PART I. COUNTY OF KANE (NON ELECTED DEPARTMENT) – 2007 GEOGRAPHIC INFORMATION SYSTEM WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		2 100%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%
Professionals		The GIS Department does not have any employees in this job category										
Technicians		6 100%	0 0%	5 83.333%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 16.666 %	0 0%
Protective Services	Sworn	The GIS Department does not have any employees in this job category										
	Non-Sworn	The GIS 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 GIS Department does not have any employees in this job category										
Service/Maintenance		The GIS 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 GEOGRAPHIC INFORMATION SYSTEM 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 %		50% 59.3% -9.3%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	50% 29.8% 20.2%	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 %		83.333% 42.2% 41.133%	0% 2.2% -2.2%	0% 4% -4%	0% 1.2% -1.2%	0% 0% 0%	0% 40.5% -40.5%	0% 3.6% -3.6%	0% 3.3% -3.3%	16.666% 1.8% 14.866%	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		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

GIS-Technologies

Memo

To: Ellen Burmeirer, Human Resource Director

From: Thomas S. Nicoski, GIS-Technologies Chief of GIS-Technologies

CC: File

Date: 10/24/2007

Re: Equal Employment Opportunity Plan for Kane County

STEP 4B: NARRATIVE UTILIZATION ANALYSIS

The following narrative is in response to the Human Resources Department's utilization analysis that compared the GIS-Technologies Department's workforce percentages to the 2000 Census community labor statistics. This study was done in order to determine categories of men, women and or minorities that might be under-represented by –3% or more. The GIS-Technologies Department is made up of eight and one half persons of which one and one half are classified in the Officials/Executive category and seven of which are classified in the Professionals category.

The categories, which have been found to be out of range in the Officials/Executive section, are "White Male" at –9.3% and "Hispanic Male" at –3.1%. The categories, which have been found to be out of range in the Professionals section, are "Hispanic Male" at –4%, "White Female" at –40.50%, "and Black Female" at –3.6% and "Hispanic Female" at –3.3%.

The GIS-Technologies Department currently only has one and one half positions in the Officials/Executive category. These categories are filled with one white male and a half white female who is shared with the Information Technologies Department. Based on being a small department with only one and one half positions available it would be impossible to fill additional positions required without adding head count. To date, Hispanic male, which has been found to be under-represented, has yet to apply for a position in the GIS-Technologies Department.

The GIS-Technologies Department currently has seven positions in the Professionals category filled with five white males, one Asian female and one white female. Again being a small department with only seven positions, it would be impossible to fill additional positions required without adding head count. This year, neither a black male, Hispanic male and or Hispanic female has applied for a position in the GIS-Technologies Department.

STEP 5C: OBJECTIVES

Even though GIS-Technologies is a small department we have always had a good mixture of male, female.

- The department has always done well in recruiting and will continue to target those categories that are under-represented.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

The following steps will continue to be used in order to keep balance of representation by category.

- Continue to network with GIS organizations and users groups.
- 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.
- Continue to provide opportunities for management training to supervisory level and or lead personnel to develop future managers and improve diversity in the management group.
- Provide job postings to organizations that reach target population.

STEP 7: DISSEMINATION

- The EEO plan 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 party.

28 CFR 42.304 Report

1. GIS-Technologies Disciplinary Actions for 2007

   0

2. GIS-Technologies Application for Promotion 2007

   0

3. GIS-Technologies Employment Policies 2007

   Considerations for employment in GIS Department

	Kane County GIS-Technologies GIS Systems Specialist II								
	1	2							
Used ArcGIS 9.x?	1	1							
Created data layers from scratch?	1	1							
Modified Data Layers?	1	1							
Used some ArcGIS extentions?	1	1							
Familiar with Mrsid Files?	1	1							
Familiar with projections?	1	1							
Familiar with jpg, gif, tif, bmp files?	1	1							
Worked with a database?	1	1							
Used Microsoft Word?	1	1							
Used Microsoft Exel?	1	1							
Used Microsoft Powerpoint?	0	1							
Done presentations?	1	0							
Used other GIS/Cad software?	0	0							
Legal Description	0	0							
Cadastral Base	0	0							
Had a GIS job before?	0	0							
Potential Longevity(Excellent=4 Good=2 Poor=0)	4	4							
Availability	1	1							
Communication(Exellent=2 Good=1 Poor=0)	2	2							
Meet educational requirement?	1	1							
Signed Application for Employment	1	1							
Total	20	20							
	20	20							

Absolute Requirement - Failure to meet will disqualify

Educational requirement = GIS Certificate and or Bachelors Degree in Geography.

