County of Kane
2005 Equal Employment Opportunity Plan
Executive Summary

Preface

The County of Kane has created this Equal Employment Opportunity Plan in order to comply with U.S. Department of Justice regulations. The purpose of an Equal Opportunity Plan (EEOP) is to insure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A *recipient agency* is defined as any State or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain and EEOP on file for review by OJP, if requested (see 28 CFR 42.301 et. seq.):

(i) has 50 or more employees; and
(ii) received a total of $25,000 or more in grants or subgrants; and
(iii) have 3 percent or more minorities in service population

An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

--provides a statistical profile of the internal workforce by race, sex and national origin
--identifies problems in employment practices and procedures
--specifies corrective action
--forms the basis of ongoing evaluation

Introduction

The County of Kane (Kane County) was organized under township form of government in 1836. It is not a home rule county. The Illinois Constitution limits the powers of non-home rule counties to the powers granted to them by law. Kane County is divided into twenty-six (26) district. Each district elects a representative to the Kane County Board. The County Board chairman is elected county-wide by the voters of Kane County.

Kane County government is composed of departments created by the Kane County Board and county-wide officials elected to certain offices provided by law. In Kane County those elected officials are:

County Clerk[1] State's Attorney[2] Sheriff[3]

[1] Sec. 3-2003.2. Internal operations of office. The county clerk shall have the right to control the internal operations of his office; to procure necessary equipment, materials and services to perform the duties of his office.

County Recorder[4]	Auditor[5]	Circuit Clerk
Coroner[6]	Treasurer[7]	

The duties and powers of these officers are set by law and by County ordinance. By statute, some of these officers are granted internal control of their offices. Although the exact limitations on internal control is specified for each office, in general, internal control generally means the officer has absolute power to procure necessary equipment, materials and services to perform the duties of the office. It is axiomatic that the term "services" includes employees to staff the office and assist the elected officer in the performance of his or her duties.

Because of this dichotomy, it is possible for an elected officer to be the *recipient agency* that is required to create and maintain and EEOP. In order to eliminate the need for individual offices to create and maintain separate EEOPs, the County of Kane has created a single EEOP for itself and all of its affiliated elected offices. In addition, the Kane County State's Attorney maintains his own EEOP that is contained within the County-wide document. This EEOP contains three sets of statistical analyses. One set analyzes the ***Total County***, i.e., all employees including those in the offices of elected officials. One set that analyzes the workforce of departments created by the Kane County Board, excluding the workforce of offices controlled by elected officers. This data is named ***County without Elected Officials***. Where the utilization analysis shows the underutilization of women and minorities by one percent (1%) or more, a county-wide process will be initiated to address the underutilization. The second set analyzes the workforce of the offices controlled by county-wide elected officers. This date is named ***County with Elected Officials***. Where the utilization analysis shows the underutilization of certain women and minorities by one percent (1%) or more in offices controlled by elected officers, the elected officer will be asked to address the underutilization. In this way, separation is maintained and prevents the County of Kane from intruding upon the control of these elected officers.

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[2] Sec. 3-9006. Internal operations of office. The State's attorney shall control the internal operations of his office and procure the necessary equipment, materials and services to perform the duties of his office.

[3] Sec. 3-6018. Counties under 1,000,000; control of internal operations. In counties of less than 1 million population, the sheriff shall control the internal operations of his office. Subject to the applicable county appropriation ordinance, the sheriff shall direct the county treasurer to pay, and the treasurer shall pay, the expenditures for the sheriff's office, including payments for personal services, equipment, materials and contractual services. Purchases of equipment by the sheriff shall be made in accordance with any ordinance requirements for centralized purchasing through another county office or through the state which are applicable to all county offices.

[4] Sec. 3-5005.2. Internal operations of office. The recorder shall have the right to control the internal operations of his office; to procure necessary equipment, materials and services to perform the duties of his office. The Recorder shall have the right to select the computer or micrographic system to be used for document storage and retrieval. The Recorder may retain the services of management or consulting firms to establish or maintain such a system.

[5] Sec. 3-1004. Internal operations of office. The county auditor shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the county board.

[6] Sec. 3-3003. Duties of coroner. The county coroner shall control the internal operations of his office. Subject to the applicable county appropriation ordinance, the coroner shall procure necessary equipment, materials, supplies and services to perform the duties of the office. Compensation of deputies and employees shall be fixed by the coroner, subject to budgetary limitations established by the county board. Purchases of equipment shall be made in accordance with any ordinance requirements for centralized purchasing through another county office or through the State which are applicable to all county offices.

