November 13, 2007

MEMO TO: Ellen Burmeier
Human Resources Director

FROM: John A. Cunningham
Kane County Clerk

RE: Equal Employment Opportunity Plan for Kane County

Ellen, we in the County Clerk's Office have enjoyed a very stable work environment for a number of years, some of those years preceding my tenure in office. With the exception of my Director of Vital Records, a male, the Director of Alternative Language, a Hispanic male and a female clerk, who were hired into professional positions in 2007, our full time labor force averages 7-1/4 years of service.

Our primary requirement for employment is the ability to interact with the public. Our jobs are clerical based, however, most employees have personal contact and all have telephone contact with the public, as well as, internally with County employees. There certainly are opportunities for promotion, however, with a stable workforce opportunities are limited.

Yes, consideration is given to the race, sex and national origin when considering transfer and/or promotion within the office. In this office, we do not discriminate in our hiring or promoting practices. A limiting factor is our longevity, as well as, the pay scale governed by the County budget constraints. White female employees dominate our work force, however, we will actively recruit qualified employees, female or male, without regard for race, sex or national origin, as we proceed through the process of posting available positions.

Because of our longevity, we have had only one disciplinary problem which warranted the termination of an employee. If a disciplinary problem presents itself and corrective action is needed, the solution to the problem is administered by the Director of the involved Department.

Our hiring policies follow standard procedures, similar to those practiced in the corporate world.

Our standard procedure, in compliance with our labor agreement with AFTSME, is to post all openings within our office. This is gives an opportunity to any Union employee, to apply for the open position. Through an interviewing process the applicants are evaluated and the most qualified is then offered the job. If an employee is accepted for the opening, their former job is posted and the same process takes place.

We have occasionally "hired" contractual employees to work for special projects. If they express interest in an open position, which has not been filled by an employee, and they present a written request and resume, they can be considered for the position.

If the opening is not filled internally, either with a present employee or a "contractual" employee, the next step is to seek applications. This can be done in two ways. The first is word of mouth within our office and the second is to solicited applicants through the standard procedures practiced by the Human Resources Department of Kane County.

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 COUNTY CLERK 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%	3 42.857%	1 14.285%	0 0%	0 0%	0 0%	3 42.857%	0 0%	0 0%	0 0%
Professionals		The County Clerk's Office does not have any employees in this job category										
Technicians		The County Clerk's Office does not have any employees in this job category										
Protective Services	Sworn	The County Clerk's Office does not have any employees in this job category										
	Non-Sworn	The County 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		26 100%	0 0%	4 15.384%	1 3.846%	0 0%	0 0%	0 0%	20 76.923%	0 0%	1 3.846%	0 0%
Skilled Craft		The County Clerk's Office does not have any employees in this job category										
Service/Maintenance		The County Clerk's Office does not have any employees in this job category										

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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 COUNTY 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 %		42.857% 59.3% -16.443%	0% 1.8% -1.8%	14.285% 3.1% 11.185%	0% .7% -.7%	0% 0% 0%	42.857% 29.8% 13.057%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
TECHNICIANS Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	NOT APPLICABLE									
	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		15.384% 25.9% -10.516%	0% 1.4% -1.4%	3.846% 5% -1.154%	0% .7% -.7%	0% .1% -.1%	76.923% 52.8% 24.123%	0% 3.5% -3.5%	0% 8.9% -8.9%	3.846% .7% 3.146%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

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