PART I. COUNTY OF KANE (NON ELECTED DEPARTMENT) – 2007 SUPERVISOR OF ASSESSMENTS 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		4 100%	0 0%	1 25%	0 0%	0 0%	0 0%	0 0%	3 75%	0 0%	0 0%	0 0%
Professionals		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Technicians		The Supervisor of Assessment's Office does not have any employees in this job category										
Protective Services	Sworn	The Supervisor of Assessment's Office does not have any employees in this job category										
	Non-Sworn	The Supervisor of Assessment'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		16 100%	0 0%	2 12.5%	1 6.25%	0 0%	0 0%	1 6.25%	12 75%	0 0%	0 0%	0 0%
Skilled Craft		The Supervisor of Assessment's Office does not have any employees in this job category										
Service/Maintenance		The Supervisor of Assessment'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 I. COUNTY OF KANE (NON ELECTED DEPARTMENT) – 2007 SUPERVISOR OF ASSESSMENTS UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		MALE					FEMALE				
		White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		25% 59.3% -34.3%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	75% 29.8% 45.2%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 41.2% -41.2%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	100% 47.1% 52.9%	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		12.5% 25.9% -13.4%	0% 1.4% -1.4%	6.25% 5% 1.25%	0% .7% -.7%	0% .1% -.1%	75% 52.8% 22.2%	6.25% 3.5% 2.75%	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									

9/17/07

COUNTY OF KANE

COUNTY ASSESSMENT OFFICE
Mark D. Armstrong, CIAO
Supervisor of Assessments
Holly A. Winter, CIAO/I
Chief Deputy Supervisor of Assessments

County Government Center
719 Batavia Avenue, Building C
Geneva, Illinois 60134-3000
(630) 208-3818
www.co.kane.il.us/soa

Memorandum

To: Ellen Burmeier, Human Resource Director

From: Mark D. Armstrong

Date: October 9, 2007

Re: EEOP Plan for County Assessment Office

I am in receipt of the 2007 analysis of my staff (attached) and I offer the following narrative analysis of underutilizations with a variance of more than 3% from the Community Labor Statistics:

1. Officials/Executive (four positions):
   a. White Males:
      i. Community Labor Statistics utilization is 59.3%.
      ii. Actual utilization is 25.0%.
   b. Hispanic Males:
      i. Community Labor Statistics utilization is 3.1%.
      ii. Actual utilization is 0.0%.

   The underutilization is attributable to the small sample size, promotions from within the existing office staff, and long-term employment of the personnel in these positions.

2. Professional (one position):
   a. White Males:
      i. Community Labor Statistics utilization is 41.2%.
      ii. Actual utilization is 0.0%.

   The underutilization is attributable to the small sample size (one position), which would automatically result in at least one statistical underutilization.

3. Office/Clerical (16 positions):
   a. White Males:
      i. Community Labor Statistics utilization is 25.9%.
      ii. Actual utilization is 12.5%.
   b. Hispanic Females:
      i. Community Labor Statistics utilization is 8.9%.
      ii. Actual utilization is 0.0%.

The underutilization is attributable to long-term employment of the personnel in these positions, automation, and attrition; there were no new hires in these positions in the past year.

EEOP Objective: Continue to accept all applications and methods implemented by the Department of Human Resource management for diversified applicants.

You also requested the following additional information:

1. *The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year. Please include the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.*

   There have been no disciplinary actions taken against any employee within the preceding fiscal year

2. *The number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding fiscal year and the number in each job category by race, sex, and national origin who were promoted or transferred.*

   There have been no applications for promotion or transfer received within the past year.

3. *A detailed narrative statement setting forth the recipient's existing employment policies and practices as defined in 42.202(c). So, for example, where testing is used in the employment selection process, it is not sufficient for the recipient to simply note the fact. The recipient should identify the test, describe the procedures followed in the administering and scoring the test, state what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures, and practices used by the applicant.*

   A simple questionnaire is used to assess cognitive ability and work ethic.

Finally, I post job openings on the County's web site and in all publications used by the Department of Human Resource Management.