



Public Health, Policy, and Planning Workforce Demographic Report 2021-2022

EXECUTIVE SUMMARY

The Health Equity team presents the Public Health, Policy, and Planning (PHPP) workforce Demographic Report for fiscal year 2021-2022. This report was developed in response to a recommendation provided by the community through the Community Collaboration Process Proposal. The recommendation from the proposal stated that "Staff and employees should reflect the community or be members of the community being served". This report shows that in general, the PHPP workforce aligns closely with the overall San Mateo County (SMC) demographics. This has been determined by comparing the percentages of PHPP workforce and SMC demographics. Journey/Advance Journey (Adv. Journey/Adv. J) staff, which are most likely to directly serve the community, reflect the community, and are sometimes over-represented in the PHPP demographics. However, Managers and above who make policy/program decisions do not reflect the community as well. These data come from the PHPP employee's self-selected demographics at the time of hire as of January 11, 2023, and may not fully reflect workforce demographics, since some employees did not state their race/ethnicity or gender at time of employment. This report is limited to PHPP and does not reflect the demographics of SMC Health or County employment. Plans are in progress for ongoing annual fiscal year PHPP workforce demographic reporting.

DATA HIGHLIGHTS

Diversity- Race/Ethnicity:

- The Hispanic employee population (25%) closely represented the SMC population (24%).
- The Black/African American employee population percentage (7%) was higher when compared to the SMC population (3%).
- The Asian and Filipino employee population percentage (25% combined) was lower when compared to the SMC population (32%).
- The White employee population percentage (27%) was lower when compared to the SMC population (34%).
- Journey/ Adv. Journey staff who make up the majority of the PHPP employee population (n=135) closely represent the SMC community.
- Supervisors (n=29) generally represent the SMC community, with the exception of the Asian supervisors population percentage (17%) being lower when compared to the SMC population (32%).
- There are no Hispanic, Native Hawaiian/ Pacific Islander, or American Indian/Alaska Native Managers; however, there are only 18 employees classified as managers.
- There are no significant differences between Extra Help, who receive limited or no benefits, and Regular employees.

Diversity-Gender: Females made up about 68% of the workforce and males made up about 31% of the workforce.

- The female employee population was overrepresented when compared to the SMC population (51%).
- Females made up the majority of all classification levels and employee types.

Employee Type: Extra Help employees, who are considered temporary, are more likely to be specialized positions or managers of special projects with a limited term.

DEFINITIONS

Regular: Employee who is working in a position that is budgeted as a continuous position with full benefits. Responsibilities are based on the position.

Extra Help: Employee who is hired to work a brief period up to 1,040 hours with no benefits. Responsibilities are usually seasonal assignments that assist departments during periods of heightened workloads (for example staff hired during COVID). In this report, *Extra Help* includes *Limited Term* employees who are hired to work up to 6,240 hours with limited benefits. Whose responsibilities are typically to work on special projects, help the department address a significant spike in workload, or backfill for a regular employee who is on leave or working out of class.

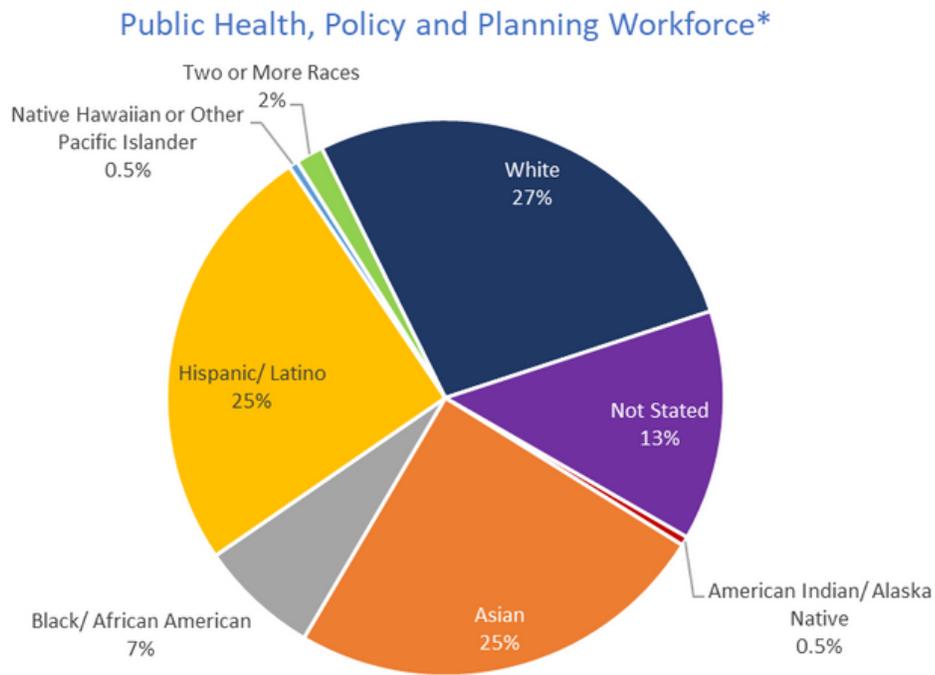
Managers: Employee who manages a specific program or unit. Managers have significant responsibility for formulating, administering, or managing the implementation of County policies or programs. In this report, *Managers* also includes *Department Head and Chief/Division Director* who oversee a Department or Division (for example, the Chief of Health or the Director of Public Health, Policy, and Planning). Responsibilities include high-level oversight of department/division activities, operations, and functions.

