EQUAL EMPLOYMENT OPPORTUNITY PLAN

OFFICE OF THE

KANE COUNTY STATE'S ATTORNEY

Effective Date: May 1, 2005 – April 30, 2006

INTRODUCTORY INFORMATION

The Constitution of the State of Illinois, Art. VI, Sec. 19, creates the elected office of State's Attorney ("State's Attorney"). The duties of the State's Attorney are further defined by the Illinois Compiled Statutes.

The Equal Employment Opportunity Plan ("EEOP") Short Forms listing current grant information for the Kane County State's Attorney's Office are attached hereto as Attachment A. The current workforce and utilization charts as of May 1, 2005, are attached to this EEOP as Attachment B.

This EEOP is effective May 1, 2005 through April 30, 2006, and will be updated on an annual basis.

POLICY STATEMENT

The Kane County State's Attorney's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the State's Attorney's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, creed, religion, sex, age, national origin, ancestry, physical or mental handicap or disability, marital status, sexual orientation, military status, veteran status, or unfavorable discharge from military service. This policy applies to all aspects of employment, including, but not limited to, recruiting, hiring, promotions, compensation, assignments, benefits, training, layoffs, discipline, and termination. Additionally, it is the policy of the State's Attorney to provide its employees with a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the State's Attorney's Office who fails to comply with this policy is subject to appropriate disciplinary action.

UTILIZATION ANALYSIS NARRATIVE

A comparison of the Kane County State's Attorney's workforce to the community labor statistics for Kane County, Illinois ("Kane County") indicates underutilization of women and minorities in certain areas. Community labor statistics for Kane County show that the Black, Hispanic, Asian, and American Indian populations constitute a very small percentage of the Officials/Executive, Professionals, and female Protective Services (Sworn) workforces within Kane County (all are 2.6% or less, with the exception of male, Hispanic Officials/Executive, which constitute 3.1% of the workforce). In addition, Asian and American Indian populations constitute less than 1% of the male Protective Services categories, and male and females in the Office/Clerical workforces, and Blacks

constitute only 1.4% of the male Office/Clerical workforce. Therefore, the larger areas of underutilization identified were white females in the Officials/Executive and Protective Services (Sworn) categories, black females in the Office/Clerical category, black males in the Protective Services (Sworn) categories and Hispanic males in the Executive/Officials and Office/Clerical categories. The majority of this plan will focus on addressing those larger areas of underutilization. The State's Attorney welcomes the opportunity to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to women and all race and ethnic groups. After reviewing the results of the underutilization analysis, the State's Attorney has identified the following areas of concern:

Officials/Executive- Although the analysis shows underutilization of white females and Hispanic Males, the State's Attorney's Office only has one position (State's Attorney) in this group, which is elected by the registered voters of Kane County and is currently occupied by a white male.

Protective Services (Sworn)- Black males are underutilized by 8.1%, and white females are underutilized by 16.2%.

Office/Clerical- Hispanic males are underutilized by 3.7%, and black females are underutilized by 2.2%.

OBJECTIVES

The State's Attorney's Office has done well in recruiting females in the Professional and Office/Clerical positions. It will continue to target females in its recruitment and hiring process for these positions.

Because females are underutilized in the Protective Services category, it is the State's Attorney's goal to increase representation by evaluating the promotional and recruitment practices to ensure that females receive an equal opportunity to secure employment. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal opportunity with the State's Attorney's Office. The State's Attorney will attempt to attract qualified female applicants for Protective Services positions.

The State's Attorney's Office has done well in recruiting Hispanic males for the Protective Services positions and Hispanic females for the Office/Clerical positions. It will continue to target Hispanics in its recruitment and hiring process.

Because Hispanic males are underutilized in the Office/Clerical positions, the State's Attorney will review and evaluate the promotional and recruitment practices to ensure that Hispanic males receive an equal opportunity to secure employment in this category, in an effort to increase representation. The State's Attorney will review all job

requirements and hiring procedures to ensure no unnecessary barriers exist that would deny Hispanic males equal employment opportunity with the State's Attorney's Office. The State's Attorney will attempt to attract qualified Hispanic male applicants for Office/Clerical positions.

Because black males are underutilized in the Protective Services job category, and black females are underutilized in the Office/Clerical positions, the State's Attorney will review and evaluate the promotional and recruitment practices to ensure that black males and females receive equal opportunity to secure employment in these categories, in an effort to increase representation. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny black males and females equal employment opportunity with the State's Attorney's Office. The State's Attorney will attempt to attract qualified black male and female applicants for the Protective Services and the Office/Clerical positions.

STEPS TO ACHIEVE OBJECTIVES

- Continue to send job postings to the Illinois Skills Path, Collegiate Employment Network, Local Newspapers and County Website Postings.
- Explore new methods to recruit employees.
- Review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.
- Provide training to supervisors and managing directors concerning EEOP policies, documentation, interview processes and employment requirements.

DISSEMINATION

- The Office will continue to include the statement "Equal Opportunity Employer" on all job postings and notice will be provided as to where job applicants for positions can obtain a copy of the EEOP.
- All new employees will be provided with a copy of the EEOP during orientation.
- Reference will be made in the State's Attorney's Employee Handbook that the EEOP is on file with the Human Resource Director.
- The Human Resource Director for Kane County will be provided with the plan for dissemination to any interested person.

