PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2006 COURT SERVICES WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		7 100%	0 0%	6 85.714%	0 0%	0 0%	0 0%	0 0%	1 14.285%	0 0%	0 0%	0 0%
Professionals		126 100%	7 5.555%	32 25.396%	10 7.936%	0 0%	0 0%	9 7.142%	63 50%	3 2.380%	2 1.587%	0 0%
Technicians		Court Services does not have any employees in this job category										
Protective Services	Sworn	Court Services does not have any employees in this job category										
	Non-Sworn	Court Services does not have any employees in this job category										
Para-Professional		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA										
Office/Clerical		22 100%	0 0%	1 4.545%	0 0%	0 0%	0 0%	1 4.545%	17 77.272%	3 13.636%	0 0%	0 0%
Skilled Craft		Court Services does not have any employees in this job category										
Service/Maintenance		4 100%	0 0%	1 25%	0 0%	0 0%	0 0%	0 0%	3 75%	0 0%	0 0%	0 0%

8/906

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) – 2006 COURT SERVICES 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 %		85.714% 59.3% 26.414%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	14.285% 29.8% 15.515%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		25.396% 41.2% -15.804%	5.555% 1.4% 4.155%	7.936% 2.3% 5.636%	0% 1.6% -1.6%	0% .1% -.1%	50% 47.1% 2.9%	7.142% 1.9% 5.242%	2.380% 2.4% -.02%	1.587% 1.4% .187%	0% .1% -.1%
TECHNICIANS Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	NOT APPLICABLE									
	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		4.545% 25.9% -21.355%	0% 1.4% -1.4 %	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	77.272% 52.8% 24.472%	4.545% 3.5% 1.045%	13.636% 8.9% 4.736%	0% .7% -.7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		25% 28.4% -3.4%	0% 3.3% -3.3%	0% 27.9% -27.9%	0% .9% -.9%	0% .1% -.1%	75% 19.7% 55.3%	0% 2.9% -2.9%	0% 14.6% -14.6%	0% .1% -.1%	0% .9% -.9%

8/1/06

CERTIFICATION FORM

Recipient Name and
Address:_____Kane County Court Services_____

Grant Title: __Kane County Juvenile Accountability Initiative_Grant Number: __504040_____Award Amount: _$25,728__

Contact Person Name and Title: _Mary Hyatt _____ Phone Number: (630)__406-7192_____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete *either* Section A or Section B, not both**. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply.*

- ☐ Recipient has less than 50 employees,
- ☐ Recipient is a non-profit organization,
- ☐ Recipient is a medical institution,
- ☐ Recipient is an Indian tribe,
- ☐ Recipient is an educational institution, or
- ☐ Recipient is receiving an award less than $25,000

I, _____ **[responsible official]**, certify that _____ **[recipient]** is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that_____ _____ **[recipient]** will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

_____ _____ _____
Print or type Name and Title **Signature** **Date**

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____Mary E. Hyatt_____ **[responsible official]**, certify that the_____Kane County Court Services_____ **[recipient]**,which has 50 or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: _____Kane County Human Resource Department_____**[organization]**, at___719 S. Batavia Avenue, Geneva, IL 60134_____ **[address]**,for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

_Mary E. Hyatt_____ _____ _____
Print or type Name and Title **Signature** **Date**

OMB Approval No. 1121-0140 Expiration Date: 01/31/06

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Kane County Juvenile Accountability Initiative

Grant Number: 504040

Grantee Name: Kane County Court Services

Award Amount: $25,728

Address: 37W777 Rt. 38
Suite CS100
St. Charles, IL 60175

Contact Person: Mary E. Hyatt

Telephone #: (630) 406-7192

Date and effective duration of EEOP: 10/1/05-9/30/06

Policy Statement:

It is the policy of Court services to recruit, select, promote, train, and discipline employees without regard to sex, age, race, creed, color, national origin, religious preference, political preference, or physical handicaps. These criteria shall not be considered in personnel decisions, except where they constitute a bonafide occupational qualification.

