout the Sheriff’s Department. In the course of this seminar, the application process, selection process and background process are broken down for both sworn and professional staff candidates. Candidates are also given an opportunity to ask questions regarding employment with the Sheriff’s Department.

All of these programs were innovations designed to educate the Sacramento community regarding careers in Law Enforcement and to continually widen the draw from an ever changing pool of candidates.

(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 Sacramento County Sheriff’s Department and the County of Sacramento Employment website offer continuous information on current open positions with the Sheriff’s Department. Additionally, members of the Pre-Employment Backgrounds Investigation Unit and Auxiliary Recruitment Team members attend a variety of events on behalf of the Sacramento County Sheriff’s Department in an effort to help ensure a workforce representative of Sacramento County. For 2016, we attended the following events:

MLK Diversity Expo 1/18/2016

Pacific School 1/20/2016

Recruit Military 1/21/2016

My Brother’s Keeper Meeting 1/22/2016

Annual “TET” Lunar New Year 1/23/2016

Galt HS Career Fair 2/10/2016

Travis AFB Career Fair 2/22/2016

Smedburg School Career Fair 2/26/2016

CSU, Bakersfield Career Fair 2/29/2016

CSU, Fresno 3/1/2016

CSUS Career Fair 3/2/2016

Military Service Members 3/3/2016

UOP Career Fair 3/3/2016

CSU, Stanislaus 3/9/2016

Links to Law Enforcement 3/9/2016

CJ Magnate School Program 3/10/2016

Sierra College Pathways to LE 3/15/2016

DA Academy Career Fair 3/15/2016

Career Fair - Center HS 3/17/2016

Modesto Jr. College Career Fair 3/23/2016

Sac Urban League Diversity Fair 3/24/2016

SacJobs Career Fair 3/31/2016

William Jessup Univ. Career Fair 3/31/2016

UCD Police Cadet Career Fair 4/2/2016

Antelope High Career Fair 4/4/2016

Folsom Lake College Career Fair 4/6/2016

CSU, Chico Career Fair 4/6/2016

American River College Career Fair 4/7/2016

Kinney HS Career Fair 4/12/2016

Elk Grove HS Career Fair 4/13/2016

South SF Hire a Hero 4/20/2016

San Joaquin County Job Fair 4/21/2016

Calvin HS Job Fair 4/27/2016

Job Corps Career Fair 4/27/2016

Cosumnes River College Job Fair 4/27/2016

Presentation Rosemont HS 4/27/2016

Bring Your Child to Work Day 4/28/2016

CASA Event 4/28/2016

Hire a Vet 4/28/2016

Woodland Community Job Fair 4/28/2016

Sacramento City College Career Fair 5/3/2016

NH Optimist Club Safety Fair 5/14/2016

Travis AFB Career Fair 5/23/2016

Alexander Twilight School 5/27/2016

RAM/International Kids Day 5/28/2016

Fight 4 Life/1st Responders 5/30/2016

Sierra College Modular Academy 6/1/2016

Unity in the Community 6/5/2016

Univ. of Phoenix Presentation 6/6/2016

DA Citizen’s Academy Job Fair 6/9/2016

Kops N Kids Camp 6/20/2016

Sac. Regional Public Safety Center 6/21/2016

Assemblyman Cooley Job Fair 6/24/2016

Sonoma Raceway – Military Day 6/24/2016

CSUS LE Academy 7/11/2017

National Career Fair 7/12/2016

Delta College Public Safety Fair 7/12/2016

California State Fair 7/21/2016

Recruit Military 7/21/2016

Butte College Public Safety Fair 7/21/2016

Herald Days 8/6/2016

Unity in the Community 8/7/2016

Tri-County Job Fair 8/18/2016

Travis AFB Job Fair 8/26/2016

Elk Grove Multi-Cultural Fair 2/27/2016

CSUS – Static Booth 8/30/2016

CSUS – Static Booth 9/1/2016

Russian Media Multi-Cultural Fair 9/7/2016

Modesto Junior College Career Fair 9/7/2016

SacJobs Career Fair 9/28/2016

Sac. County Job Fair 9/29/2016

Feira de Educacion 10/1/2016

Aloha Festival 10/1/2016

Capital Air Show 10/1/2016

Capital Air Show 10/2/2016

COPSWEST 10/4/2016

COPSWEST 10/5/2016

ARC Career Fair 10/6/2016

CSUS Career Fair 10/7/2016

CSUS Police in Society Presentation 10/12/2016

Links to Law Enforcement 10/12/2016

Yolo County Job Fair 10/13/2016

SCC Career Fair 10/15/2016

Hire Our Heroes Spouses 10/18/2016

CSUS CJ Association Presentation 10/20/2016

CSUS CSO Program 10/22/2016

Oakmont HS Career Fair 10/24/2016

CSUS Public Service Career 10/26/2016

CSUS CJ Association Presentation 11/2/2016

Boy Scouts Pack 305 11/3/2016

CSUS Internship Fair 11/9/2016

Sacramento Job Corps 11/16/2016

Verizon / SETA 11/30/2016

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

The Sacramento County Sheriff’s Department advertises its job vacancies on the following websites:

