PART I. COUNTY OF KANE (NON ELECTED DEPARTMENT – 2007 EMERGENCY MANAGEMENT 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%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals		The Emergency Management Department does not have any employees in this job category										
Technicians		The Emergency Management Department does not have any employees in this job category										
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 Emergency Management Department does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Skilled Craft		The Emergency Management Department does not have any employees in this job category										
Service/Maintenance		The Emergency Management Department 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 EMERGENCY MANAGEMENT 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 %		100% 59.3% 40.7%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	0% 29.8% -29.8%	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 %	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		0% 25.9% -25.9%	0% 1.4% -1.4%	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	100% 52.8% 47.2%	0% 3.5% -3.5%	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

OFFICE of EMERGENCY MANAGEMENT

Donald H. Bryant, IPEM
Director

777 E. Fabyan Parkway
Geneva, Illinois, 60134
Emergency: (630) 208-8911
Office: (630) 232-5985
FAX: (630) 232-7408

October 03, 2007

STEP 4B: NARRATIVE UTILIZATION ANALYSIS

A comparison of the Office of Emergency Management's (OEM) workforce to the community labor statistics for Kane County indicates an under utilization of minorities and females in all categories with the Office/Clerical category showing the smallest disparity with a utilization of White Females at 47.2%.

It has long been acknowledged that the available qualified labor force within the emergency management discipline is relatively limited when compared to other public safety disciplines such as law enforcement, fire protection, and EMS. Given this fact and the fact that the OEM professional staff is comprised of one full time administrator, one full time clerical staff assistant and two part time professional staff members, achieving racial balance within the OEM is extremely difficult.

In the past fiscal year the OEM has had no need to take any disciplinary actions against any paid employee nor have we had an employee apply for a transfer or request a promotion.

STEP 5: OBJECTIVES

The Office of Emergency Management is committed to making its workforce reflective of the available community labor force. Based on an examination of the underutilization analysis the OEM has established the following objectives:

- The OEM will promote minorities and females from within the ranks of our volunteer corp. when ever possible.
- We will make every effort to recruit qualified minority staff, for all positions, from the available community labor force.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

The following steps will be taken to address the underutilization of minorities and females in all categories:

- Seek new methods of recruiting minorities and females to become members of the OEM volunteer corp. as a means of acquiring the necessary training to become a staff member within the emergency management discipline.

- Continue to post all job openings on both the OEM and County website along with posting employment notices in the following mediums:

  - ✓ Local newspapers
  - ✓ The Journal of the International Association of Emergency Managers (IAEM).
  - ✓ List the opening on the IAEM web site.
  - ✓ List the opening on the Illinois Emergency Services Management Association's web site.

- Provide additional opportunities for members of the volunteer corp. to receive managerial training to further develop staff prospects and improve the diversity of the OEM staff.

STEP 7: PLAN DISSEMINATION

- The EEOP will be posted prominently within the staff work area of the Emergency Operations Center.

- The OEM will include the statement "EEO Employer. Auxiliary aids are available to individuals with disabilities upon request" on all job applications and all applicants will be advised as to where they can obtain a copy of this plan.

- All new employees will be provided with information pertaining to the EEOP during orientation.

- The Director of the Department of Human Resource Management will be provided with the plan for dissemination to any interested parties.