PART I. COUNTY OF KANE (NON ELECTED DEPARTMENT) – 2007 HEALTH DEPARTMENT 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%	2 50%	0 0%	0 0%	0 0%	0 0%	2 50%	0 0%	0 0%	0 0%
Professionals		90 100%	0 0%	8 8.888%	0 0%	0 0%	0 0%	10 11.111%	54 60%	15 16.666%	3 3.333%	0 0%
Technicians		10 100%	0 0%	4 40%	0 0%	0 0%	0 0%	0 0%	6 60%	0 0%	0 0%	0 0%
Protective Services	Sworn	The Health Department does not have any employees in this job category										
	Non-Sworn	The Health Department does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		52 100%	0 0%	1 1.923%	0 0%	0 0%	0 0%	0 0%	13 25%	34 65.384%	3 5.769%	1 1.923%
Skilled Craft		The Health Department does not have any employees in this job category										
Service/Maintenance		The Health Department does not have any employees in this job category										

08/29/07

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 HEALTH 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 %		40% 59.3% -19.3%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	40% 29.8% 10.2%	20% 1.4% 18.6%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		8.888% 41.2% -32.312%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.6% -16%	0% .1% -.1%	60% 47.1% 12.9%	11.111% 1.9% 9.211%	16.666% 2.4% 14.266%	3.333% 1.4% 1.933%	0% .1% -.1%
TECHNICIANS Workforce #/% CLS #/% Utilization %		40% 42.2% -2.2%	0% 2.2% -2.2%	0% 4% -4%	0% 1.2% -1.2%	0% 0% 0%	60% 40.5% 19.5%	0% 3.6% -3.6%	0% 3.3% -3.3%	0% 1.8% -1.8%	0% 0% 0%
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		1.923% 25.9% -23.977%	0% 1.4% -1.4%	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	25% 52.8% -27.8%	0% 3.5% -3.5%	65.384% 8.9% 56.484%	5.769% .7% 5.069%	1.923% .1% 1.823%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

Revised 10/29/07

KANE COUNTY HEALTH DEPARTMENT'S UNDER UTILIZATION NARRATIVE 2007

NARRITIVE UTILIZATION ANALYSIS

Kane County's Health Department labor statistics indicate the most significant under utilization occurs within the white male groups. The community workforce for the Official/Executive category is 59.3%. The Health Department currently has 2 individuals in that category which represents 40% of the community workforce. In the professional category under utilization was identified as -32.31% . The technician's category reflected a -23.97% under utilization which is an improvement from last year's -25.53%. Lastly, the Office/Clerical category was -23.97% .

Other under utilizations groups were: Hispanic males in the following categories: Technicians identified as being under utilized at -4% and -5% under utilized in Office/Clerical positions. Asian males were under utilized by -7% in the Office/Executive and Office/Clerical categories. Whites females were under utilized in the Technician positions last year by -7.16% which increased to 19.5% this year and are no longer under utilized in that category. However, white females were underutilized by -27% in the office clerical category. Lastly, Asian women are underutilized in the Office/Executive category by -5%.

After reviewing the under utilization analysis, the Health Department continues to be committed to having it's Department reflect the community workforce as evidenced by increases in one group that was identified as under utilized last year. We will continue to actively recruit individuals in the categories identified as under utilized (White and Hispanic males and white females in the respective categories). The Health Department recognizes the difficulty it will have recruiting White males in the Official/Executive category due to the competitive wages in other non-for profit organizations and for profits organizations that exist in the community. Additionally, males make up less than 5% of the nursing profession nationally and the nursing position falls within the professional category which will limit the increase in White males in the professional category. Lastly, the Health Department recognizes the challenges it will face in recruiting Hispanic and White Males in the Office/Clerical category due to the entry level salaries that are associated with those positions however, we remain committed to the recruiting that population for it's workforce. Although we will continue our efforts to actively recruit the under utilized categories, we have not experience much interest in those categories during recruitment efforts. This profession attracts primarily women, but we will continue to recruit the under served categories.

