PART I. COUNTY OF KANE (NON ELECTED DEPARTMENT) – 2007 HUMAN RESOURCE MANAGEMENT WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**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		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
Technicians		The Human Resource Management Department does not have any employees in this job category										
Protective Services	Sworn	The Human Resource Management Department does not have any employees in this job category										
	Non-Sworn	The Human Resource 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		3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	3 100%	0 0%	0 0%	0 0%
Skilled Craft		The Human Resource Management Department does not have any employees in this job category										
Service/Maintenance		The Human Resource Management Department does not have any employees in this job category										

08/23/07

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 HUMAN RESOURCE MANAGEMENT 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 %		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 %		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		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									

9/14/07

Human Resource Department

NARRATIVE UTILIZATION ANALYSIS

A comparison of Human Resource's workforce percentages to the Community Labor Statistics for Kane County indicates underutilization of more than -3% in three categories.

In the Officials/Executives category, percentages show underutilization in White males by 59.3% and Hispanic males by 3.1%

In the Professional category, the workforce percentages are underutilized in White males by -41.2%.

The Office/Clerical category percentages are underutilized in White males by 25.9%, Hispanic males by 5%, Black females by 3.5% and Hispanic females by 8.9%.

The Human Resource Department is a small department compared to others in Kane County. There are six employees in the department. There is very little turnover, but as of the date of this report, there is one vacancy pending. The current vacancy is the first job opening in the Human Resource Department since February, 2007.

Per Joe Vocino, author of a special report entitled "On the Rise" in the November, 2003 edition of HR Magazine, "employers in the government, nonprofit and education sectors generally are on the low end of the pay scale for all HR positions". It is possible that the low pay rate discourages males from applying for many of the HR/clerical positions.

The negative percentages for Black and Hispanic females in the Office Clerical category are much less than the negative percentages as shown for males in the other categories. Even though this would appear to be less problematic, it does not lessen the importance of actively recruiting minority women for clerical positions within the Human Resource Department.

The Human Resource Department follows the EEO guidelines in regard to hiring. We follow the EEO policy as outlined in the Kane County Personnel Policy Handbook in all aspects of hiring, promotions and benefits.

DISCIPLINARY ACTIONS

No disciplinary actions were taken during the past year.

TERMINATIONS

One termination during the past year.

PROMOTIONS/TRANSFERS

No employees were promoted or transferred during the year.

PUBLICATIONS/WEBSITES FOR JOB OPENINGS

Kane County website for job applications and current job vacancy information
Job vacancies are published in local newspapers such as:

- Chicago Tribune
- Kane County Chronicle
- Beacon News (Aurora, IL)
- Courier News (Elgin, IL)
- Daily Herald (Chicago suburbs)

Professional publications as deemed appropriate by individual departments

October 31, 2007