County of Kane
2006 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.
[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.

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.

This EEOP is current and shall remain in effect as long as the County of Kane and its affiliated offices are required by law or regulation to maintain an EEOP. Kane County

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[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.

adopted its first EEOP in May 2005. Each year the document is updated with the current demographics of the County's workforce.

In 2006, Kane County began the process of creating a strategic plan for County operations over the next five to fifteen years. While a final document that contains a priority of goals has not been adopted, it is anticipated this will occur before the next fiscal year.

From time to time, this narrative is amended to reflect changes in County practices, policies and employee demographics. Beginning with the 2006 document, the representation of employees by gender and race by shown through the use of color graphs.

County of Kane

2006 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.

In 2006, the analysis shows a little improvement for females. The underrepresentation ranges from a high of -26.864% in the *Technicians* category for white females to a low of -.091% in the *Sworn Protective Services* category for Asian females. However, the underrepresentation of black females is noted in both the *Technicians* and *Non Sworn Protective Services* categories as the County government does not employ any black females in either of these two categories.

It should also be noted that Black and Hispanic women are represented quite well in some County departments. For example, the Department of Employment and Education employs black women in each of the categories representing its work force (i.e., *Officials, Professionals, Clerical*). Hispanic women are employed in 2 of the 3 categories (i.e., *Professional, Clerical*), lacking representation only in the *Officials* category.

The Health Department also does an outstanding job of employing Hispanic females, showing representation in 3 of 4 occupational categories (*Professional, Technician, Clerical)*.

In this second year of having an EEO Plan, each department or office has taken a deeper look at analyzing the composition of its workforce and prepared extensive recommendations for achieving better representation of women and minorities. All departments reinstate their adherence to non-discriminatory hiring and employment practices.

In addition, the departments and offices have detailed promotions, transfers and disciplinary actions taken against employees.

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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.

ATTACHMENT A -- **AGENCY'S WORKFORCE – 2006 KANE COUNTY** (See Step 2)

Job Category		TOTAL	MALE B	MALE W	MALE H	MALE A/PI	MALE AI/AN	FEMALE B	FEMALE W	FEMALE H	FEMALE A/PI	FEMALE AI/AN
Officials/Administrators		106 100%	1 .943%	63 59.433%	2 1.886%	0 0%	1 .943%	3 2.830%	35 33.018%	1 .943%	0 0%	0 0%
Professionals		452 100%	11 2.433%	139 30.752%	13 2.876%	2 .442%	0 0%	24 5.309%	239 52.876%	19 4.203%	5 1.106%	0 0%
Technicians		22 100%	0 0%	13 59.09%	0 0%	2 9.09%	0 0%	0 0%	3 13.636%	3 13.636%	1 4.545%	0 0%
Protective Services	Sworn *	244 100%	13 5.327%	176 72.131%	12 4.918%	6 2.459%	1 .409%	3 1.229%	30 12.295%	2 .819%	1 .409%	0 0%
	Non-Sworn	29 100%	2 6.896%	11 37.931%	1 3.448%	0 0%	0 0%	0 0%	13 44.827%	2 6.896%	0 0%	0 0%
Para-Professional												
Office/Clerical		440 100%	1 .227%	34 7.727%	5 1.136%	2 .454%	0 0%	11 2.5%	309 70.227%	68 15.454%	5 1.136%	5 1.136%
Skilled Craft		34 100%	2 5.882%	31 91.176%	0 0%	0 0%	0 0%	0 0%	1 2.941%	0 0%	0 0%	0 0%
Service/Maintenance		27 100%	2 7.407%	17 62.962%	3 11.111%	1 3.703%	0 0%	0 0%	3 11.111%	1 3.703%	0 0%	0 0%

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* FOR POLICE DEPARTMENT GRANTEES ONLY: First fill out additional breakdown of sworn "officials," below.

Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Chiefs, Deputy Chiefs	4 100%	0 0%	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Captains, Inspectors	3 100%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Lieutenants	15 100%	1 6.666%	13 86.666%	0 0%	0 0%	0 0%	0 0%	1 6.666%	0 0%	0 0%	0 0%
Sergeants, Detectives	30 100%	2 6.666%	25 83.333%	1 3.333%	1 3.333%	1 3.333%	0 0%	0 0%	0 0%	0 0%	0 0%
TOTALS [6]	52 100%	3 5.769%	45 86.538%	1 1.923%	1 1.923%	1 1.923%	0 0%	1 1.923%	0 0%	0 0%	0 0%

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

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ATTACHMENT C -- **COMMUNITY LABOR STATISTICS** (CLS) (See Step 3)

