PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL – 2007 COURT SERVICES WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		8 100%	0 0%	7 87.5%	0 0%	0 0%	0 0%	0 0%	1 12.5%	0 0%	0 0%	0 0%
Professionals		131 100%	9 6.87%	33 25.19%	8 6.106%	0 0%	0 0%	11 8.396%	66 50.381%	2 1.526%	2 1.526%	0 0%
Technicians		Court Services does not have any employees in this job category										
Protective Services	Sworn	Court Services does not have any employees in this job category										
	Non-Sworn	Court Services does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		24 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 4.166%	20 83.333%	3 12.5%	0 0%	0 0%
Skilled Craft		Court Services does not have any employees in this job category										
Service/Maintenance		4 100%	0 0%	1 25%	0 0%	0 0%	0 0%	0 0%	3 75%	0 0%	0 0%	0 0%

Revised 10/10/07

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 COURT SERVICES 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 %		87.5% 59.3% 28.2%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	12.5% 29.8% -17.3%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		25.19% 41.2% -16.01%	6.87% 1.4% 5.47%	6.106% 2.3% 3.806%	0% 1.6% -1.6%	0% .1% -.1%	50.381% 47.1% 3.281%	8.396% 1.9% 6.496%	1.526% 2.4% -.874%	1.526% 1.4% .126%	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%	83.333% 52.8% 30.533%	4.166% 3.5% .666%	12.5% 8.9% 3.6%	0% .7% -.7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		25% 28.4% -3.4%	0% 3.3% -3.3%	0% 27.9% -27.9%	0% .9% -.9%	0% .1% -.1%	75% 19.7% 55.3%	0% 2.9% -2.9%	0% 14.6% -14.6%	0% .1% -.1%	0% .9% -.9%

Revised 10/10/07

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Drug Rehabilitation Court Grant **Grant Number** : 2003-DD-BX-1033

Grantee Name: Kane County Court Services **Award Amount**: $940,560

Address: 37W777 Rt. 38
Suite CS100
St. Charles, IL 60175

Contact Person: Mary E. Hyatt **Telephone #:** (630) 406-7192

Date and effective duration of EEOP: 12/1/07-11/30/08

Policy Statement:

The Department's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the policy of Court Services to recruit, select, promote, train, and discipline employees without regard to sex, age, race, creed, color, national origin, religious preference, political preference, or physical handicaps. These criteria shall not be considered in personnel decisions, except where they constitute a bonafide occupational qualification.

Signature Title 10-23-07
Date

RECEIVED
OCT 25 2007
KANE COUNTY
HUMAN RESOURCE MGMT

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Treatment Alternative Court Grant **Grant Number** : 2006DDBX0263

Grantee Name: Kane County Court Services **Award Amount**: $246,807

Address: 37W777 Rt. 38
Suite CS100
St. Charles, IL 60175

Contact Person: Mary E. Hyatt **Telephone #:** (630) 406-7192

Date and effective duration of EEOP: 12/1/07-11/30/08

Policy Statement:

The Department's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the policy of Court Services to recruit, select, promote, train, and discipline employees without regard to sex, age, race, creed, color, national origin, religious preference, political preference, or physical handicaps. These criteria shall not be considered in personnel decisions, except where they constitute a bonafide occupational qualification.

Signature Title Date 10/23/07

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Juvenile Accountability Incentive Block Grant **Grant Number** : 505040

Grantee Name: Kane County Court Services **Award Amount**: $23,153

Address: 37W777 Rt. 38
Suite CS100
St. Charles, IL 60175

Contact Person: Jeffery R. Jefko, Sr. **Telephone #:** (630) 232-5810

Date and effective duration of EEOP: 12/1/07-11/30/08

Policy Statement:

The Department's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the policy of Court Services to recruit, select, promote, train, and discipline employees without regard to sex, age, race, creed, color, national origin, religious preference, political preference, or physical handicaps. These criteria shall not be considered in personnel decisions, except where they constitute a bonafide occupational qualification.

Signature Title Date (1-23-0)

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Specialized Sex Offender Program

Grant Number : 405154

Grantee Name: Kane County Court Services

Award Amount: 39,886.00

Address: 37W777 Rt. 38
Suite CS100
St. Charles, IL 60175

Contact Person: Jeffery R. Jefko, Sr.

