Public Health, Policy and Planning Workforce Demographic Report (2023)

EXECUTIVE SUMMARY

The Health Equity team presents the Public Health, Policy and Planning (PHPP) workforce Demographic Report for Fiscal Year (FY) 2023-2024. This report is an annual update to the first report published 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 continues to show that in general, the PHPP workforce aligns closely with the overall San Mateo County demographics. This was determined by comparing the percentages of PHPP workforce (Workday data) and county demographics (US Census data). Journey/Advance Journey (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, although the numbers are small. These data come from the PHPP employee's self-selected demographics at the time of hire as of July 1, 2023, and may not fully reflect workforce demographics, since some employees did not state their race/ethnicity or gender at the time of employment. This report is limited to PHPP and does not reflect the demographics of San Mateo County Health or County-wide employment.

DATA HIGHLIGHTS

As of July 1, 2023, PHPP workforce comprised 191 employees including Full-time and Part-time, Regular and Extra Help staff. This is approximately less than 10% of the San Mateo County Health workforce.

Diversity- Race/Ethnicity:
- Year-Over-year: The total PHPP workforce increased from 187 to 191 employees. There are fewer White (38% vs 50%) and more Asian (31% vs. 22%) and Black (13% vs. 11%) employees in manager positions in FY 2023-24 compared to FY 2022-2023. However, there are more White supervisors (42% vs. 31%) and fewer Hispanic (26% vs. 31%), Asian (16% vs. 17%), and Black (5% vs. 7%).
- The Hispanic employee population (27%) closely represented the SMC population (24%).
- The Black/African American employee population percentage (8%) was higher when compared to the SMC population (3%).
- The Asian and Filipino employee population percentage (27% combined) was lower when compared to the SMC population (33%).
- The White employee population percentage (24%) was lower when compared to the SMC population (37%).
- Journey/ Adv. Journey staff who make up the majority of the PHPP workforce (79%) somewhat represents the SMC community racial/ethnic makeup.
- Supervisors (11%) generally represent the SMC community, with the exception of the Asian supervisors

population percentage (16%) being lower when compared to the SMC population (33%) and the White supervisor population percentage being higher (42%) when compared to SMC population (37%).

- There are no Hispanic, Native Hawaiian/ Pacific Islander, or American Indian/Alaska Native Managers, however there are only 10% employees classified as managers.
- There are no significant differences between Extra Help, who receive limited or no benefits, and Regular employees.

Diversity-Gender:
- <u>Year-Over-year:</u> There are more female managers in FY 2023-2024 than in FY 2022-2023 (67% vs. 56%) but more male supervisors (32% vs. 28%) respectively.
- Females made up about 69% of the workforce and males made up about 31% of the workforce.
- The female employee population was overrepresented when compared to county population (50%).
- Females made up the majority of all classification levels and employee types.