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		31880 100%	560 1.8%	18905 59.3%	995 3.1%	210 .7%	15 0%	455 1.4%	9515 29.8%	820 2.6%	145 .5%	4 0%
Professionals		33870 100%	465 1.4%	13940 41.2%	780 2.3%	530 1.6%	20 .1%	655 1.9%	15955 47.1%	810 2.4%	480 1.4%	20 .1%
Technicians		3645 100%	80 2.2%	1540 42.2%	145 4%	45 1.2%	0 0%	130 3.6%	1475 40.5%	120 3.3%	65 1.8%	0 0%
Protective Services	Sworn [8]	2955 100%	240 8.1%	1890 64%	200 6.8%	15 .5%	0 0%	55 1.9%	480 16.2%	30 1%	15 .5%	0 0%
	Non-Sworn [9]	275 100%	20 7.3%	85 30.9%	0 0%	0 0%	0 0%	10 3.6%	135 49.1%	20 7.3%	0 0%	0 0%
Para-Professional												
Office/Clerical		53255 100%	760 1.4%	13800 25.9%	2645 5%	375 .7%	30 .1%	1865 3.5%	28105 52.8%	4755 8.9%	395 .7%	75 .1%
Skilled Craft		20385 100%	495 2.4%	13965 68.5%	3645 17.9%	140 .7%	55 .3%	125 .6%	905 4.4%	770 3.8%	80 .4%	4 0%
Service/Maintenance		58795 100%	1955 3.3%	16685 28.4%	16375 27.9%	515 .9%	65 .1%	1690 2.9%	11555 19.7%	8595 14.6%	545 .1%	40 .9%

2000 Census Data

KEY

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

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ATTACHMENT D -- **Utilization Analysis – 2006 Kane County (See Step 4a)** * 2000 Census Data

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 #/%	59.433%	.943%	1.886%	0%	.943%	33.018%	2.830%	.943%	0%	0%
	CLS #/%	59.3%	1.8%	3.1%	.7%	0%	29.8%	1.4%	2.6%	.5%	0%
	Utilization %	.133%	-.857%	-1.214%	-.7%	.943%	3.218%	1.43%	-1.657%	-.5%	0%
PROFESSIONALS	Workforce #/%	30.752%	2.433%	2.876%	.442%	0%	52.876%	5.309%	4.203%	1.106%	0%
	CLS #/%	41.2%	1.4%	2.3%	1.6%	.1%	47.1%	1.9%	2.4%	1.4%	.1%
	Utilization %	-10.448%	1.033%	.576%	-1.158%	-.1%	5.776%	3.409%	1.803%	-.294%	-.1%
TECHNICIANS	Workforce #/%	59.09%	0%	0%	9.09%	0%	13.636%	0%	13.636%	4.545%	0%
	CLS #/%	42.2%	2.2%	4%	1.2%	0%	40.5%	3.6%	3.3%	1.8%	0%
	Utilization %	16.89%	-2.2%	-4%	7.89%	0%	-26.864%	-3.6%	10.336%	2.745%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	72.131%	5.327%	4.918%	2.459%	.409%	12.295%	1.229%	.819%	.409%	0%
	CLS #/%	64%	8.1%	6.8%	.5%	0%	16.2%	1.9%	1%	.5%	0%
	Utilization %	8.131%	-2.773%	-1.882%	1.959%	.409%	-3.905%	-.671%	-.181%	-.091%	0%
	N0N-SWORN										
	Workforce #/%	37.931%	6.896%	3.448%	0%	0%	44.827%	0%	6.896%	0%	0%
	Civ. Labor Force #/%	30.9%	7.3%	0%	0%	0%	49.1%	3.6%	7.3%	0%	0%
	Utilization %	7.031%	-.404%	3.448%	0%	0%	-4.273%	-3.6%	-.404%	0%	0%
PARA-PROFESSIONAL	Workforce										
	CLS #/%										
	Utilization										
OFFICE/CLERICAL	Workforce	7.727%	.227%	1.136%	.454%	0%	70.227%	2.5%	15.454%	1.136%	1.136%
	CLS #/%	25.9%	1.4%	5%	.7%	.1%	52.8%	3.5%	8.9%	.7%	.1%
	Utilization	-18.173%	-1.173%	-3.864%	-.246%	-.1%	17.427%	-1%	6.554%	.436%	1.036%

SKILLED CRAFT										
Workforce #/%	91.176%	5.882%	0%	0%	0%	2.941%	0%	0%	0%	0%
CLS #/%	68.5%	2.4%	17.9%	.7%	.3%	4.4%	.6%	3.8%	.4%	0%
Utilization %	22.676%	3.482%	-17.9%	-.7%	-.3%	-1.459%	-.6%	-3.8%	-.4%	0%
SVCS/MAINTENANCE										
Workforce #/%	62.962%	7.407%	11.111%	3.703%	0%	11.111%	0%	3.703%	0%	0%
CLS #/%	28.4%	3.3%	27.9%	.9%	.1%	19.7%	2.9%	14.6%	.1%	.9%
Utilization %	34.562%	4.107%	-16.789%	2.803%	-.1%	-8.589%	-2.9%	-10.897%	-.1%	-.9%

