

**2023 ANNUAL  
WORKFORCE STATISTICS REPORT**

*Sanitation District Agency*

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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.**

In the 1970s, Sacramento County was looking to regionalize its 22 treatment plants and several sewage collection systems. Two separate districts were formed—the Sacramento Area Sewer District (SacSewer) and the Sacramento Regional County Sanitation District (Regional San). While they operate as two independent districts, they are managed by a centralized executive leadership team and have a shared mission of protecting public health and the environment. SacSewer and Regional San are committed to keeping rates low for customers while providing exceptional customer service.

SacSewer is the second largest sewage collection utility in California and maintains and operates a network of more than 4,600 miles of sewer pipe and 100 pump stations in the unincorporated areas of Sacramento County; the cities of Citrus Heights, Rancho Cordova, Elk Grove; and parts of the cities of Folsom and Sacramento. SacSewer delivers wastewater to Regional San’s interceptor system. Regional San conveys and treats wastewater collected by four sewage collection agencies— SacSewer, and the Cities of Sacramento, Folsom, and West Sacramento. Regional San provides wastewater conveyance, treatment, and disposal for residents and businesses covering about 380 square miles of Sacramento and Yolo counties. The EchoWater Resource Recovery Facility, located near Elk Grove, treats about 130 million gallons of wastewater per day.

**(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 Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. The Agency currently provides At-A-Glance training and literature for hiring managers and supervisors. These include: Interviewing and Making a Selection, Documenting Your Selection, Hiring an Intern, Welcoming and Orienting a New Employee, and Conducting Performance Evaluations. Providing this type of training ensures a standard for interviewing, selecting, and evaluating 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 Department has participated in the following in-person events during the year of 2022.

- MET & IMMT Career Fair and Open House
- ARC College Hybrid Career Fair
- 30<sup>th</sup> Annual EGUSD College & Career Fair
- Sacramento County Career Fair
- Citrus Heights Public Works Showcase

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

The Agency complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are typically advertised on the County's Employment website, local jurisdictions, and industry specific internet and print publications.

**(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 Agency has collaborated with the Training and Organization Development Office for the "Supervisor Academy" and other workshops. These training classes are beneficial for promotion and career advancement opportunities. The Agency has a separate leadership program with classes for development of various competencies and they are open to all interested. In addition, the Agency has specific requirements related to job announcements, candidate pool selection for interviews, interview panel composition to promote open and fair competition for job opportunities.

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

The Agency requires that all employees attend diversity training. All lead, supervisory and management employees are required to take Sexual Harassment and Discrimination Prevention (AB1825).

**(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 Agency works to support the employees assigned to the Districts in order to provide safe, efficient and environmentally beneficial services to the Districts' customers.

(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.**

As noted in Table 4, there were no reportable complaints with a finding of Violation of County Policy.

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

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Sanitation District Agency			
			2017 (1)		2022 (2)		2018 Report (3)		2023 Report (4)	
	%	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	6.5%	268	2.4%	437	3.8%	13	1.9%	22	3.3%
<b>American Indian/Alaskan Native</b>	1.3%	0.5%	117	1.0%	102	0.9%	11	1.6%	8	1.2%
<b>Asian</b>	13.6%	17.4%	1,710	15.2%	1,938	16.9%	87	12.5%	90	13.6%
<b>Black/African American</b>	10.5%	9.2%	1,368	12.2%	1,312	11.5%	36	5.2%	47	7.1%
<b>Hispanic/Latino</b>	17.9%	23.6%	1,836	16.3%	2,272	19.8%	97	13.9%	101	15.2%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	1.1%	113	1.0%	136	1.2%	5	0.7%	6	0.9%
<b>Other</b>		0.6%								
<b>White/Non-Hispanic</b>	51.4%	41.0%	5,824	51.8%	5,257	45.9%	449	64.3%	389	58.7%
<b>Total</b>	100.0%	100.0%	11,237	100.0%	11,454	100.0%	698	100.0%	663	100.0%
<b>Minority Representation</b>	48.6%	59.0%	5,412	48.2%	6,197	54.1%	249	35.7%	274	41.3%
<b>Female Representation</b>	50.8%	51.1%	5,812	51.7%	5,867	51.2%	161	23.1%	152	22.9%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/23/2017

