PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 SHERIFF 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 #/%		81.818%	0%	9.09%	0%	0%	9.09%	0%	0%	0%	0%
CLS #/%		59.3%	1.8%	3.1%	.7%	0%	29.8%	1.4%	2.6%	.5%	0%
Utilization %		22.518%	-1.8%	5.99%	-.7%	0%	-20.71%	-1.4%	-2.6%	-.5%	0%
PROFESSIONALS											
Workforce #/%		71.428%	4.761%	0%	0%	0%	23.809%	0%	0%	0%	0%
CLS #/%		41.2%	1.4%	2.3%	1.6%	.1%	47.1%	1.9%	2.4%	1.4%	.1%
Utilization %		30.228%	3.361%	-2.3%	-1.6%	-.1%	-23.291%	-1.9%	-2.4%	-1.4%	-.1%
TECHNICIANS											
Workforce #/%		NOT APPLICABLE									
CLS #/%											
Utilization %											
PROTECTIVE SERVICES	SWORN										
Workforce #/%		74.038%	5.769%	4.326%	2.403%	0%	11.057%	1.442%	.48%	.48%	0%
CLS #/%		64%	8.1%	6.8%	.5%	0%	16.2%	1.9%	1%	.5%	0%
Utilization %		10.038%	-2.331%	-2.474%	1.903%	0%	-5.143%	-.458%	-.52%	-.02%	0%
	NON-SWORN										
Workforce #/%		30.434%	8.695%	4.347%	0%	0%	43.478%	0%	13.043	0%	0%
CLS #/%		30.9%	7.3%	0%	0%	0%	49.1%	3.6%	7.3%	0%	0%
Utilization %		-.466%	1.395%	4.347%	0%	0%	-5.622%	-3.6%	5.743%	0%	0%
PARA-PROFESSIONAL											
Workforce		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
CLS #/%											
Utilization											
OFFICE/CLERICAL											
Workforce		7.692%	0%	0%	0%	0%	92.307%	0%	0%	0%	0%
CLS #/%		25.9%	1.4%	5%	.7%	.1%	52.8%	3.5%	8.9%	.7%	.1%
Utilization		-18.208%	-1.4%	-5%	-.7%	-.1%	39.507%	-3.5%	-8.9%	-.7%	-.1%
SKILLED CRAFT											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		68.5%	2.4%	17.9%	.7%	.3%	4.4%	.6%	3.8%	.4%	0%
Utilization %		31.5%	-2.4%	-17.9%	-.7%	-.3%	-4.4%	-.6%	-3.8%	-.4%	0%
SVCS/MAINTENANCE											
Workforce #/%		44.444%	11.111%	22.222%	11.111%	0%	0%	0%	11.111%	0%	0%
CLS #/%		28.4%	3.3%	27.9%	.9%	.1%	19.7%	2.9%	14.6%	.1%	.9%
Utilization %		16.044%	7.811%	-5.678%	10.211%	-.1%	-19.7%	-2.9%	-3.489%	-.1%	-.9%

Revised 10/24/07

* FOR POLICE DEPARTMENT GRANTEES ONLY: First fill out additional breakdown of sworn "officials," below.

Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Chiefs, Deputy Chiefs	3 100%	0 0%	2 66.666%	1 33.333%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Captains, Inspectors	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Lieutenants	19 100%	1 5.263%	17 89.473%	0 0%	0 0%	0 0%	0 0%	1 5.263%	0 0%	0 0%	0 0%
Sergeants, Detectives	30 100%	2 6.666%	27 90%	0 0%	1 3.333%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
TOTALS [6]	51 100%	3 5.882%	46 90.196%	0 0%	1 1.96%	0 0%	0 0%	1 1.96%	0 0%	0 0%	0 0%

KEY W – White B – Black A/PI - Asian or Pacific Islander
H – Hispanic AI/AN - American Indian or Alaskan Native