9/7/06

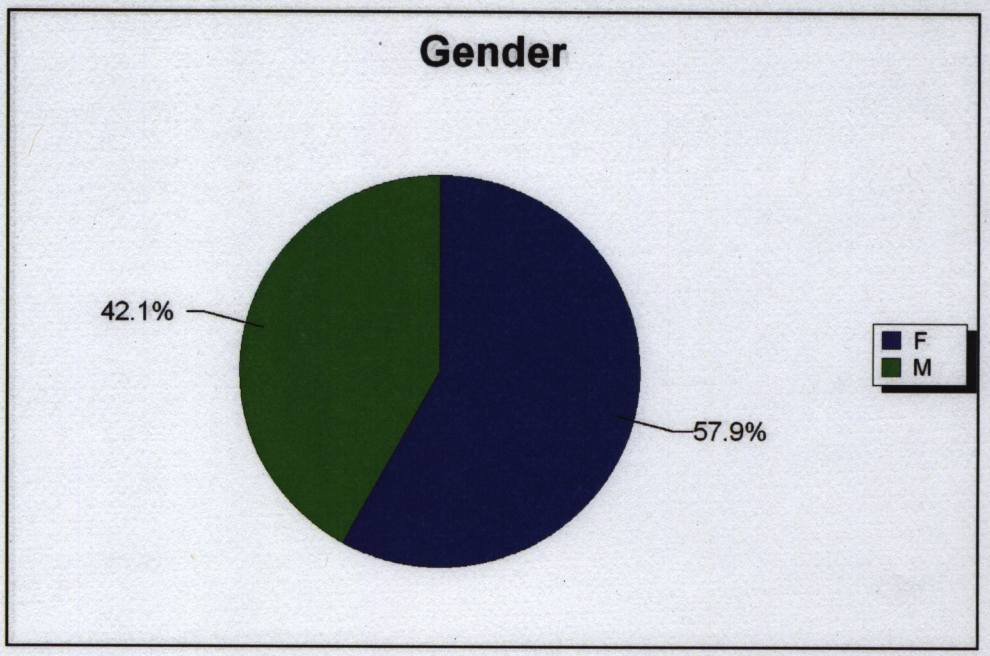
Kane County Employees Gender and Race for Entire County

Date: 9/11/2006
Time: 09:38AM

Gender	Count
F	788
M	572
Total	1360

F = Female

M = Male

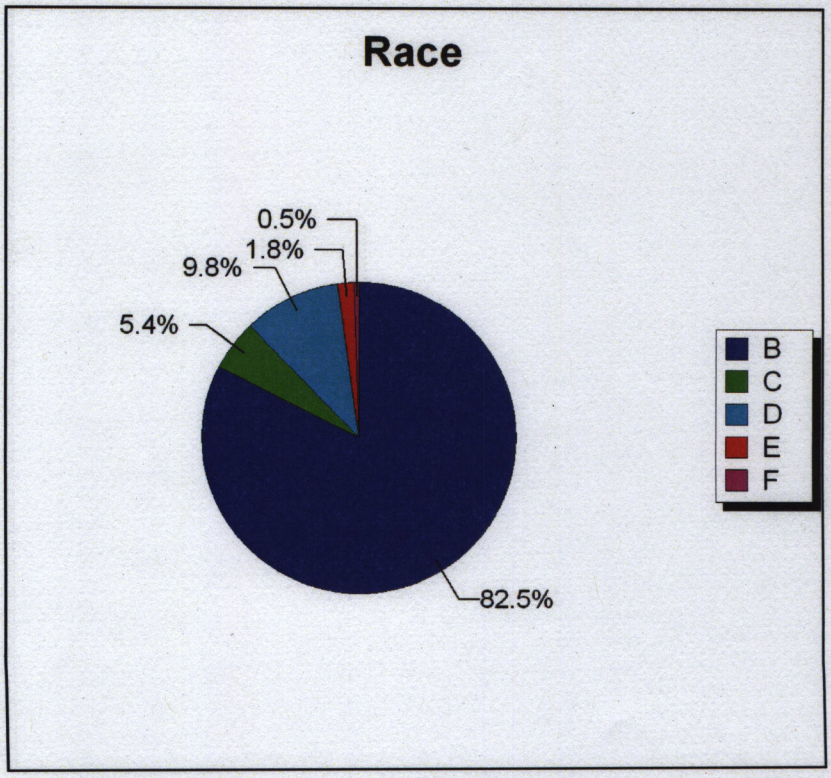


Race
AMERICAN INDIAN/ALASKAN
ASIAN/PACIFIC ISLANDER
BLACK
HISPANIC
WHITE
Total

B = White

C = Black

D = Hispanic

E = Asian/Pacific Islander

F = American Indian/Alaskan