Supervisors: Employee who supervises a program or staff. Responsibilities include day-to-day operations and typically have the word supervisor in their title (for example, Supervising Public Health Nurse, Supervising Epidemiologist, or Community Program Supervisor). In this report, supervisors also include *Leads* who lead the work of three or more employees. *Lead* responsibilities can include supervisory work, but leads may also do the same kind of work as the group (for example a Senior Communicable Disease Investigator (CDI) that is the work lead for other CDIs).

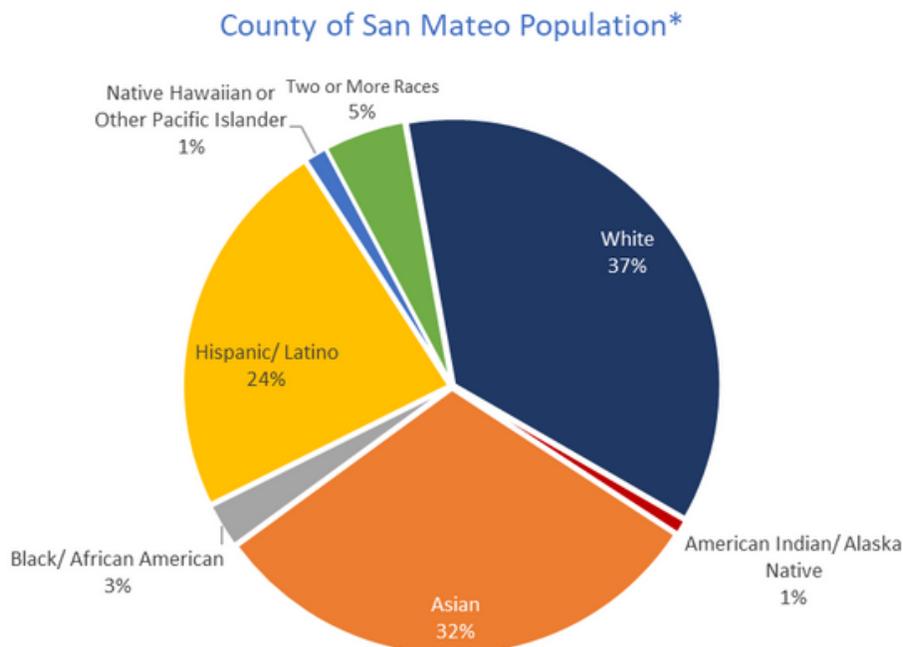
Journey/ Advance Journey: Employee who has a specific skillset (for example Staff Physician, Nurse Practitioner, or Microbiologist). Responsibilities are based on the employee specialty. OR Employee who acts as the "senior," "highly specialized," and/or "lead" for work (for example a Microbiologist II or Social Worker III). Responsibilities can include supervision based on the class of work (for example a Social Worker III supervising lower-level Social Workers).

DIVERSITY – RACE/ETHNICITY

The race/ethnicity data for the PHPP workforce are shown in the first chart below. The San Mateo County population by race/ethnicity from the 2021 Census data are included for comparison.