9/26/07

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 SHERIFF 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 #/%	81.818%	0%	9.09%	0%	0%	9.09%	0%	0%	0%	0%
	CLS #/%	59.3%	1.8%	3.1%	.7%	0%	29.8%	1.4%	2.6%	.5%	0%
	Utilization %	22.518%	-1.8%	5.99%	-.7%	0%	-20.71%	-1.4%	-2.6%	-.5%	0%
PROFESSIONALS	Workforce #/%	71.428%	4.761%	0%	0%	0%	23.809%	0%	0%	0%	0%
	CLS #/%	41.2%	1.4%	2.3%	1.6%	.1%	47.1%	1.9%	2.4%	1.4%	.1%
	Utilization %	30.228%	3.361%	-2.3%	-1.6%	-.1%	-23.291%	-1.9%	-2.4%	-1.4%	-.1%
TECHNICIANS	Workforce #/%	NOT APPLICABLE									
	CLS #/%										
	Utilization %										
PROTECTIVE SERVICES	SWORN Workforce #/%	74.038%	5.769%	4.326%	2.403%	0%	11.057%	1.442%	.48%	.48%	0%
	SWORN CLS #/%	64%	8.1%	6.8%	.5%	0%	16.2%	1.9%	1%	.5%	0%
	SWORN Utilization %	10.038%	-2.331%	-2.474%	1.903%	0%	-5.143%	-.458%	-.52%	-.02%	0%
	NON-SWORN Workforce #/%	30.434%	8.695%	4.347%	0%	0%	43.478%	0%	13.043	0%	0%
	NON-SWORN CLS #/%	30.9%	7.3%	0%	0%	0%	49.1%	3.6%	7.3%	0%	0%
	NON-SWORN Utilization %	-.466%	1.395%	4.347%	0%	0%	-5.622%	-3.6%	5.743%	0%	0%
PARA-PROFESSIONAL	Workforce	THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
	CLS #/%										
	Utilization										
OFFICE/CLERICAL	Workforce	7.692%	0%	0%	0%	0%	92.307%	0%	0%	0%	0%
	CLS #/%	25.9%	1.4%	5%	.7%	.1%	52.8%	3.5%	8.9%	.7%	.1%
	Utilization	-18.208%	-1.4%	-5%	-.7%	-.1%	39.507%	-3.5%	-8.9%	-.7%	-.1%
SKILLED CRAFT	Workforce #/%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	68.5%	2.4%	17.9%	.7%	.3%	4.4%	.6%	3.8%	.4%	0%
	Utilization %	31.5%	-2.4%	-17.9%	-.7%	-.3%	-4.4%	-.6%	-3.8%	-.4%	0%
SVCS/MAINTENANCE	Workforce #/%	44.444%	11.111%	22.222%	11.111%	0%	0%	0%	11.111%	0%	0%
	CLS #/%	28.4%	3.3%	27.9%	.9%	.1%	19.7%	2.9%	14.6%	.1%	.9%
	Utilization %	16.044%	7.811%	-5.678%	10.211%	-.1%	-19.7%	-2.9%	-3.489%	-.1%	-.9%

Revised 10/24/07

Kane County
Sheriff's Department

2006
Labor Analysis

BY:

PATRICK B. PEREZ
SHERIFF
KANE COUNTY

Summary

A comparison of the 2006 Sheriff Utilization Analysis indicates that the White female representation is under-represented in the Executive work force. This area has recently shown movement within law enforcement to lessen the wide spread of under-representation as more females join the rank and file of law enforcement executives.

The analysis also indicates an under-representation in the White females in the Professional work force. This area has shown movement over 2005 and should lesson within law enforcement as the wide spread of under-representation of females join the rank and file of law enforcement professionals.

The analysis indicates that there is under-representation in the White females in the sworn protection services category. The belief that the Law Enforcement field is predominately male gives us the under-representation. In time, with more females applying for law enforcement positions with the Sheriff's Dept., the representation will reflect the community labor statistics. Male blacks also showed an area of concern due to a lower turn out of applications. This should be addressed with the Merit Commission over areas of employment / recruitment publications to help create higher number applications within the male blacks category.