Telephone #: (630) 232-5810

Date and effective duration of EEOP: 12/1/07-11/30/08

Policy Statement:

The Department's policy regarding equal employment opportunity is as follows:

Equal Employment Opportunity: It is the policy of Court Services to recruit, select, promote, train, and discipline employees without regard to sex, age, race, creed, color, national origin, religious preference, political preference, or physical handicaps. These criteria shall not be considered in personnel decisions, except where they constitute a bonafide occupational qualification.

Signature _____ Title _____ Date (0-23-0)

STEP 4b: NARRATIVE UTILIZATION ANALYSIS -- In the space provided below, please analyze the figures obtained for Step 4a -- the Utilization Chart -- by pointing out specific areas of concern.

A comparison of Court Services' workforce to the Community Labor Statistics for Kane County indicates underutilization of Hispanic males and White females in the Officials/Executive category. (-3.1% and -17.3% respectively.) This represents no change from the previous Plan. There has been no turnover in these positions and no positions added during the intervening period, thus no opportunity has been provided to. Within the next five years, it is expected that there will be significant turnover in the upper management positions. This will provide opportunity to develop more diversity in these positions.

The professional category shows underutilization of white males to a significant degree (-16.01%.) This is a decline from the previous Plan, in which White males were underutilized by -15. This has been a historical problem for Court Services, but it is one that if it were to be "fixed", the result may be more damaging in the ability to service the population. The Department has done well in the recruitment of minorities for the professional category, and the statistics bear out that there has been success in this area. The effort to recruit minorities, particularly bilingual staff, has been done in an effort to better service the population we serve. It is recognized that there is overrepresentation of minority populations within the criminal justice system. For 2006, 63% of the minors detained in the Juvenile Justice Center were from Black, Hispanic, or Asian populations. This is well beyond the percentage of Kane County population from these races reported by the 2000 census (21%). While there are attempts to deal with this overrepresentation on many levels, including local communities, schools, and the state, the reality at present is that Court Services must appropriately serve the population referred to the Department from the community. By actively recruiting minority staff who can serve as role models to the offenders we serve and by hiring staff with whom the offenders we serve can communicate, we are enhancing our ability to help reduce recidivism. So, despite the underrepresentation of white males, active recruitment of additional white males is not a goal we will actively pursue.

In the office/clerical category, males are underutilized in every racial category, with the largest discrepancy applying to White males (-29.4%) and Hispanic males (-5%). At present, 100% of the clerical staff throughout the Department is female. In the past five years, only one male candidate has applied for a position in our clerical unit. This individual did not possess the clerical skills necessary for the position. The starting pay for this position is on the bottom end of the Department's pay scale, and while longevity in the positions will result in gradual increases, males do not appear to be drawn to the type of work required.

In the services/maintenance category, there has been no change in the statistics since the last EEO Plan. There has been no change in personnel since that plan, and no positions have been added. Males and non-white females continue to be underutilized, with Hispanic males and females showing the most significant underutilization (-27.9 and -14.6, respectively.) It is unknown when a position will be open within this group so that opportunity is provided to improve in this area.

After reviewing the results of the underutilization analysis, it appears that the Department continues to have difficulties recruiting males for the professional, clerical, and service categories. The Department strives to promote individuals from within, and it is likely that the underutilization of minorities and women in upper management could resolve based upon the makeup of the professional workforce from which these positions are drawn.

STEP 5: OBJECTIVES -- In the space provided below, please summarize the objectives your EEOP sets forth to address any underutilization identified in Step 4.