* Sacramento Sheriff’s Department - http://www.sacsheriff.com
* County of Sacramento - http://agency.governmentjobs.com/sacramento
* SacJobs – Sacjobs.com
* Job Journal – Jobjournal.com
* PaYS Program – www.armypays.com
* VetReady Outreach & Recruitment Program – VetReady.org
* CSU, Sacramento - <http://www.csus.edu/careercenter/Employers/hornet-career-connection.html>
* Los Rios Community College - <http://www.losrios.edu/lrc/lincs.php>
* CSU Chico - <https://www.myinterfase.com/csuchico/employer/>
* UC Merced - <https://ucmerced-csm.symplicity.com/employers/>
* Sierra College - <http://www.sierracollege.edu/student-services/career-connections/employers/job.php>
* Santa Rosa Junior College - <http://www.santarosa.edu/for_students/student_resources/career-center/student-employment/for-employers.shtml>
* Napa Valley College - <http://www.napavalley.edu/studentservices/CareerCenter/Pages/ServicesEmployers.aspx>

(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 Sacramento County Sheriff’s Department and the County of Sacramento Employment website offer continuous information on current open positions, upcoming promotional exams and career advancement opportunities. The Sacramento County Sheriff’s Department also provides employees with information about courses hosted by local educational institutions which offer opportunities to increase an employee’s knowledge/eligibility for promotion.

There are several diverse organizations offering mentoring and career development to their members including, but not limited to: the National Organization of Black Law Enforcement Executives, Asian Peace Officers Association, National Latino Peace Officers Association and the International Association of Women Police.

In addition to the above organizations, many supervisors and managers within the Sacramento County Sheriff’s Department provide one on one mentoring to employees.

For specific promotional opportunities, such as the Sergeant and Lieutenant exams, the Sacramento County Sheriff’s Department offers a variety of venues to assist all eligible department employees in preparing for the examination process. There are links on the Sacramento County Sheriff’s Department’s internal webpage which provide “supervisor resources”. These links offer a variety of documents utilized by the Sacramento County Sheriff’s Department to help select and train promotional candidates. Current command staff and management members make themselves available to review applications and conduct one on one mentoring for candidates. Internal leadership training classes are offered, to help prepare employees for the step into supervising/management positions.

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

The Sacramento County Sheriff’s Department is committed to the goal of equal access by all citizens to Sacramento County employment, services and benefits. It is the policy of the Sacramento County Sheriff’s Department that no person shall be unlawfully denied such employment opportunities, services, or benefits. Additionally, no applicant shall be subjected to unlawful discrimination in any of the Sacramento County Employment Office or the Sacramento County Sheriff’s Department’s programs or activities.

The priority of the Sheriff’s Department is to prohibit discrimination. No person employed by or otherwise under the direction and control of the Sacramento County Sheriff’s Department shall engage in any act that illegally discriminates against any person or protected group. We work to prevent discrimination before it occurs through outreach, partnership, education and technical assistance. Policies are distributed to all new employees during New Employee Orientation. On-going training and education are conducted annually. Complaint policies and procedures are also available on the Sacramento County Sheriff’s Department intranet site.

(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 Sheriff’s Department is dedicated to maintaining collaborative relationships between County agencies.  Supportive training is conducted and attended by multiple County agencies to ensure consistent application of processes.  Service delivery for citizen complaints regarding a discriminatory act, policy, order, procedure, or practice unrelated to employment matters are received and investigated.