The non-sworn work force analysis shows an under-representation for White females and Black females. The White female position has improved over 2005 but still needs attention. The Black female position is a result of low turn out in black female employment applications. This concern should also be addressed by the Merit Commission.

In the Office / Clerical work force of the Sheriff's Dept., the analysis indicates an under-representation of Male White, Black females and Hispanic females. The Male white under-representation is the result of these positions is historically held by females. The Black female and Hispanic female has change slightly due to limited open positions during the preceding fiscal year.

In the Skilled Craftwork force, which is our Fleet Management, that includes 3 employees, we are under-represented in the Hispanic male, White female and Hispanic female categories. There has been no change or openings in this position classification during the preceding fiscal year.

In the Service / Maintenance work force the analysis indicates an under-representation of Male Hispanic, White female and Hispanic female. This is a result of no changes in employment in this position classification during the preceding fiscal year.

In all there are 70 categories of which 13 were out of compliance or 18.5 %.

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 SHERIFF 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		11 100%	0 0%	9 81.818%	1 9.09%	0 0%	0 0%	0 0%	1 9.09%	0 0%	0 0%	0 0%
Professionals		21 100%	1 4.761%	15 71.428%	0 0%	0 0%	0 0%	0 0%	5 23.809%	0 0%	0 0%	0 0%
Technicians		The Sheriff's Office does not have any employees in this job category										
Protective Services	Sworn	208 100%	12 5.769%	154 74.038%	9 4.326%	5 2.403%	0 0%	3 1.442%	23 11.057%	1 .48%	1 .48%	0 0%
	Non-Sworn	23 100%	2 8.695%	7 30.434%	1 4.347%	0 0%	0 0%	0 0%	10 43.478%	3 13.043%	0 0%	0 0%
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		26 100%	0 0%	2 7.692%	0 0%	0 0%	0 0%	0 0%	24 92.307%	0 0%	0 0%	0 0%
Skilled Craft		3 100%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance		9 100%	1 11.111%	4 44.444%	2 22.222%	1 11.111%	0 0%	0 0%	0 0%	1 11.111%	0 0%	0 0%

Revised 10/24/07

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 SHERIFF UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		FEMALE White	FEMALE Black	FEMALE Hispanic	FEMALE Asian	FEMALE American Indian	MALE White	MALE Black	MALE Hispanic	MALE Asian	MALE American Indian
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		81.818% 59.3% 22.518%	0% 1.8% -1.8%	9.09% 3.1% 5.99%	0% .7% -.7%	0% 0% 0%	9.09% 29.8% -20.71%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		71.428% 41.2% 30.228%	4.761% 1.4% 3.361%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	23.809% 47.1% - 23.291%	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 %	74.038% 64% 10.038%	5.769% 8.1% -2.331%	4.326% 6.8% -2.474%	2.403% .5% 1.903%	0% 0% 0%	11.057% 16.2% -5.143%	1.442% 1.9% -.458%	.48% 1% -.52%	.48% .5% -.02%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	30.434% 30.9% -.466%	8.695% 7.3% 1.395%	4.347% 0% 4.347%	0% 0% 0%	0% 0% 0%	43.478% 49.1% -5.622%	0% 3.6% -3.6%	13.043 7.3% 5.743%	0% 0% 0%	0% 0% 0%
PARA-PROFESSIONAL Workforce CLS #/% Utilization		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
OFFICE/CLERICAL Workforce CLS #/% Utilization		7.692% 25.9% -18.208%	0% 1.4% -1.4%	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	92.307% 52.8% 39.507%	0% 3.5% - 3.5%	0% 8.9% -8.9%	0% .7% - .7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		100% 68.5% 31.5%	0% 2.4% -2.4%	0% 17.9% -17.9%	0% .7% -.7%	0% .3% -.3%	0% 4.4% -4.4%	0% .6% -.6%	0% 3.8% -3.8%	0% .4% -.4%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		44.444% 28.4% 16.044%	11.111% 3.3% 7.811%	22.222% 27.9% -5.678%	11.111% .9% 10.211%	0% .1% -.1%	0% 19.7% -19.7%	0% 2.9% -2.9%	11.111% 14.6% -3.489%	0% .1% -.1%	0% .9% -.9%