OBJECTIVES

The Health Department is dedicated to having its workforce reflect the community it represents as identified by the Utilization Analysis Report. The Health Department has established the following objectives for accomplishing it's under utilization:

- Promote and recruit White Males for the Official/Executive, Professional, technicians and Office/Clerical positions when they become available as demonstrated by the previous year.
- Actively recruit Hispanic males for positions within the Technical and Office/Clerical categories.
- Promote and recruit White Females in the Technical and Office/Clerical categories.
- Actively recruit in the areas under utilized in the various medians: internet postings, local newspaper, County wide and promotions.

STEPS TO ACHIEVE OBJECTIVES

The following steps will be taken by the Health Department to address the under utilization:

- Participate in career fairs at Northern Illinois and Western Illinois Universities
- Post positions on the internet
- Post positions on the County web site and local newspapers
- Promote applicants within Health Department and other County Departments
- Provide job postings to organizations and schools that reach the targeted populations
- Post in professional journals and newsletters

DISSEMINATION

- The Health Department will list the EEO Employer/Program statement on all of it's postings for hire
- Post the EEO Plan in all 3 Health Departments buildings in a location where all employees have access to the Plan.
- Provide the County's Director of Human Resources a copy of the EEOP for the dissemination of all interested parties
- The Director of Resources and Support at the Health Department will be responsible for the dissemination of the EEOP Plan to all Health Department Employees

KANE COUNTY HEALTH DEPARTMENT
EEOC Discipline Report 2007

Month	Total #	Type	Ethnic	National Origin	Gender
October 06	2	Oral Reprimands	White Hispanic		F
December 06	1	Oral Reprimand	Hispanic	Mexico	F
January07	2	Oral Reprimand	Hispanic	Mexico	F
February 07	2	Oral Reprimand	Hispanic	Mexico	F
March	2	Written Reprimand Oral Reprimand	Hispanic White		F
June	2	Written Reprimand Oral Reprimand	Hispanic Hispanic	Mexico	F
October	1	Oral Reprimands	Hispanic	Mexico	F

Disciplinary Report Summary 2007:

Total number of Disciplinary Actions: 12

Race: 10 Hispanics 2 Whites
Gender: 12 Females

National Origin: USA, Mexico

Sanctions: 10 – Oral Reprimands, 2 Written Reprimands

Kane County Health Department
EEOC Promotions & Transfers 2007

Summary:
Total: 17
Promoted: 17
Gender: 13-F, 4-M
Race: 10 Whites, 3 Hispanics, 3 Blacks

Job Category	Promotion from:	Promotion To:	Race	Gender	National origin
Official Executive	Coordinator of Resource Dev.	Division Director	Black	F	
Official Executive	Emergency Preparedness Coordinator	Division Director	White	M	
Clerical	Receptionist	Public Health Associate	Hispanic	F	Mexico
Clerical	Receptionist	Adm. Asst.	Hispanic	F	Mexico
Clerical	Adm. Asst.	Pharmaceutical Coordinator	White	F	
Clerical	Case Monitor	Case Manager	Hispanic	F	Puerto Rico
Professional	Trainer	QI Specialist	White	F	USA
Professional	Sanitarian Trainee	Licensed Sanitarian	White	M	
Professional	Registered Nurse	Clinical Supervisor	White	F	
Professional	Case Manager	Nurse Coordinator	Black	F	Africa
Professional	KCHAIN Supervisor	Program Manager	Hispanic	F	Mexico
Professional	Case Manager	Clinical Supervisor	White	F	
Professional	Supervisor	Program Manager	White	M	
Professional	LPN	Clinical Supervisor	White	F	
Professional	Nurse	Clinical Supervisor	Black	F	Africa
Professional	Emergency Specialist	Emergency Preparedness Coordinator	White	M	
Professional	Specialist	Program Manager	White	F	

Kane County Health Department

EEOC Publications 2007

Web Sites
Kane County Website
Sent to other Health Departments via e-mail
State Universities (NIU, Emory University, UIC)
NAACHO
APHA
IDPH

Newspapers
The Beacon
The Herald
The Chronicle
The Courier

Professional Publications
The Nursing Spectrum

Newsletters
Illinois Environmental Health Newsletter
State Universities (NIU, ISU, WIU)

Others
Job Fairs