[7] Sec. 3-10005.1. Internal operations of office. The treasurer shall control the internal operations of his office and procure necessary equipment, materials and services to perform the duties of his office.

Kane County is currently beginning the process of creating a strategic plan for County operations over the next five to fifteen years. Equal Employment Opportunity in all it many facets will be integrated into Kane County's strategic mission.

From time to time, this narrative is amended to reflect changes in County practices, policies and employee demographics.

Equal Employment Opportunity Policy of the County of Kane

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We do not discriminate against any employee or applicant for employment because of race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, creed, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status.

County of Kane
2005 Gender and Ethnicity Utilization Analysis: Females and Minorities

The analysis shows an underrepresentation of female employees by one percent (1%) or more in every occupational category. The underutilization ranges from a *high of –10.6% for Hispanic females* in the *Services/Maintenance* category to a *low of -.1 for Asian females* in the *Sworn Protective Services* category. Three female groups show underrepresentation across a majority of the occupational categories; Black females, Hispanic females and White females.

Objectives to address underutilization

Kane County undertakes a multi-step process to identify and address the underutilization of certain genders and ethnicities in each county department. In Step 1, each county department is analyzed to compare its workforce with the community labor market at large. In Step 2, the top director in each department is asked to prepare a narrative that accounts for the underutilization of certain genders and ethnicities. This is done because these directors are presumed to possess specific information about the necessary qualifications of its workforce that may account for or contribute to the underutilization. In Step 3, the director of each department is required to outline specific objectives they will undertake to address the underutilization. In Step 4, the staff of the Department of Human Resources Management will offer its assistance and resources to assist each department in achieving its objectives.

For example, a comparison of the **Office of Emergency Management's** workforce to the community labor statistics for Kane County indicates an underutilization of minorities and females in all categories with the Office/Clerical category showing the smallest disparity at 47.2%

It has long been acknowledged that the available qualified labor force within the emergency management discipline is relatively limited when compared to other public safety disciplines such as law enforcement, fire protection, and EMS. Given this fact and the fact that the OEM professional staff is comprised of one full time administrator, one full time clerical staff assistant and two part-time professional staff members, achieving racial balance within the Office of Emergency Management is extremely difficult.

The Office of Emergency Management is committed to making its workforce reflective of the available community labor force. Based on an examination of the underutilization analysis, the Office of Emergency Management has established the following objectives: 1)to promote minorities and females from within the ranks of the volunteer corps whenever possible and 2)to make every effort to recruit qualified minority staff for all positions from the available community labor force.

Similarly, the Kane County **Health Department** labor statistics indicate the most significant underutilization occurs for white males. For example, in the Officials/Executive category, white males are underutilized by -25.9%. The Health Department recognizes the difficulty it will have recruiting white males in this category due to the competitive wages offered by other not-for-profit organizations in the community. In addition, across the nation, males make up less than 5% of the nursing profession.

The Health Department is dedicated to having its workforce reflect the community it represents, therefore, the Health Department will increase the percentage of males by promoting qualified males in the underutilized categories as positions become available.

Steps to Achieve the Objectives

It is anticipated that the Department of Human Resource Management will play a role in assisting each County department to achieve is objectives to decrease the underutilization of certain genders and ethnicities in its workforce. The assistance will take a variety of forms including:

- training on interviewing and diversity in the workplace,
- targeted recruitment of specific genders and ethnicities through advertisements in relevant written publications such as newspapers, magazines, and association newsletters,
- If financially feasible, job posting will be listed on one the major Internet job boards and disseminated to local chambers of commerce throughout Kane County.
- In order to increase the pool of potential employees, staff will attend job fairs sponsored by the local One Stop Career Centers and the annual Working for the Fox Valley job fair sponsored by Speaker of the House Dennis Hastert;
- All advertisements will carry the appropriate EEO taglines "Equal Opportunity Employer/Program" "Auxiliary aids are available for individuals with disabilities upon request".

Dissemination of the Equal Employment Opportunity Plan

The Equal Employment Opportunity Plan will be posted to the intranet and internet sites for the County of Kane.

The EEOP will be maintained on display in the Department of Human Resource Management for public viewing and will be posted on the homepage of Kane County's Internet site and the homepage of the Department of Human Resource Management.

The Kane County Board designated the Executive Director of the Department of Human Resource Management to implement the Equal Employment Opportunity Plan and shall be responsible for annual updates to the Plan.

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