Revised 10/24/07

Question # 1
Disciplinary actions taken against employees in 2006

The Kane County Sheriff's Department took disciplinary action against employees a total of 32 times in 2006. The actions were in accordance with the three collective bargaining agreements that are in place between the Sheriff and three employee unions. The Deputies and Corrections Offices are also covered under the Sheriff's Merit Commission all other employees are considered civilian employees not covered by the Sheriff's Merit Commission.

As a part of the disciplinary process the Sheriff can only suspend a Merit Commission employee for a period of 30 days in any calendar year. Any suspension that would put an employee over 30 days in a calendar year must be done through the Sheriff's Merit Commission. The Sheriff can only request the demotion or termination of any Merit Commission employee by the Merit Commission. It is ultimately up to the Sheriff's Merit Commission to determine if a covered employee will be demoted or terminated.

For non merit commission employees the Sheriff must simply follow the applicable collective bargaining agreement.

The table below lists the breakdown of discipline by race/ethnic origin and then by sex.

Discipline by Race	**White**	**African American**	**Hispanic**	**Asian**	**Other**
Oral Reprimand	8	3	1	3	0
Letter of reprimand	7	2	0	0	0
Suspension	6	0	2	0	0
Demotion	0	0	0	0	0
Termination	0	0	0	0	0
Discipline by Sex	**Male**	**Female**			
Oral Reprimand	13	2			
Letter of reprimand	7	2			
Suspension	7	1			
Demotion	0	0			
Termination	0	0			

Question # 2

Applications for promotion or transfer for year 2006.

The Kane County Merit Commission conducts the promotional process for our sworn personnel. This is done through a testing process from an outside testing agency in which a written test accounts for 75% an oral interview at 25%. Candidates who have achieved the 70% are placed on an eligibly list and certified as qualified candidates for promotion. The eligibly list is then placed in alphabetical order. The alphabetical eligibly list is then provided to the Sheriff to make the final selection.

In the preceding fiscal year out of 208 sworn personnel 5 deputies were promoted to sergeant and 2 were promoted to Lieutenant. All seven (7) promotions were white males.

A total of 35 sworn personnel were transfers during 2006. The breakdown were 29 white males, 2 were black males, 3 were Hispanic males and 1 was a white female.

The remainder classified employees were promoted and transferred in accordance with the contractual agreement. There are 82 employees of whom only one (1) white female was promoted within this group and no known transfers.

Question # 3
Employment polices and practices

The Kane County Sheriff's Dept. employment testing procedures for sworn personnel is handled by the Kane County Merit Commission, which receives their authority under state statute. Upon completion of the testing procedure a certified alphabetical eligibly list is provided to the Sheriff for the final selection.

The Kane County Sheriff's Department conducts the following testing procedures for our non-sworn employees, communication dispatchers. Job applicants are put through a combination of three tests, the first measures memory recall, basic math skills, vocabulary skills and general reasoning skills, the second measures mapping skills and the third measures typing skills. The applicant also is involved in an oral interview process. Each of the four procedures accounts for 25% of the total result of the applicant's grade. A 70% or higher grade is needed in order to pass the initial process.

Those applicants who have achieved the 70% or higher are placed on a certified list as qualified candidates for hire. A background investigation, medical and psychological screening is conducted and after successfully passing these tests, the applicant is eligible to be hired.

The Kane County Department of Human Resources handles the remainder of the job classifications through public notice, internet recruitment, and collecting applications. The received applications matching the specific job openings are then forwarded to the department for review. A recommendation along with the applications is then forwarded to the Sheriff for the final decision.