Visual Basic (programming)	0	0	1	0	0	0	0	0	0
VBA (programming)	0	0	1	0	0	0	0	0	0
ArcObjects	0	0	0	0	0	0	0	0	0
MapObjects/MapObjectsLT	0	0	0	0	0	0	0	0	0
Active Server Pages (ASP)	0	0	1	0	0	0	0	0	0
XML	0	0	1	0	0	0	0	0	0
Familiar with ArcIMS?	0	0	1	0	1	0	0	0	1
HTMI	0	0	1	0	0	0	0	1	0
Used Microsoft Access?	0	0	1	0	1	1	0	1	0

The following is a list of questions used to fill in the above charts.

Kane County Illinois GIS-Technologies
Name: Date:

Career / Goals / Motivational

1. What influenced you to choose GIS as a career?
2. What do you think it takes to be successful in GIS?
3. What has been your most rewarding accomplishment?
4. Are you more energized by working with data or by collaborating with other individuals?
5. How would you describe yourself in terms of your ability to work as a member of a team?
6. What motivates you to put forth your greatest effort?
7. Would you describe yourself as goal-driven?
8. What short-term goals and objectives have you established for yourself?
9. What do you expect to be doing in five years?
10. What do you see yourself doing in ten years?
11. How would you evaluate your ability to deal with conflict?
12. Would you say that you could deal with high-pressure situations?
13. What quality or attribute do you feel will most contribute to your career success?
14. What were your reasons for selecting your college or university?
15. How will the academic program and coursework you've taken benefit your career?
16. Which college classes or subjects did you like best? Why?
17. What plans do you have for continued study? An advanced degree?
18. Have you ever heard of a GIS Certificate? Do you have one? From where?
19. Tell me what you know about the county.
20. Which is more important to you, the job itself or your salary?
21. What was the most complex assignment you have had? What was your role?
22. How do you determine priorities in scheduling your time?
23. Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?

Technical

24. What level and version of ArcGIS have you used? Describe how you have used it?
    1. What data layers have you created from scratch? Describe the process?
    2. What ArcGIS extensions have you used?
    3. Are you familiar with ArcIMS?
25. If never used ArcGIS what GIS/CAD software have you used?
26. Have you ever had a GIS job before? Intern?
27. Have you ever heard of Mrsid files?
28. Are you familiar with projections and how they relate to one another?
29. What image file formats are you familiar with? Which ones work best with the web?
30. Have you ever worked with a database? If so which one? Describe how?
31. What office suite did you use in school? Which parts?
32. Have you ever heard of GISDay? What have you heard about it?
33. Have you ever taken a programming class? If so what ones?
34. Have you ever created a web page?
    1. If so how? Notepad, FrontPage, DreamWeaver, other
    2. What languages (HTML / ASP / XML)?
35. Are you familiar with what Legal Descriptions are? What types are you familiar with (metes & bounds / lot & block)?
36. Are you familiar with Cadastral Maps?
37. Are you familiar with geometric constructions?
38. Do you enjoy working with others?
    1. What would you do if someone called with a problem opening a GIS file?
39. Do you find that working with GIS is similar to playing video games?
40. Have you ever created a PowerPoint presentation? Do you enjoy doing presentations?

4. Job Postings

- www.co.kane.il.us (Kane County Illinois INTERNET site)
- www.ILGISA.org (Illinois GIS Association / found that most responses come from here)
- See Human Resources for their list of local newspapers used for publishing positions