Court Services is committed to making its workforce profiles more closely reflect the available labor force in the community. The Department also recognizes the issue of overrepresentation of minorities in the criminal justice system, and recruitment of minority staff is advantageous in the establishment of solid working relationships between the probation officers and the offenders with whom they work. Based upon the results of the underutilization analysis, Court Services has established the following objectives:

- The Department will continue to attempt to recruit more male staff for professional positions, regardless of the race of the individual, in order to provide male role models for the population we serve, which remains primarily male. If this results in an increase in white male staff to reduce the underrepresentation of white males, then this will be a positive outcome from the perspective of community representation. However, we need to continue to be cognizant of the racial makeup of the population we currently serve, with the hope that efforts to reduce disproportionate minority representation in the criminal justice system will meet with success.
- Over the next five years, several positions in upper management will be open. Court Services will endeavor to promote females and minorities to upper management positions. At present, there are two male Hispanic supervisors and one Black female supervisor in the Department, making 21% of the supervisory staff minority. In addition, half of the supervisors in the Department are female, and several of these have potential for promotion to upper management. (Supervisory staff are classified with professional staff, thus diluting the impact of this representation.)
- Court Services will strongly consider any male applicants for clerical and service positions. Networking with staff from local vocational programs may aid us in improving these numbers.

STEP 6: STEPS TO ACHIEVE OBJECTIVES -- In the space provided below, please briefly describe the specific steps you have determined will enable you to meet the objectives presented in Step 5.

The following steps will be taken to address the underutilization of males in professional, clerical, and service categories and minorities in the service and professional categories:

- Continue to attend career fairs at local universities as well as network with University Department Heads to encourage referral of appropriate students to our Department for internship and employment opportunities. Continue to provide job postings to other universities well as community colleges for clerical and service positions. In addition, insure that postings reach any local programs offering vocational skills in the areas of cooking and clerical duties.
- Review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.
- Continue to post all openings on the county website.
- Provide opportunities for management training to supervisory level personnel to develop future managers and improve diversity in the management group.
- Continue to interact with community-based organizations serving primarily minority populations (LULAC, Urban League) and campaign for referrals of qualified individuals for hiring.
- Provide job postings to organizations that reach the target population.

STEP 7: DISSEMINATION --In the space provided below, please summarize your plan to disseminate the EEOP.

- We will continue to include the statement "EEO Employer/Program Auxiliary aids are available to individuals with disabilities upon request" on all job postings, and notification will be provided as to where applicants for positions can obtain a copy of the plan.
- The EEOP will be posted on the Department's "Public Documents" directory, which is available to all current employees of the Department, and supervisors will notify staff of the location and purpose of the plan.
- All new employees will be provided with information on the EEOP during orientation
- The EEOP will be posted prominently on bulletin boards in each unit of the Department.
- The Director of Human Resources for Kane County will be provided with the plan for dissemination to any interested parties.

NOTE: Color coded cells indicate('cations of the same ...dividual.

Fiscal Year December 2005 - November 2006
Transfers / Promotions

Prepared October 19, 2007 by: Barbara Pierrakeas, Administrative Assistant, Court Services

		Sex	Race	National Origin	Applications for Promotion	Applications for Transfer	Promotion Granted	Transfer Granted	Original Job Category	New Job Category
1		F	W	USA		1		Yes	Receptionist	Receptionist
2		[redacted]	W	USA		1		No	EM P.O.	N/A
	2a	[redacted]	W	USA		1		Yes	EM P.O.	Hybrid P.O.
3		F	W	USA		1		Yes	EM P.O.	Juvenile P.O.
4		F	W	USA		1		Yes	Youth Counselor	Adult P.O.
5		F	W	USA		1		No	Female Offender P.O.	N/A
6		F	W	USA		1		No	Youth Counselor	N/A
7		F	W	USA		1		Yes	Support Staff	CRS P.O.
8		F	W	USA		1		Yes	Youth Counselor	Dom. Viol. P.O.
		Totals:	**Female White**			**9**		**7**		
1		F	B	USA		1		No	Youth Counselor	N/A
		Totals:	**Female Black**			**1**				
1		F	A			1		Yes	Youth Counselor	Juvenile P.O.
		Totals:	**Female Asian**			**1**		**1**		
1		F	H	USA		1		Yes	Homebound P.O.	**Rescinded
		Totals:	**Female Hispanic**			**1**				
1		M	W	USA		1		Yes	Youth Counselor	Dom. Viol. P.O.
	1a	M	W	USA		1		Yes	Dom. Viol. P.O.	Youth Counselor
2		M	W	USA		1		No	Youth Counselor	N/A
3		M	W	USA		1		No	Youth Counselor	N/A
4		M	W	USA		1		Yes	Youth Counselor	Dom. Viol. P.O.
5		M	W	USA		1		Yes	Hybrid P.O.	Adult P.O.
6		M	W	USA		1		No	Youth Counselor	N/A
		Totals:	**Male White**			**7**		**4**		
1		M	H	USA		1		No	Youth Counselor	N/A
		Totals:	**Male Hispanic**			**1**				
GRAND TOTALS:						**20**		**12**		