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/17/2022

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/23/2017

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/17/2022

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2022 AND 2023 REPORTS**

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2022*	2023**	2022*	2023**	2022*	2023**	2022*	2023**	2022*	2023**
1. Officials/Administrators	#	9	10	9	9	18	19	19	16	56	57
	%	16.1%	17.5%	16.1%	15.8%	32.1%	33.3%	33.9%	28.1%	100.0%	100.0%
2. Professionals	#	44	47	45	44	89	91	81	80	186	181
	%	23.7%	26.0%	24.2%	24.3%	47.8%	50.3%	43.5%	44.2%	100.0%	100.0%
3. Technicians	#	10	11	22	22	32	33	24	24	85	82
	%	11.8%	13.4%	25.9%	26.8%	37.6%	40.2%	28.2%	29.3%	100.0%	100.0%
4. Protective Services	#										
	%										
5. Para-Professionals	#	1	1	0	0	1	1	3	3	5	5
	%	20.0%	20.0%	0.0%	0.0%	20.0%	20.0%	60.0%	60.0%	100.0%	100.0%
6. Office/Clerical Workers	#	15	14	5	5	20	19	23	21	33	29
	%	45.5%	48.3%	15.2%	17.2%	60.6%	65.5%	69.7%	72.4%	100.0%	100.0%
7. Skilled Craft Workers	#	3	3	98	104	101	107	7	8	307	300
	%	1.0%	1.0%	31.9%	34.7%	32.9%	35.7%	2.3%	2.7%	100.0%	100.0%
8. Service Maintenance	#	0	0	3	4	3	4	0	0	9	9
	%	0.0%	0.0%	33.3%	44.4%	33.3%	44.4%	0.0%	0.0%	100.0%	100.0%
Total	#	82	86	182	188	264	274	157	152	681	663
	%	12.0%	13.0%	26.7%	28.4%	38.8%	41.3%	23.1%	22.9%	100.0%	100.0%

**TABLE 2**

\* The numbers for the 2022 Report are taken from pay period 26, ending December 18, 2021

\*\* The numbers for the 2023 Report are taken from pay period 26 ending December 17, 2022

**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2022 to 12/31/2022)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	4	12.1%	6	18.1%	10	30.3%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	2	6.1%	5	15.2%	7	21.2%
Black	3	9.1%	0	0.0%	3	9.1%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	6.1%	2	6.1%	4	12.1%
Hispanic	2	6.1%	7	21.2%	9	27.3%
<b>TOTAL MINORITY HIRES</b>	<b>9</b>	<b>27.3%</b>	<b>14</b>	<b>42.4%</b>	<b>23</b>	<b>69.7%</b>
<b>TOTAL NEW HIRES</b>	<b>13</b>	<b>39.4%</b>	<b>20</b>	<b>60.6%</b>	<b>33</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	0	0.0%	3	60.0%	3	60.0%
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%	1	20.0%	1	20.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	20.0%	0	0.0%	1	20.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
<b>TOTAL MINORITY RE-HIRES</b>	<b>1</b>	<b>20.0%</b>	<b>1</b>	<b>20.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL RE-HIRES</b>	<b>1</b>	<b>20.0%</b>	<b>4</b>	<b>80.0%</b>	<b>5</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 01/01/2022 to 12/31/2022)**

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	7	12.9%	27	50.0%	34	63.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	5	9.3%	5	9.3%
Black	2	3.7%	1	1.9%	3	5.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	1.9%	1	1.9%	2	3.7%
Hispanic	4	7.4%	6	11.1%	10	18.5%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>7</b>	<b>12.9%</b>	<b>13</b>	<b>24.1%</b>	<b>20</b>	<b>37.0%</b>
<b>TOTAL TERMINATIONS</b>	<b>14</b>	<b>25.9%</b>	<b>40</b>	<b>74.1%</b>	<b>54</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	17	31.5%	4	2
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	31	57.4%	8	16
DECEASED	1	1.85%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	4	7.4%	1	1
AUTOMATIC RESIGNATION	1	1.85%	1	1
OTHER– Please list:	0	0.0%	0	0
Totals:	54	100%	14	20

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2022 to 12/31/2022)**

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	7	10.8%	35	53.8%	42	64.6%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	7	10.8%	1	1.5%	8	12.3%
Black	1	1.5%	2	3.1%	3	0.0%
Native Hawaiian/Pacific Islander	4	6.2%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	1	1.5%	1	1.5%
Hispanic	0	0.0%	7	10.8%	7	10.8%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>12</b>	<b>18.5%</b>	<b>11</b>	<b>16.9%</b>	<b>23</b>	<b>0.0%</b>
<b>TOTAL PROMOTIONS</b>	<b>19</b>	<b>29.2%</b>	<b>46</b>	<b>70.8%</b>	<b>65</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%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
<b>TOTAL MINORITY DEMOTIONS</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>

**COMMENTS FOR TABLE 3.4**

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**No demotions for 2022**

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
(From 01/01/2022 to 12/31/2022)

*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		B									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		C									1
Religion											
Retaliation		C									1
Sex/Gender		A, C									2
Sexual Orientation											
<b>TOTAL Allegations:</b>		5									<b>5</b>

Note: Use an alpha to represent each complaint. *[Sanitation District Agency 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.*