(8) For complaints reported in Table 4, if there were any with a finding of *merit*, 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.

**Formal Case With Merit:**

**Sexual Harassment** – 1 case was formally investigated. (1) A investigation was completed. The subject employee received corrective action documentation along with copies of the Department’s and County’s sexual harassment policies. The subject employee must also attend County harassment training.

**Discrimination – 2** cases were formally investigated. (1) A formal review and investigation was started. The subject employee retired prior to the completion of the investigation. (2) This case is currently being investigated formally.

**Hostile Work Environment/Discourteous Treatment –** 3 cases currently under review.

**Non-formal Cases With Merit:**

**Sexual Harassment – 7** cases were decided informally. (1) Case- Cease and Desist order was issued along with copies of the Sheriff’s Department and County’s sexual harassment policy. The subject officer also received corrective action documentation and required to complete training. (2) Case- Cease and Desist order was issues along with copies of the Sheriff’s Department and County’s sexual harassment policy. (3) Case- Cease and Desist order was issued along with copies of the Sheriff’s Department and County’s sexual harassment policy, and the subject officer was released from the training academy. (4) Case- Cease and Desist order was issued along with copies of the Sheriff’s Department and County’s sexual harassment policy. The subject officer also received corrective action documentation. (5) Case- Cease and Desist order was issued along with copies of the Sheriff’s Department and County’s sexual harassment policy. (6) Case- Involved inmate contact with an employee. The inmate received additional criminal charges. (7) Case- Involved employee outside of the Sheriff’s Department. The subject and their employer were verbally advised of the behavior and Sheriff’s Department policy.

**Discrimination**- 1 case was decided informally. Cease and Desist order was issued along with copies of the Sheriff’s Department and County’s discrimination policy. The subject officer also required to attend training.

**TABLE 1**

**WORKFORCE COMPARATIVE ANALYSIS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Census Data** | **Workforce Composition** | | | | **Workforce Composition** | | | |
|  | **2010** | **County of Sacramento** | | | | **Sheriff/Correctional Health** | | | |
|  |  | **2011 (1)** | | **2016 (2)** | | **2012 Report (3)** | | **2017 Report (4)** | |
| ***ETHNICITY*** | **%** | **#** | **%** | **#** | **%** | **#** | **%** | **#** | **%** |
| **2 or More Races** | 4.4% | 174 | 1.6% | 243 | 2.2% | 15 | 0.8% | 18 | 0.9% |
| **American Indian/Alaskan Native** | 1.3% | 129 | 1.2% | 119 | 1.1% | 17 | 0.9% | 22 | 1.1% |
| **Asian/Pacific Islander** | 13.6% | 1,583 | 14.5% | 1,778 | 15.9% | 174 | 9.2% | 207 | 10.7% |
| **Black/African American** | 10.5% | 1,286 | 11.8% | 1,369 | 12.2% | 147 | 7.8% | 135 | 7.0% |
| **Hispanic/Latino** | 17.9% | 1,473 | 13.5% | 1,772 | 15.8% | 215 | 11.4% | 260 | 13.5% |
| **White/Non-Hispanic** | 51.4% | 6,239 | 57.3% | 5,934 | 52.9% | 1,314 | 69.8% | 1,289 | 66.8% |
| **Total** | 100.0% | 10,884 | 100.0% | 11,215 | 100.0% | 1,882 | 100.0% | 1,931 | 100.0% |
| **Minority Representation** | 48.6% | 4,645 | 42.7% | 5,281 | 47.1% | 568 | 30.2% | 642 | 33.2% |
| **Female Representation** | 50.8% | 5,642 | 51.8% | 5,767 | 51.4% | 688 | 36.6% | 670 | 34.7% |