* Source: SMC New Employee Survey (Asian group includes Filipino)



* Source: U.S. Census Bureau, 2021 Census Redistricting Data (Asian group includes Filipino)

Table 1 below shows the race/ethnicity data that were available for the PHPP workforce by classification level. *Managers* include Manager I, Manager II, Department Head, and Chief/Division Director job classifications. *Supervisors* include Supervisor and Lead job classifications. *Journey/Adv.J* includes Journey and Advanced Journey job classifications. Non-White race/ethnicity groups made up higher percentages in the Supervisors and Journey/Adv.J classification level, compared to their percentages in the overall County population.

Table 1. PHPP Race/Ethnicity by Classification Level

Classification Level (All Employees)	White (not Hispanic/Latino)	Hispanic/Latino	Asian	Black/AA	Two or more	American Indian/Alaska Native	Native Hawaiian/Pacific Islander	Not Stated
Managers	50%	0%	22%	11%	0%	0%	0%	17%
Supervisors*	31%	31%	17%	7%	3%	0%	0%	14%
Journey/Adv.J*	22%	30%	27%	7%	1%	1%	1%	13%

*Total does not add to 100% due to the selection of Hispanic/Latino as well as another race instead of indicating two or more.

Table 2 below shows the race/ethnicity data that were available for the PHPP workforce by employee type. *Extra Help* includes Limited Term employees. Extra help employees closely match the percentages for the county demographics. There is no significant difference in regular employee demographics compared to the county, except for the White population.

Table 2. PHPP Race/Ethnicity by Employee Type

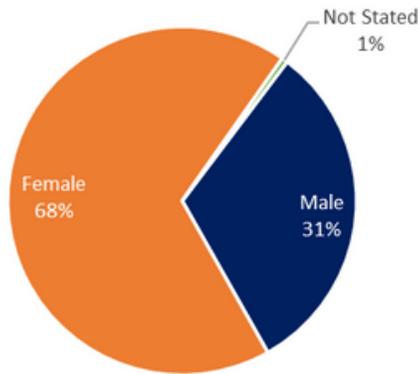
Employee Type	White (not Hispanic/Latino)	Hispanic/Latino	Asian	Black/AA	Two or more	American Indian/Alaska Native	Native Hawaiian/Pacific Islander	Not Stated
Extra Help*	35%	26%	20%	7%	2%	0%	0%	11%
Regular	25%	25%	26%	7%	1%	1%	1%	14%

*Total does not add to 100% due to the selection of Hispanic/Latino as well as another race instead of indicating two or more.

DIVERSITY – GENDER

Females made up 68% of the workforce, males made up 31% of the workforce, and 1% did not declare their gender as shown in the first chart below on the left. The San Mateo County population by gender from the 2021 Census data are included below for comparison (second chart on the right). Table 3 below, shows the gender data for the PHPP workforce composition by classification level. Females are widely overrepresented among all classification levels and employee type when compared to the overall County population.

Public Health, Policy, and Planning Workforce



San Mateo County Population

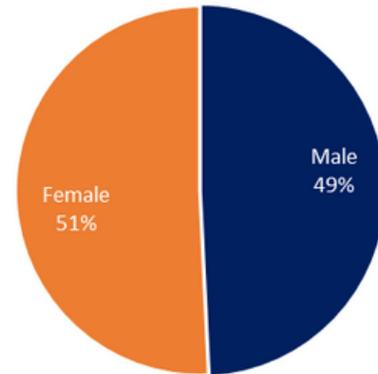


Table 3. PHPP Gender by Classification Level & Employee Type

Classification Level (All Employees)	Female	Male	Not Stated
Managers	56%	44%	0%
Supervisors	72%	28%	0%
Journey/Adv.J	68%	31%	1%
Employee Type	Female	Male	Not Stated
Extra Help	74%	26%	0%
Regular	66%	33%	1%
Total	67.9%	31.6%	0.5%

EMPLOYEE TYPE

The employee type data for the PHPP workforce are shown in the chart to the right. Table 4 on the left shows the employee type data by classification level. *Journey/Adv. Journey* staff had the highest percentage of Extra Help employees (26%) followed by *Managers* (22%). *Supervisors* were only 7% Extra Help.

Table 4. PHPP Employee Type by Classification Level

Classification Level (All Employees)	Extra Help	Regular
Managers	22%	78%
Supervisors	7%	93%
Journey/Adv.J	26%	74%

Public Health, Policy, and Planning Employee Type