Employee Type:
- <u>Year-Over-year:</u> There are more Regular employees than Extra Help employees in FY 2023-2024 than in FY 2022-2023 (79% vs. 75%) respectively.
- 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.
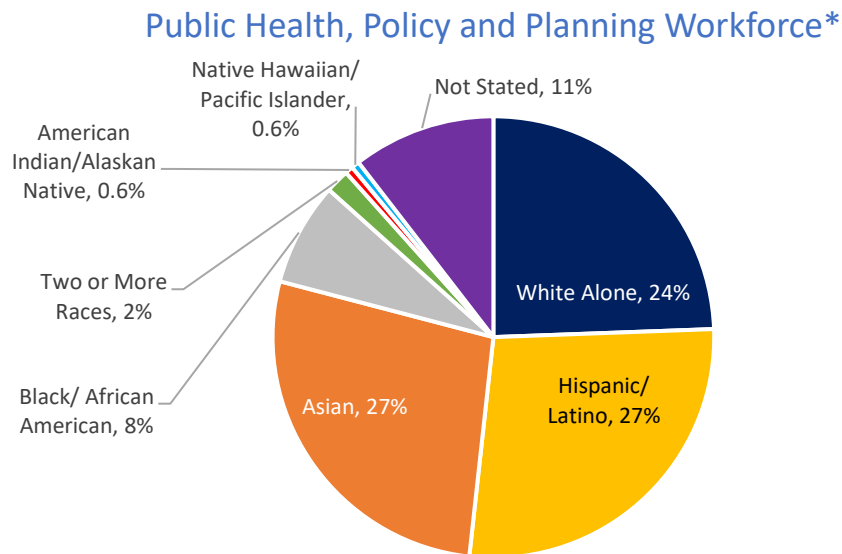
Managers: Employee who manages a specific program or unit. Managers have significant responsibility for formulating, administering, or managing the implementation of County policies or programs. In this report, *Managers* also includes *Department Head and Chief/Division Director* who oversee a Department 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).
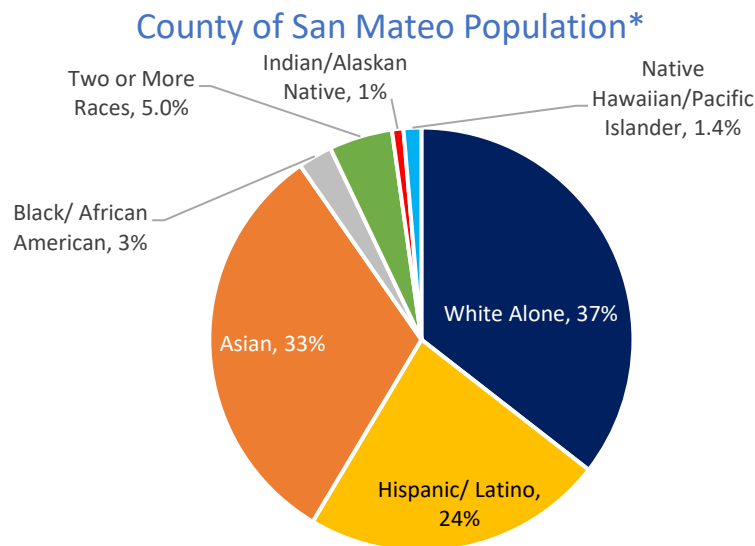
Journey/ Advance Journey: Employee who has a specific skillset (for example Staff Physician, Nurse Practitioner, or Microbiologist). Responsibilities are based on the employee specialty. OR Employee who acts as the "senior," "highly specialized," and/or "lead" for work (for example a Microbiologist II 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 2022 Census data is included for comparison.

Public Health, Policy and Planning Workforce*

* Native Hawaiian/ Pacific Islander, 0.6%
* Not Stated, 11%
* American Indian/Alaskan Native, 0.6%
* White Alone, 24%
* Two or More Races, 2%
* Black/ African American, 8%
* Asian, 27%
* Hispanic/ Latino, 27%

* Source: San Mateo County PHPP Workday data (Asian group includes Filipino)

County of San Mateo Population*

* Indian/Alaskan Native, 1%
* Two or More Races, 5.0%
* Native Hawaiian/Pacific Islander, 1.4%
* Black/ African American, 3%
* White Alone, 37%
* Asian, 33%
* Hispanic/ Latino, 24%

* Source: U.S. Census Bureau, 2022 Census 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. Journey/ Adv. Journey staff who make up the majority of the PHPP workforce (79%) closely represent the SMC community racial/ethnic makeup. Supervisors (11%) generally represent the SMC community, with the exception of the Asian supervisors population percentage (16%) being lower when compared to the SMC population (33%) and White accounting for 42% vs. 37% in the general population. There are no Hispanic, Native Hawaiian/ Pacific Islander, or American Indian/Alaska Native Managers.