ATTACHMENT A

EEOP SHORT FORMS

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title: Prosecutor Based Victim Assistance Services **Grant Number:** 203075

Grantee Name: Kane County State's Attorney's Office **Award Amount:** $160,760.00

Address: Kane County Judicial Center
37W777 State Route 38, Suite 300
St. Charles, Illinois 60175-7535

Contact Person: Sandra Chidester **Telephone #:** (630) 232-3547

Date and effective duration of EEOP: May 1, 2005-April 30, 2006

Policy Statement:

The Office's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the State's Attorney's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, creed, religion, sex, age, national origin, ancestry, physical or mental handicap or disability, marital status, sexual orientation, military status, veteran status, or unfavorable discharge from military service. This policy applies to all aspects of employment, including, but not limited to, recruiting, hiring, promotions, compensation, assignments, benefits, training, layoffs, discipline, and termination. Additionally, it is the policy of the State's Attorney to provide its employees with a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the State's Attorney's Office who fails to comply with this policy is subject to appropriate disciplinary action.

Signature

Date 5/3/05

Kane County State's Attorney

Title

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title: FY 2004 Executive Office for Weed and Seed Program Guide and Application Kit: Continuation Sites

Grant Number: 2004-WS-Q4-0141

Grantee Name: Kane County State's Attorney's Office.

Award Amount: $225,000.00

Address: Kane County Judicial Center
37W777 State Route 38, Suite 300
St. Charles, Illinois 60175-7535

Contact Person: Sandra Chidester

Telephone #: (630) 232-3547

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Signature

Date 5/3/05

Kane County State's Atty

Title

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title: Multi-Jurisdictional Drug Prosecution Units

Grant Number: 404022

Grantee Name: County of Kane on behalf of the Office of the State's Attorney

Award Amount: $179,959.00

Address: Kane County Judicial Center
37W777 State Route 38, Suite 300
St. Charles, Illinois 60175-7535

Contact Person: Sandra Chidester

Telephone #: (630) 232-3547

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Signature

Kane County State's Attorney
Title

5/3/05
Date

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title: FY2003 Local Law Enforcement Block Grant **Grant Number:** 2003-LB-BX-2324

Grantee Name: Kane County State's Attorney's Office **Award Amount:** $59,594.00

Address: Kane County Judicial Center
37W777 State Route 38, Suite 300
St. Charles, Illinois 60175-7535

Contact Person: Sandra Chidester **Telephone #:** (630) 232-3547

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Signature

Date 5/3/05

Title

ATTACHMENT B

STATE'S ATTORNEY'S WORKFORCE
COMMUNITY WORKFORCE
AND UTILIZATION ANALYSIS CHARTS

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – STATE'S ATTORNEY WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals		59 100%	1 1.694%	25 42.372%	1 1.694%	0 0%	0 0%	1 1.694%	31 52.542%	0 0%	0 0%	0 0%
Technicians		State's Attorney does not have any employees in this job category										
Protective Services	Sworn	5 100%	0 0%	4 80%	1 20%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn	State's Attorney does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		73 100%	0 0%	5 6.849%	1 1.369%	0 0%	0 0%	1 1.369%	55 75.342%	9 12.328%	1 1.369%	1 1.369%
Skilled Craft		State's Attorney does not have any employees in this job category										
Service/Maintenance		State's Attorney does not have any employees in this job category										

KEY

B - Black
W - White
H - Hispanic
A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – STATE'S ATTORNEY UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		MALE White	MALE Black	MALE Hispanic	MALE Asian	MALE American Indian	FEMALE White	FEMALE Black	FEMALE Hispanic	FEMALE Asian	FEMALE American Indian
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 59.3% 40.7%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	0% 29.8% -29.8%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		42.372% 41.2% 1.172%	1.694% 1.4% .294%	1.694% 2.3% -.606%	05 1.6% -1.6%	0% .1% -.1%	52.542% 47.1% 5.442%	1.694% 1.9% -.206%	0% 2.4% -2.4%	0% 1.4% -1.4%	0% .1% -.1%
TECHNICIANS Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	80% 64% 16%	0% 8.1% -8.1%	20% 6.8% 13.2%	0% 0% 0%	0% .5% -.5%	0% 16.2% -16.2%	0% 1.9% -1.9%	0% 1% -1%	0% 0% 0%	0% .5% -.5%
	NON-SWORN Workforce #/% Civ. Labor Force #/% Utilization %	NOT APPLICABLE									
PARA-PROFESSIONAL Workforce CLS #/% Utilization		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
OFFICE/CLERICAL Workforce CLS #/% Utilization		6.849% 25.9% -19.051%	0% 1.4% -1.4%	1.369% 5% -3.631%	0% .7% -.7%	0% .1% -.1%	75.342% 52.8% 22.542%	1.369% 3.5% -2.131%	12.328% 8.9% 3.428%	1.369% .7% .669%	1.369% .1% 1.269%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									