Fiscal Year December 2005 - November 2006
Disciplinary Actions

Prepared October 19, 2007 by: Barbara Pierrakeas, Administrative Assistant, Court Services

	Sex	Race	National Origin	Number of Disciplinary Actions Taken	Total Number of Penalties Imposed	Suspension Indefinitely	Suspension for a Term	Loss of Pay	Written Reprimand	Oral Reprimand	Other
1	M	W	USA	3				1	1		1
2	M	W	USA	1						1	
3	M	W	USA	1					1		
4	M	W	USA	1	1					1	
5	M	W	USA	1	1				1		
	Totals:	**Male White**		**7**	**2**			**1**	**3**	**2**	**1**
1	M	B	USA	1							1
2	M	B	USA	3			1	1	1	1	
3	M	B	USA	2			1	1	1		
4	M	B		1	1					1	
	Totals:	**Male Black**		**7**	**1**		**2**	**2**	**2**	**2**	**1**
1	M	H	USA	1			1	1			
	Totals:	**Male Hispanic**		**1**			**1**	**1**			
1	F	W	Poland	2					1	1	
2	F	W	USA	1			1	1			
3	F	W	USA	1							1
4	F	W	USA	1					1		
5	F	W	USA	1	1					1	
6	F	W	USA	2	2				1	1	
7	F	W	USA	3	3				1	1	1
8	F	W	USA	1	1				1		
	Totals:	**Female White**		**12**	**7**		**1**	**1**	**5**	**4**	**2**
1	F	B	USA	1						1	
	Totals:	**Female Black**		**1**						**1**	
1	F	H	USA	1						1	
2	F	H	USA	1			1	1			
	Totals:	**Female Hispanic**		**2**			**1**	**1**		**1**	
	GRAND TOTALS:			**30**	**10**		**5**	**6**	**10**	**10**	**4**

Kane County Court Services Employment Practices

Kane County Court Services posts all open positions simultaneously on bulletin boards throughout the Department and on the County's Job Postings listings on the Kane County website. Job Postings include the job title, reporting relationships, salary range, and minimum qualifications for the specific position. In order to recruit appropriate candidates, supervisors attend annual career fairs at Northern Illinois University and Western Illinois University to promote the Department and probation/detention as career or internship path for new graduates.

For professional personnel (probation officers and youth counselors) a minimum of a Bachelor's degree is required. These positions are subsidized by the State of Illinois, but only if the successful applicant has received a Bachelor's degree. All applicants for these positions must separately apply for inclusion on the State's hiring list for Court Services personnel by completing a form and submitting a transcript proving degree completion.

Interviews are granted to all qualified internal candidates and those external candidates whose applications indicate that they have met minimum educational requirements and have related experience through internships and previous employment in a criminal justice or social services setting. The interview process includes face-to-face interviews, where all candidates for a position are asked identical questions related to their experience and knowledge of the available position. Interviews for the Juvenile Justice Center youth counselor positions include a detailed tour of the facility. Following the verbal interview, applicants are asked to reduce to writing their recollection of the interviewer's description of the job duties. All positions require writing skills in order to produce case notes and court reports, and this written exercise helps to determine whether the applicant can express himself/herself clearly on paper.

Following the interview, the interviewer reviews all information collected and places the top three candidates in order, based upon experience, knowledge, and verbal and writing skills. The interviewer contacts three references provided by the applicant and asks the same series of questions to each reference.

Written recommendations for hiring are submitted to the Chief Judge, who is provided with materials on the top three candidates for the position in order of preference. The Chief Judge reviews the materials and approves hiring of one or more candidates, depending upon the number of openings, and sometimes more than one candidate is preapproved in the event that a candidate refuses a job offer.