Table 1. PHPP Race/Ethnicity by Classification Level (row %)*

Classification Level (All employees)	White (Not Hispanic/ Latino)	Hispanic or Latino	Asian	Black or African American	Two or More Races	American Indian/Alaskan Native	Native Hawaiian or Pacific Islander	Not Stated
Managers	38%	0%	31%	13%	0%	0%	0%	19%
Supervisors	42%	26%	16%	5%	0%	0%	0%	11%
Journey/Adv. J	20%	31%	28%	7%	2%	1%	1%	9%

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

There are fewer White (38% vs 50%) and more Asian (31% vs. 22%) and Black (13% vs. 11%) employees in manager positions in FY 2023-24 compared to FY 2022-2023. However, there are more White supervisors (42% vs. 31%) and fewer Hispanic (26% vs. 31%), Asian (16% vs. 17%), and Black (5% vs. 7%).

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 (row %)*

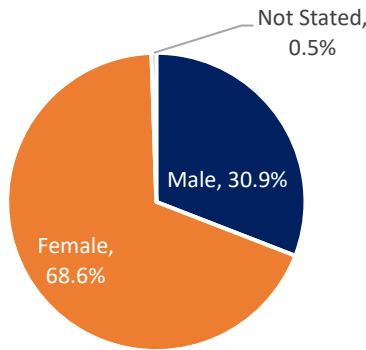| Classification Level (All employees)	White (Not Hispanic/ Latino)	Hispanic or Latino	Asian	Black or African American	Two or More Races	American Indian/Alaskan Native	Native Hawaiian or Pacific Islander	Not Stated
Extra Help	31%	28%	23%	8%	3%	0%	0%	8%
Regular	22%	27%	28%	7%	2%	1%	1%	11%

*Total may 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 68.6% of the workforce, males made up 30.9% of the workforce, and 0.5% did not declare their gender as shown in the first left chart on the next page. The San Mateo County population by gender from the 2022 Census data are included below for comparison. Table 3 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

Not Stated, 0.5%
Male, 30.9%
Female, 68.6%

San Mateo County Population

Male, 49.9%
Female, 50.1%
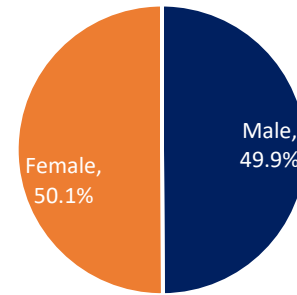
Table 3. PHPP Gender by Classification Level & Employee Type (row %)

Classification Level (All Employees)	Female	Male	Not Stated
Managers	67%	33%	0%
Supervisors	68%	32%	0%
Journey/Adv. J	69%	31%	1%
Employee Type	**Female**	**Male**	**Not declared**
Extra Help	67%	33%	0%
Regular	69%	31%	1%
Total	**68.3%**	**31.2%**	**0.5%**

There are more female managers in FY 2023-2024 than in FY 2022-2023 (67% vs. 56%) but more male supervisors (32% vs. 28%) respectively. More females had regular employment (69% vs 66%) in FY 2023-2024 compared to FY 2022-2023. There were fewer women (67% vs. 74%) and more men in extra help positions (33% vs. 26%) in FY 2023-2024 compared to the previous fiscal year.

EMPLOYEE TYPE

The employee type data for the PHPP workforce are shown in the chart to the right. Table 4 below shows the employee type data by classification level. About 80% of the staff is regular. There were more regular employees in FY 2023-24 than FY 2022-2023 (79% vs. 75%) respectively.

Table 4. PHPP Employee Type by Classification Level (row %)

Classification Level (All employees)	Extra Help	Regular
Managers	22%	78%
Supervisors	5%	95%
Journey/Adv. J	23%	77%

Public Health, Policy and Planning Employee Type

Extra Help, 21%
Regular, 79%
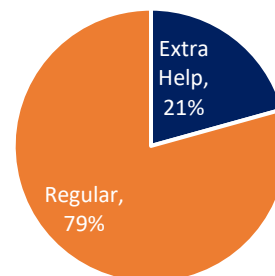
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