[signature] [title] [date]

OMB Approval No.: 1121-0140
Expiration Date: 12/31/98

Revised: 7/22/98

STEP 2: AGENCY'S WORKFORCE -- In the following Utilization Chart, please fill in the workforce statistics for your agency according to the categories indicated.

STEP 3: COMMUNITY LABOR STATISTICS (CLS) -- In the following Utilization Chart, please fill in the available workforce statistics for the community according to the categories indicated.

STEP 4a: UTILIZATION ANALYSIS -- Please subtract the percentages obtained in Step 3 from those obtained in Step 2 and fill in on the following Utilization Chart.

STEP 4b: NARRATIVE UTILIZATION ANALYSIS -- In the space provided below, please analyze the figures obtained for Step 4a -- the Utilization Chart -- by pointing out specific areas of concern.

A comparison of Court Services' workforce to the Community Labor Statistics for Kane County indicates underutilization of males in all categories except Black and Hispanic professionals and White executives. The professional category shows underutilization to a very small degree in Hispanic, Asian, and American Indian female populations (-.1, -.4, and -.1, respectively) For the professional category, the largest discrepancy is the underutilization of White males (-15). This is a slight decline from the last EEOP, on which White males in this category registered -13.2.

In the office/clerical category, males are underutilized in every racial category, with the largest discrepancy applying to White males (-21.4). Asian and American Indians are slightly underutilized in the clerical category for females (-.7 and -.1).

In the services/maintenance category, there has been a 25% improvement in White males from the last EEOP, but all other categories of males and non-white females are underutilized, with Hispanic males and females showing the most significant underutilization (-27.9 and -14.6, respectively.)

After reviewing the results of the underutilization analysis, it appears that the Department continues to have difficulties recruiting males for the professional, clerical, and service categories. The Department strives to promote individuals from within, and it is likely that the underutilization of minorities and women in upper management could resolve based upon the makeup of the professional workforce from which these positions are drawn.

It has long been recognized that recruitment and retention of white males for available positions is difficult. The relatively low pay for positions requiring Bachelor's degrees contributes to this problem. There has been slight improvement in the recruitment of Hispanic males and females. This is in part to a concerted effort to recruit bilingual staff to aid in interacting with non-English speaking probationers. In addition, there has been improvement in the recruitment of Black female professionals. The Department's push to recruit more from social service backgrounds than from law enforcement backgrounds, as in the past, has increased the number of Hispanic males and Black females, but ultimately reduced the number of White males. The Department finds recruitment of those with social service backgrounds far more beneficial to the population with which we deal given the multiplicity of social, economic, and health-related issues exhibited by those we serve. The Department hopes to instill in the officers and youth counselors the need to be supportive change agents in addition to their duty to monitor behavior.

STEP 5: OBJECTIVES -- In the space provided below, please summarize the objectives your EEOP sets forth to address any underutilization identified in Step 4.

Court Services is committed to making its workforce profiles more closely reflect the available labor force in the community. The Department also recognizes the issue of overrepresentation of minorities in the criminal justice system, and recruitment of minority staff is advantageous in the establishment of solid working relationships between the probation officers and the offenders with whom they work. Based upon the results of the underutilization analysis, Court Services has established the following objectives:

- The Department has done well in recruiting Blacks and male Hispanics for professional positions, and the goal will be to continue to target these populations for hiring. The Department will attempt to recruit male staff in professional, clerical, and service positions and minority staff in service positions.
- Court Services will endeavor to promote females and minorities to upper management positions. At present, there are two male Hispanic supervisors and one Black female supervisor in the Department, making 21% of the supervisory staff minority. In addition, half of the supervisors in the Department are female, and several of these have potential for promotion to upper management. (Supervisory staff are classified with professional staff, thus diluting the impact of this representation.)

STEP 6: STEPS TO ACHIEVE OBJECTIVES -- In the space provided below, please briefly describe the specific steps you have determined will enable you to meet the objectives presented in Step 5.

