PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) - 2006 AUDITOR 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 (Deputy Auditor)		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians		The Auditor's Office does not have any employees in this job category										
Protective Services	Sworn	The Auditor's Office does not have any employees in this job category										
	Non-Sworn	The Auditor's Office does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
Skilled Craft		The Auditor's Office does not have any employees in this job category										
Service/Maintenance		The Auditor's Office does not have any employees in this job category										

8/1/06

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 AUDITOR 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% 0% 0%	0% 0% 0%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		100% 41.2% 58.8%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	0% 47.1% -47.1%	0% 1.9% -1.9%	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 %	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		0% 25.9% -25.9%	0% 1.4% -1.4%	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	100% 52.8% 47.2%	0% 3.5% -3.5%	0% 8.9% -8.9%	0% .7% -.7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

OFFICE OF THE COUNTY AUDITOR

KANE COUNTY GOVERNMENT CENTER

WILLIAM F. KECK, C.P.A.
KANE COUNTY AUDITOR

719 S BATAVIA AVENUE
GENEVA, ILLINOIS 60134

630-232-5915
630-208-3838 (FAX)

MEMORANDUM

DATE: September 08, 2006

TO: Ellen Burmeier, Human Resource Director

FROM: William F. Keck, Auditor

RE: EEOP Submittals

RECEIVED
SEP - 8 2006
KANE COUNTY
HUMAN RESOURCES

DISCIPLINARY ACTION REPORT

The full-time office employee was absent for eight work days due to her illness or that of her child. Since she had not earned any sick time, there was a loss of pay for each absence.

TRANSFERS AND PROMOTIONS REPORT

One professional employee accepted a CFO position with another department and transferred to that department. After an extensive job interview process, a successor was hired for the position.

The current full-time office employee was hired as a part-time employee during a sickness leave of her predecessor. She was promoted to a full-time position when her predecessor was unable to return to work. The full-time office employee is currently on maternity leave and a part-time seasonal employee has been hired during her absence.

UTILIZATION ANALYSIS NARRATIVE

A comparison of the Auditor's workforce to the community labor statistics for Kane County indicates underutilization of ethnic minorities in all categories. The Officials/Executive category represents an elected official with the occupant determined by the voting public. We have one person in the Professional category who was hired based on qualifications and salary requirement after an extensive interview process. All prospective employees, both full and part time, are required to have a background check administered by the School Office.

The office category illustrates underutilization of Blacks (3.5%) and Hispanics (8.9%). Any job openings in the Auditor's Office are publicized in the county website and in the print media. All applicants are reviewed in terms of qualifications and salary requirements.

OFFICE OF THE COUNTY AUDITOR

KANE COUNTY GOVERNMENT CENTER

WILLIAM F. KECK, C.P.A.
KANE COUNTY AUDITOR

719 S BATAVIA AVENUE
GENEVA, ILLINOIS 60134

630-232-5915
630-208-3838 (FAX)

OBJECTIVE

The Auditor's Office is committed to hiring the most qualified candidate for an available job opening regardless of race, creed or country of origin.

STEPS TO ACHIEVE OBJECTIVE

- Continue to post all openings on the county website.
- Continue to publicize openings in the print media with primary emphasis on newspapers covering Kane County. This would also include Hispanic newspapers.

DISSEMINATION

- All new employees will be provided with information on the EEO Plan during orientation.
- Current employees will be provided with a copy of the EEO Plan upon request.
- Human Resource Director will provide a copy of the EEO Plan to interested parties.

Sincerely,

William F. Keck

William F. Keck
Auditor