

**2023 BI-ANNUAL
WORKFORCE STATISTICS REPORT**

*Animal Care Services
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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 Department of Animal Care Services (ACS) protects the health and safety of humans and animals. ACS works to care, license, and regulate animals, and prevent rabies. ACS investigate, quarantine, and help prosecute cases of vicious and dangerous animals as well as animal cruelty. ACS shelter provides safe and secure housing along with veterinary care for approximately 13,000 animals each year while every effort to find permanent homes for those animals not redeemed by owners is pursued. ACS patrols for impounds and whenever possible, finds homes for the thousands of unwanted animals of unincorporated Sacramento County and contract cities.

- (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 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, Welcoming and Orientating 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’s recruiting efforts include social media, Cal Animals, and the County. In November 2022, County personnel participated in the Animal Care Faire.

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

The Department complies with the guidelines provided in the Civil Service Rules regarding interviewing and appointment from lists. Exams that are announced are advertised on the County's Employment website, local jurisdictions, and Cal Animals.

- (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 has collaborated with the Leadership and Organizational Development Office in presenting the Leadership Development series, and with coordinating training activities for the "Supervisor Academy" and "Facilitation Training" workshops. These training classes are beneficial for promotion and career advancement 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 Department works directly with other County departments, community organizations, consultants and private citizens in its daily work process.

- (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.

The Department had no complaints with violation of County Policy during the reporting period

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Animal Care Services			
			2017 (1)		2022 (2)		2018 Report (3)		2023 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	268	2.4%	437	3.8%	1	2.0%	4	7.8%
American Indian/Alaskan Native	1.3%	0.5%	117	1.0%	102	0.9%	0	0.0%	1	2.0%
Asian	13.6%	17.4%	1,710	15.2%	1,938	16.9%	3	5.9%	2	3.9%
Black/African American	10.5%	9.2%	1,368	12.2%	1,312	11.5%	3	5.9%	2	3.9%
Hispanic/Latino	17.9%	23.6%	1,836	16.3%	2,272	19.8%	10	19.6%	9	17.6%
Native Hawaiian/Pacific Islander	1.0%	1.1%	113	1.0%	136	1.2%	0	0.0%	0	0.0%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,824	51.8%	5,257	45.9%	34	66.7%	33	64.7%
Total	100.0%	100.0%	11,236	100.0%	11,454	100.0%	51	100.0%	51	100.0%
Minority Representation	48.6%	59.0%	5,412	48.2%	6,197	54.1%	17	33.3%	18	35.3%
Female Representation	50.8%	51.1%	5,812	51.7%	5,867	51.2%	37	72.5%	39	76.5%

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

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

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

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

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2022 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2021*	2023**	2021*	2023**	2021*	2023**	2021*	2023**	2021*	2023**
1. Officials/Administrators	#	0	0	0	0	0	0	0	1	1	1
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%
2. Professionals	#	1	1	0	0	1	1	2	2	3	3
	%	33.3%	33.3%	0.0%	0.0%	33.3%	33.3%	66.7%	66.7%	100.0%	100.0%
3. Technicians	#	1	1	0	0	1	1	2	3	3	4
	%	33.3%	25.0%	0.0%	0.0%	33.3%	25.0%	66.7%	75.0%	100.0%	100.0%
4. Protective Services	#	1	3	2	1	3	4	8	8	18	16
	%	5.6%	18.8%	11.1%	6.3%	16.7%	25.0%	44.4%	50.0%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	5	5	0	1	5	6	10	12	10	13
	%	50.0%	38.5%	0.0%	7.7%	50.0%	46.2%	100.0%	92.3%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#	8	5	1	1	9	6	14	13	16	14
	%	50.0%	35.7%	6.3%	7.1%	56.3%	42.9%	87.5%	92.9%	100.0%	100.0%
Total	#	16	15	3	3	19	18	36	39	51	51
	%	31.4%	29.4%	5.9%	5.9%	37.3%	35.3%	70.6%	76.5%	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 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 01/01/2021 to 12/31/2022)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	12	54.5%	2	9.1%	14	63.6%
American Indian/Alaskan Native	1	4.5%	0	0.0%	1	4.5%
Asian	1	4.5%	0	0.0%	1	4.5%
Black	1	4.5%	0	0.0%	1	4.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	9.1%	0	0.0%	2	9.1%
Hispanic	1	4.5%	2	9.1%	3	13.6%
<i>TOTAL MINORITY HIRES</i>	<i>6</i>	<i>27.3%</i>	<i>2</i>	<i>9.1%</i>	<i>8</i>	<i>36.4%</i>
<i>TOTAL NEW HIRES</i>	<i>18</i>	<i>81.8%</i>	<i>4</i>	<i>18.2%</i>	<i>22</i>	<i>100.0%</i>

NEW RE-HIRES	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 RE-HIRES</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>0.0%</i>
<i>TOTAL NEW RE-HIRES</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 3.1

There were no re-hires during this reporting period.

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2021 to 12/31/2022)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	6	37.5%	5	31.3%	11	68.8%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	2	12.5%	0	0.0%	2	12.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	6.3%	0	0.0%	1	6.3%
Hispanic	1	6.3%	1	6.3%	2	12.5%
TOTAL MINORITY TERMINATIONS	4	25.0%	1	6.3%	5	31.3%
TOTAL TERMINATIONS	10	62.5%	6	37.5%	16	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	4	25%	3	0
RESIGN OTHER EMPLOYMENT	2	12.5%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	10	62.5%	7	4
DECEASED	0	0%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	0	0%	0	0
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	0	0%	0	0
Totals:	16	100%	10	4

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2021 to 12/31/2022)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	4	40.0%	2	20.0%	6	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%	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	3	30.0%	1	10.0%	4	40.0%
TOTAL MINORITY PROMOTIONS	3	30.0%	1	10.0%	4	40.0%
TOTAL PROMOTIONS	7	70.0%	3	30.0%	10	100.0%

DEMOTIONS	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	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%	1	25.0%	1	25.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY DEMOTIONS	0	0.0%	1	25.0%	1	25.0%
TOTAL DEMOTIONS	3	75.0%	1	25.0%	4	100.0%

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2021 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		B									1
Disability/Medical Condition/Genetic Information		B									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		B									1
Religion											
Retaliation											
Sex/Gender		A									1
Sexual Orientation		A									1
TOTAL Allegations:		5									5

Note: Use an alpha to represent each complaint. *[Animal Care Services had a total of 2 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.