PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 RECORDER 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		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		This category no longer exists in the 2000 census data										
Office/Clerical		21 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	18 85.714%	2 9.523%	0 0%	1 4.761%
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										

08/27/07

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 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%	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 #/% CLS #/% 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%	85.714% 52.8% 32.914%	0% 3.5% -3.5%	9.523% 8.9% .623%	0% .7% -.7%	4.761% .1% 4.661%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

9/17/07

NARRATIVE UTILIZATION ANALYSIS

A comparison of the Recorder's Office workforce to the 2000 community labor statistics for Kane County indicates underutilization of males in the Officials/Executives category since there is only one white female elected official heading the office.

In the professionals category, the white female is shown to be underutilized by (-22.1%) but in actuality, under the office's administrative staff we have department supervisors (which are listed with payroll in the office/clerical category) who are white female so when looking at our department from the inside, we do not feel that there is an underutilization of white females in the professionals category.

In the office/clerical category we have a distinct underutilization of White males (-25.9%) and Hispanic males (-5%). Black females are also underutilized in the office/clerical category by (-3.5%).

In reviewing the results of the underutilization analysis, the Recorder's Office has identified the need to actively recruit more males and black females for clerical positions. Since the year 2000, the office has had 4 clerical male employees and all had been promoted to professional positions, and the two black female employees both left their positions due to relocation. The nature of the work in the Recorders Office is clerical. We have not had many males apply except when interested in IT positions. The Recorder believes in promoting from within. The starting salary for clerical positions has not attracted many male applicants.

The current economy has greatly affected the amount of work within the office and we have not hired since October of 2005. We have down sized our staff by almost one third and do not anticipate any hiring within the next 18 months.

DISCIPLINARY ACTIONS
WITHIN THE RECORDERS OFFICE
OCCURING BETWEEN 12/01/05-11/30/06

The Recorders Office dismissed a suspended a White male for a week in December of 2005 and then dismissed a White female in September of 2006 as a disciplinary action.

PROMOTIONS AND TRANSFERS WITHIN THE
KANE COUNTY RECORDERS OFFICE
FROM 12/01/05-11/30/06

The Recorders Office promoted a White male in February, 2006 from a clerical position to IT.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it conform to the following:

A. We will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, marital status, religion, disability, national origin, veteran status, or any other legally protected status in accordance with applicable local, state and federal law. We will take whatever action is necessary to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, age, national origin, sex, disability, marital status, religion, veteran status or any other legally protected status. Such action shall include, but not be limited to the following: Employment, assignment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. We will, in all solicitations or advertisement for employees placed by or on behalf of the applicant of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, national origin, sex, disability, marital status, religion, veteran status or any other legally protected status.

C. We will, in all practices, be in full compliance with the standards set by the Americans With Disabilities Act, (ADA). We will make reasonable accommodations for all employees who meet ADA standards of being disabled.

D. We will perform all duties in compliance with the standards set by the Federal Labor Standards Act.

Kane County Policy Modified