1 Sacramento County Workforce as of pay period 26 ending 12/17/2011

2 Sacramento County Workforce as of pay period 27 ending 12/24/2016

3 Employed by County of Sacramento as of pay period 26 ending 12/17/2011

4 Employed by County of Sacramento as of pay period 26 ending 12/24/2016

**TABLE 2**

**JOB CATEGORIES COMPARISION**

**BETWEEN 2016 AND 2017 REPORTS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB | | Minority | | Minority | | Minority | | Female | | Total | |
| Categories | | Females | | Males | | Total | | Total | | Employees | |
| *REPORT:* | | 2016\* | 2017\*\* | 2016\* | 2017\*\* | 2016\* | 2017\*\* | 2016\* | 2017\*\* | 2016\* | 2017\*\* |
| 1. Officials/Administrators | # | 1 | 1 | 2 | 2 | 3 | 3 | 8 | 7 | 20 | 16 |
| % | 5.0% | 6.3% | 10.0% | 12.5% | 15.0% | 18.8% | 40.0% | 43.8% | 100.0% | 100.0% |
| 2. Professionals | # | 42 | 45 | 30 | 32 | 72 | 77 | 73 | 78 | 166 | 179 |
| % | 25.3% | 25.1% | 18.1% | 17.9% | 43.4% | 43.0% | 44.0% | 43.6% | 100.0% | 100.0% |
| 3. Technicians | # | 20 | 22 | 41 | 41 | 61 | 63 | 50 | 54 | 196 | 205 |
| % | 10.2% | 10.7% | 20.9% | 20.0% | 31.1% | 30.7% | 25.5% | 26.3% | 100.0% | 100.0% |
| 4. Protective Services | # | 65 | 67 | 278 | 286 | 343 | 353 | 210 | 211 | 1131 | 1132 |
| % | 5.7% | 5.9% | 24.6% | 25.3% | 30.3% | 31.2% | 18.6% | 18.6% | 100.0% | 100.0% |
| 5. Para-Professionals | # | 6 | 6 | 0 | 0 | 6 | 6 | 10 | 10 | 10 | 10 |
| % | 60.0% | 60.0% | 0.0% | 0.0% | 60.0% | 60.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| 6. Office/Clerical Workers | # | 107 | 113 | 17 | 17 | 124 | 130 | 296 | 300 | 362 | 365 |
| % | 29.6% | 31.0% | 4.7% | 4.7% | 34.3% | 35.6% | 81.8% | 82.2% | 100.0% | 100.0% |
| 7. Skilled Craft Workers | # | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| % | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 100.0% | 100.0% |
| 8. Service Maintenance | # | 4 | 6 | 5 | 4 | 9 | 10 | 10 | 10 | 24 | 22 |
| % | 16.7% | 27.3% | 20.8% | 18.2% | 37.5% | 45.5% | 41.7% | 45.5% | 100.0% | 100.0% |
| Total | # | 245 | 260 | 373 | 382 | 618 | 642 | 657 | 670 | 1911 | 1931 |
| % | 12.8% | 13.5% | 19.5% | 19.8% | 32.3% | 33.2% | 34.4% | 34.7% | 100.0% | 100.0% |
| **TABLE 2** |  | \* The numbers for the 2016 Report are taken from pay period 27, ending December 26, 2015. | | | | | | | | |  |
|  |  | \*\* The numbers for the 2017 Report are taken from pay period 26 ending December 24, 2016. | | | | | | | | |  |

**TABLE 3.1**

**Personnel Actions Report**

**HIRES/RE-HIRES - Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **NEW HIRES** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES HIRED | 43 | 41% |
| TOTAL MALES HIRED | 61 | 59% |
| TOTAL MINORITIES HIRED | 48 | 46% |
| TOTAL CAUCASIANS HIRED | 56 | 54% |
| TOTAL NEW EMPLOYEES HIRED | 104 | 100% |

|  |  |  |
| --- | --- | --- |
| **RE-HIRES** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES RE-HIRED | 6 | 75% |
| TOTAL MALES RE-HIRED | 2 | 25% |
| TOTAL MINORITIES RE-HIRED | 3 | 37% |
| TOTAL CAUCASIANS RE-HIRED | 5 | 63% |
| TOTAL EMPLOYEES RE-HIRED | 8 | 100% |

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| --- |
| **COMMENTS FOR TABLE 3.1** |
| New Hire Count includes 38 transfers (temporary to permanent). |
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**TABLE 3.2**

