PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2006 RECORDER 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%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Professionals		4 100%	0 0%	3 75%	0 0%	0 0%	0 0%	0 0%	1 25%	0 0%	0 0%	0 0%
Technicians		The Recorder's Office does not have any employees in this job category										
Protective Services	Sworn	The Recorder's Office does not have any employees in this job category										
	Non-Sworn	The Recorder's Office does not have any employees in this job category										
Para-Professional		The category no longer exists in the 2000 census data										
Office/Clerical		25 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	22 88%	2 8%	0 0%	1 4%
Skilled Craft		The Recorder's Office does not have any employees in this job category										
Service/Maintenance		The Recorder'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 RECORDER 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 %		0% 59.3% -59.3%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	100% 29.8% 70.2%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		75% 41.2% 33.8%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	25% 47.1% -22.1%	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 NOT 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%	88% 52.8% 35.2%	0% 3.5% -3.5%	8% 8.9% -9%	0% .7% -.7%	4% .1% 3.9%
SKILLED CRAFT Workforce #/% CLS #/%		NOT APPLICABLE									

Kane County Recorder's Office

1) Number of disciplinary actions :
   12/04-12/05= 0
   12/05-8/06= 1 suspension with loss of pay against white male

2) Number of employees who made application for promotion or transfer:
   12/04-12/05=1 white male requested transfer of duties from clerical to IT Technician and it was granted,
   1 white female requested full time but we did not have an opening

3) Employment Policies and Practices:
   The applicants usually interview with the Recorder, the Chief Deputy, and the Department Supervisor. Most of the positions we have interviewed for involve data entry and typing skills. We will have applicants take a typing test and require a minimum of 45 WPM.
   We include the statement "EEO Employer/ Program. Auxiliary aids are available to individuals with disabilities upon request" with our job postings and base our hiring practices on the most qualified applicants.
   Many of our employees stay with us long term and as a few employees leave we have not been hiring to replace any positions. We had a couple of very busy years from 2002-2005 but the housing market has leveled off as of late and we do not anticipate any future hiring. We also utilize part time employees who come in on the heavier mail days or as needed.

4) Job Openings Posted:
   On the county website, through Human Resources.