Once approved, the interviewer contacts the top candidate and offers the position, contingent upon a criminal background check. Those candidates applying for armed positions are informed that employment in that position is also contingent upon screening by psychological testing by the Kane County Diagnostic Center, which provides such

screening for all armed positions within Court Services and the Sheriff's Office. If the test results indicate that the individual should not be carrying a weapon as part of their employment, the offer for that position is withdrawn. The details of the test protocol are as follows:

Wonderlic Personnel Test;Minnesota Multiphasic Personality Inventory – 2; Symptom Checklist 90 – R; Inwald Personality Inventory; Clinical Interview

Procedures used for administering and scoring the test: Each of the above mentioned, with the exception of the Clinical Interview, is a standardized test and is administered under standardized conditions in a group setting. Dr. Tim Brown, Director of the Diagnostic Center, has 500 pages of abstracts of validation studies using primarily the MMPI and the Inwald Personality Inventory. The Wonderlic had been normed on law enforcement candidates and we do use a cut off score below which there must be a good explanation for the poor performance.

The Inwald has the following "decision rules" that we use in test interpretation. In addition, Dr. Brown paid for local norms so we have data on every court services candidate and sheriff's office candidate for the past 15 years or so. HIGH scores on the IPI have been significantly correlated with poor job performance in published validation studies. For this sample group of 5,725 public safety job applicants: • More than 10 IPI Critical Items (CI) AND "Predicted to be Terminated" on IPI: The highest 3% of scores were found in candidates who "failed" the IPI (i.e. endorsed more than 10 Critical Items and received a Prediction of Termination). • IPI "Psychologist's Rating of High Risk" (Job Performance Rating): Job candidates who received the "High Risk" IPI Psychologist's Rating (1 = "low risk," 2 = "moderate risk," 3= "high risk") scored in the top 10.8% of this sample (i.e. had the poorer scores). • "Predicted to be Terminated" on IPI: Job candidates who were "Predicted to be Terminated" by the IPI (1 = Predicted to be Terminated, 2 = Not Predicted to be Terminated) scored in the top 11.8% of this sample (i.e. had the poorer scores). • More than 10 IPI Critical Items: Job candidates who endorsed more than 10 IPI Critical Items scored in the top 12.2% of this sample (i.e. had the poorer scores). More than 10 IPI Critical Items OR "Predicted to be Terminated" on IPI: Job candidates who endorsed more than 10 IPI Critical Items OR were "Predicted to be Terminated" on the IPI scored in the top 21% of this sample (i.e. had the poorer scores). • More than 10 IPI Critical Items OR "Predicted to be Terminated" on IPI OR Received IPI "Psychologist's Rating of High Risk": Job candidates who endorsed more than 10 IPI Critical Items OR were "Predicted to be Terminated" on the IPI OR received an IPI "Psychologist's Rating of High Risk" scored in the top 23.2% of this sample (i.e. had the poorer scores).

Once hired, new employees are trained by a combination of supervisors and their in the day-to-day requirements of the positions. Armed officers are also required to attend 40 hour Mandatory Firearms Training through Northeast Multi-Regional Training, an agency licensed to certify peace officers in the use of weapons. Ongoing "cycle training" occurs at both the Juvenile Justice Center and probation, and all existing staff are mandated to attend regularly scheduled trainings on a variety of topics (i.e. Sexual Harassment; Sexual Misconduct; Mandated Reporting of Abuse; Workplace Violence; Officer Safety; Cultural Diversity; etc).

Once hired, staff are eligible to apply for any internal openings, whether lateral or promotional, that occur within the Department. The same process is used for internal hiring as for external hiring interviews and approvals, with the addition of the review of personnel records, including evaluations and disciplinary records, to determine suitability for transfer or promotion.

Due to the wide range of positions within the Department and the differing skills required of those positions, it is possible to transfer staff or change assignments of staff to better suit the skills, talents, and experience of the individual staff person. There have been instances in which a position opening arises and this position appears to better suit the abilities of an existing staff who might be struggling in their current position. While staff are not forced into the new position, they are offered the opportunity for transfer. Generally, staff recognize when they are not a good fit for a position and are relieved by the opportunity to change assignment.

Court Services is a unionized Department, with the Teamsters representing the probation officers and AFSCME representing the clerical staff. Rates of pay and fringe benefits, including leave guidelines, are dictated by a combination of federal law, county policy, and the union contract.