**Personnel Action Report**

**TERMINATIONS – Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **TERMINATIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALES TERMINATED | 38 | 40% |
| TOTAL MALES TERMINATED | 56 | 60% |
| TOTAL MINORITIES TERMINATED | 28 | 30% |
| TOTAL CAUCASIANS TERMINATED | 66 | 70% |
| TOTAL EMPLOYEES TERMINATED | 94 | 100% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASON TERMINATED** | **Number** | **% of Total** | **# of Female** | **# of Minority** |
| RETIRED OR DISABILITY RETIREMENT | 58 | 62% | 18 | 13 |
| RESIGN OTHER EMPLOYMENT | 8 | 8.5% | 2 | 3 |
| EMPLOYEE INITIATED / NO REASON GIVEN | 18 | 19% | 14 | 6 |
| DECEASED | 1 | 1% | 0 | 0 |
| LAID OFF/REDUCTION IN FORCE | 0 | 0% | 0 | 0 |
| DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION | 8 | 8.5% | 3 | 5 |
| AUTOMATIC RESIGNATION | 0 | 0% | 0 | 0 |
| OTHER– Please list: Illness | 1 | 1% | 1 | 1 |
| Totals: | 94 | 100% | 38 | 28 |

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| **COMMENTS FOR TABLE 3.2** |
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**TABLE 3.3**

**Personnel Action Report**

**TRANSFERS OUT – Permanent Position Employees**

**(From 01/01/2016 to 12/31/2016)**

**)**

|  |  |  |
| --- | --- | --- |
| **TRANSFERS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE TRANSFERS | 5 | 100% |
| TOTAL MALE TRANSFERS | 0 | 0% |
| TOTAL MINORITY TRANSFERS | 1 | 20% |
| TOTAL CAUCASIANS TRANSFERS | 4 | 80% |
| TOTAL EMPLOYEE TRANSFERS | 5 | 100% |

|  |
| --- |
| **COMMENTS FOR TABLE 3.3** |
| 4 EE’s transferred out as a “Return to Former Class” |
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|  |

**TABLE 3.4**

**Personnel**

**Action Report**

**PROMOTIONS/DEMOTIONS - Permanent Positions**

**(From 01/01/2016 to 12/31/2016)**

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE PROMOTIONS | 40 | 44% |
| TOTAL MALE PROMOTIONS | 50 | 56% |
| TOTAL MINORITY PROMOTIONS | 33 | 37% |
| TOTAL CAUCASIAN PROMOTIONS | 57 | 63% |
| TOTAL EMPLOYEE PROMOTIONS | 90 | 100% |

|  |  |  |
| --- | --- | --- |
| **DEMOTIONS** | **NUMBER** | **PERCENTAGE**  **OF TOTAL** |
| TOTAL FEMALE DEMOTIONS | 0 | 0% |
| TOTAL MALE DEMOTIONS | 3 | 100% |
| TOTAL MINORITY DEMOTIONS | 1 | 33% |
| TOTAL CAUCASIAN DEMOTIONS | 2 | 67% |
| TOTAL EMPLOYEE DEMOTIONS | 3 | 100% |

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| **COMMENTS FOR TABLE 3.4** |
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**TABLE 4**

**Discrimination/Harassment Complaint Activity**

**(From 01/01/2016 to 12/31/2016)**

***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.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **In House** | | | | **Outside Investigator** | | | | **DFEH or EEOC** | |  |
| **Complaint Types** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Merit** | **No Merit** | **Insuff Evid** | **On-going** | **Closed** | **On-going** | **Total Allegat.** |
| **Age** | L, | U, |  |  |  |  |  |  |  |  | 2 |
| **Disability/Medical Condition** | L, | B,P |  |  |  |  |  |  |  |  | 3 |
| **Marital Status** |  |  |  |  |  |  |  |  |  |  |  |
| **Pregnancy** | G | J |  |  |  |  |  |  |  |  | 2 |
| **Political Affiliation or Beliefs** | A1 |  |  |  |  |  |  |  |  |  | 1 |
| **Race/Color/National Origin/Ancestry** | A1 |  |  | A3 |  |  |  |  |  |  | 2 |
| **Religion** | T,V,Y |  |  |  |  |  |  |  |  |  | 3 |
| **Retaliation** |  |  |  | A2 |  |  |  |  |  |  | 1 |
| **Sex** | C,D,F,I,L,M,N,O,Q,R,S,W,X,Z | K,P,U |  |  |  |  |  |  |  |  | 17 |
| **Sexual Orientation** | A,E,H, |  |  |  |  |  |  |  |  |  | 3 |
| **TOTAL Allegations:** | 25 | 7 |  | 2 |  |  |  |  |  |  | 34 |

Note: Use an alpha to represent each complaint. *[****SSD HAD 27 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.*.