The following steps will be taken to address the underutilization of males in professional, clerical, and service categories and minorities in the service and professional categories:

- Continue to attend career fairs at Western Illinois University and Northern Illinois University. Continue to provide job postings to other universities well as community colleges for clerical and service positions.
- Review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.
- Continue to post all openings on the county website
- Provide opportunities for management training to supervisory level personnel to develop future managers and improve diversity in the management group.
- Continue to interact with community-based organizations serving primarily minority populations (LULAC, Urban League, and campaign for referrals of qualified individuals for hiring.
- Provide job postings to organizations that reach the target population.

STEP 7: DISSEMINATION --In the space provided below, please summarize your plan to disseminate the EEOP.

- We will continue to include the statement "EEO Employer/Program Auxiliary aids are available to individuals with disabilities upon request" on all job postings, and notification will be provided as to where applicants for positions can obtain a copy of the plan.
- The EEOP will be posted on the Department's "Public Documents" directory, which is available to all current employees of the Department, and supervisors will notify staff of the location and purpose of the plan.
- All new employees will be provided with information on the EEOP during orientation
- The EEOP will be posted prominently on bulletin boards in each unit of the Department.
- The Director of Human Resources for Kane County will be provided with the plan for dissemination to any interested parties.

ATTACHMENT A -- **AGENCY'S WORKFORCE** (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		8 100%	0 0 %	7 88%	0 0%	0 0%	0 0%	0 0%	1 12%	0 0%	0 0%	0 0%
Professionals		130 100	6 4.6%	34 26.2%	9 6.9%	0 0%	0 0	11 8.5%	67 51.5%	3 2.3%	1 .77%	0 0
Technicians		Court Services does not have any employees in this job category										
Protective Services	Sworn	Court Services does not have any employees in this job category										
	Non-Sworn	Court Services does not have any employees in this job category										
Para-Professional		Court Services does not have any employees in this job category										
Office/Clerical		22 100	0 0	1 4.5%	0 0	0 0	0 0	1 4.5%	17 77.3%	3 13.6%	0 0	0 0
Skilled Craft		Court Services does not have any employees in this job category										
Service/Maintenance		4 100	0 0	1 25%	0 0	0 0	0 0	0 0	3 75%	0 0	0 0	0 0

* 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	# %	# %	# %	# %	# %	# %	# %	# %	# %	# %	# %
Captains, Inspectors											
Lieutenants											
Sergeants, Detectives											
TOTALS [6]											

KEY

B - Black
W - White
H - Hispanic

A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

POLICE DEPT. GRANTEES: See Attachment B for correlation chart translating civilian job categories into personnel job categories in the police department.

6 Put these totals in above chart under "Protective Services - Officials."

ACHMENT D -- **Utilization Analysis (See Step 4a)**

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 %		88 59.3 28.7	0 1.8 -1.8	0 3.1 -3.1	0 .7 -.7	0 0 0	12 29.8 -17.8	0 1.4 -1.4	0 2.6 -2.6	0 .5 -.5	0 0 0
PROFESSIONALS Workforce #/% CLS #/% Utilization %		26.2 41.2 -15	4.6 1.4 3.2	6.8 2.3 4.5	0 1.6 -1.6	0 0 0	51.5 47.1 4.4	8.5 1.9 6.6	2.3 2.4 -0.1	.77 1.4 -.4	0 .1 -.1
TECHNICIANS Workforce #/% CLS #/% Utilization %		Not Applicable									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	Not Applicable									
	NON-SWORN Workforce #/% Civ. Labor Force #/% Utilization %	Not Applicable									
PARA-PROFESSIONAL Workforce CLS #/% Utilization		Not Applicable									
OFFICE/CLERICAL Workforce CLS #/% Utilization		4.5 25.9 -21.4	0 1.4 -1.4	0 5 -5	0 .7 -.7	0 .1 -.1	77.3 52.8 24.5	4.5 3.5 1	13.6 8.9 4.7	0 .7 -.7	0 .1 -.1
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		Not Applicable									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		25 28.4 -3.4	0 3.3 -3.3	0 27.9 -27.9	0 .9 -.9	0 .1 -.1	75 19.7 55.3	0 2.9 -2.9	0 14.6 -14.6	0 .1 -.1	0 .9 -.9

* 1990 Census Data