PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 CIRCUIT COURT CLERK WORKFORCE

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		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
Professionals		5 100%	0 0%	1 20%	0 0%	0 0%	0 0%	0 0%	4 80%	0 0%	0 0%	0 0%
Technicians		6 100%	0 0%	4 66.666%	0 0%	0 0%	0 0%	0 0%	1 16.666%	1 16.666%	0 0%	0 0%
Protective Services	Sworn	2 100%	0 0%	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn	The Circuit Court Clerk'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		101 100%	0 0%	11 10.891%	2 1.98%	0 0%	0 0%	3 2.97%	79 78.217%	6 5.94%	0 0%	0 0%
Skilled Craft		The Circuit Court Clerk's Office does not have any employees in this job category										
Service/Maintenance		The Circuit Court Clerk's Office does not have any employees in this job category										

08/28/07

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) – 2007 CIRCUIT COURT CLERK 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 %		20% 41.2% -21.2%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	80% 47.1% 32.9%	0% 1.9% -1.9%	0% 2.4% -2.4%	0% 1.4% -1.4%	0% .1% -.1%
TECHNICIANS Workforce #/% CLS #/% Utilization %		66.666% 42.2% 24.466%	0% 2.2% -2.2%	0% 4% -4%	0% 1.2% -1.2%	0% 0% 0%	16.666% 40.5% -23.834%	0% 3.6% -3.6%	16.666% 3.3% 13.366%	0% 1.8% -1.8%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	100% 64% 36%	0% 8.1% -8.1%	0% 6.8% -6.8%	0% .5% -.5%	0% 0% 0%	0% 16.2% -16.2%	0% 1.9% -1.9%	0% 1% -1%	0% .5% -.5%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	NOT APPLICABLE									
PARA-PROFESSIONAL Workforce CLS #/% Utilization		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
OFFICE/CLERICAL Workforce CLS #/% Utilization		10.891% 25.9% -15.009%	0% 1.4% -1.4%	1.98% 5% -3.02%	0% .7% -.7%	0% .1% -.1%	78.217% 52.8% 25.417%	2.97% 3.5% -.53%	5.94% 8.9% -2.96%	0% .7% -.7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

9/12/07

Circuit Clerk's Office

Part 1 - During the 2007 fiscal year to date, there has been the following number and types of disciplinary action that have taken place.

Male

Category of Discipline	Sanction Imposed	Total	W	B	H	A/PI	AI/AN
0	0	0	0	0	0	0	0

Female

Category of Discipline	Sanction Imposed	Total	W	B	H	A/PI	AI/AN
Work performance/Job Duties	Written warning	2	1	0	1	0	0
Attendance	Written Warning	1	1	0	0	0	0

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

Part 2 - During the 2007 fiscal year to date there has been the following applications made for promotion or transfer.
Note - ***Denotes employee who was promoted and/or transferred

Male

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
Promotion	2	2				

Female

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
None	0	0	0	0	0	0

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

Circuit Clerk's Office

Part 3

The main assignments for the Deputy Clerk Office/Clerical positions in the Circuit Clerk's Office compasses around a high volume of work ranging from data entry, filing of records, working w/the public, court personnel, etc., processing payments, and many other daily office duties.
When hiring for these positions a number and name perception matching test is administered. E.F. Wonderlic and Associates, Inc validate these tests. The applicants have four (4) minutes in which to complete each test working as fast as they can without making mistakes. High scores on these tests indicate an ability to work with numbers rapidly and completing accurate work. While low scores indicate either a difficulty in quickly recognizing the differences in number pairs, or a carelessness that would produce error-prone work. While majority (60 – 70%) of the hiring decision is based on the interview questions with each applicant and how they answer the interview questions and present themselves, the tests results represent approx. 30-40% of the hiring decision.
The Circuit Clerk's Office has obtained questions asked in the interview process in researching the contents from the edition of "Hiring the Best" book by Bob Adams, Inc.

When hiring for any of the professional area's (Managers, Supervisors, etc.) additional interview questions are added which have also been obtained from the book "Hiring the Best". Depending on the management position we are interviewing for, additional items could be expected from the applicant(s). I.E. If the open position is for a Supervisor, one of the assignments could be to compete a discipline write-up for an employee having an attendance problem.

Circuit Clerk's Office

Part 4 – Utilization Analysis Narrative and Goals Objectives to Achieve

In the Office/Clerical category, the results indicate underutilization of white males, which is listed as –15.009%.

In the Official/Executive category, the results indicate underutilization in white males, which is listed as -59.3%. This category includes one Elected Circuit Clerk Position and one Chief Deputy position, which will result in high percentages of some areas.

In the Protective Services (sworn security chief) category, the results indicate underutilization in Black and Hispanic males, which is listed as –8.1% for the black category and –6.8% for the Hispanic category. This category includes only two positions, which are the Security Officers positions for our office, which will result in high percentages of some areas.

The Circuit Clerk's Office is located on a very busy highway and the flow of applications being handed in from applicants remains high, where additional applications are not needed to be obtained from the County's H.R. Dept.

The following steps will be taken by the Circuit Clerk's Human Resource Manager to address the underutilization as stated above for the Office/Clerical underutilization of white males:

** Obtain applications from the County's H.R. Dept
** Begin posting of all job openings on the county website
** Seek new methods to recruit male employees (I.e. community college's in the area or other organizations that reach the target population, etc.) NOTE: Our percentage of males did go down 2.0% this year since we did hire on 3 males since the last survey.
** Check into future career job fairs in the area and attend as needed
** Our office presently offers and will continue to offer employees the opportunity to attend classes, seminars, etc. to gain knowledge for future advancement or to improve their skills for their present position.

Our Office continues to post the proper EEOC posters, etc. in view for all employees to review.