

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: County of Kane		DUNS Number: 608094389
Address: 37W777 Route 38, St. Charles, IL		
Grant Title: Multi-Jurisdictional Drug Prosecution	Grant Number: 412022	Award Amount: \$115,174
Name and Title of Contact Person: Eloise Fara, CFO		
Telephone Number: 630.208.2124	E-Mail Address: faraeloise@co.kane.il.us	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Recipient has less than fifty employees. | <input type="checkbox"/> Recipient is an Indian tribe. | <input type="checkbox"/> Recipient is a medical institution. |
| <input type="checkbox"/> Recipient is a nonprofit organization. | <input type="checkbox"/> Recipient is an educational institution. | <input type="checkbox"/> Recipient is receiving an award less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila D. McCraven [responsible official], certify that County of Kane [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Kane County Human Resource Management [organization],
719 Batavia Ave, Geneva, IL 60134 [address].

Print or Type Name and Title: Sheila D. McCraven, Executive Director

Signature

Date

Sheila D. McCraven

7/2/13

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CIVIL RIGHTS COMPLIANCE CERTIFICATION
(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, PSN, RSAT, VAWA, VAWA SASP, VOCA, Other (Specify)

Subgrantee/Organization Name (hereafter referred to as the "Entity"): County of Kane

Address: 719 Batavia Ave.
Geneva, IL 60134

Contact Person: Sheila McCraven

Telephone #: 630.232.5932

Fax # 630.232.3421

E-mail address: mcravensheila@co.kane.il.us

Grant Number/Contract Name: 414022 - Multi-Jurisdictional Drug Prosecution

Certification Statement:

I, Sheila D. McCraven [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

☒ THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD **NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS

☐ THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD **FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You **MUST** attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

☐ All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Sheila D. McCraven
[Signature of Responsible Official]

Exec Director, HRCMgmt
[Title]

7/20/15
[Date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: County of Kane		DUNS Number: 608094389
Address: 37W777 Route 38, St. Charles, IL		
Grant Title: Law Enforcement Victim Assistance	Grant Number: 215035	Award Amount: \$81,121
Name and Title of Contact Person: Eloise Fara, CFO		
Telephone Number: 630.208.2124	E-Mail Address: faraeloise@co.kane.il.us	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Recipient has less than fifty employees. | <input type="checkbox"/> Recipient is an Indian tribe. | <input type="checkbox"/> Recipient is a medical institution. |
| <input type="checkbox"/> Recipient is a nonprofit organization. | <input type="checkbox"/> Recipient is an educational institution. | <input type="checkbox"/> Recipient is receiving an award less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila D. McCraven [responsible official], certify that County of Kane [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Kane County Human Resource Management [organization],
719 Batavia Ave, Geneva, IL 60134 [address].

Print or Type Name and Title: Sheila D. McCraven, Executive Director

Signature:

Sheila D. McCraven

Date

7/26/15

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CIVIL RIGHTS COMPLIANCE CERTIFICATION
(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, PSN, RSAT, VAWA, VAWA SASP, **VOCA**, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"): County of Kane

Address: 719 Batavia Ave.
Geneva, IL 60134

Contact Person: Sheila McCraven

Telephone #: 630.232.5932

Fax # 630.232.3421

E-mail address: mcravensheila@co.kane.il.us

Grant Number/Contract Name: 215035 – Law Enforcement Victim Assistance

Certification Statement:

I, Sheila D. McCraven [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

☒ THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD **NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS

☐ THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD **FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You **MUST** attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

☐ All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Sheila D. McCraven
[Signature of Responsible Official]

Executive Director, HRMgmt
[Title]

7/28/15
[Date]

CIVIL RIGHTS COMPLIANCE CERTIFICATION

(Complete ENTIRE certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG (JAG), NCHIP, NFSIA, PSN, RSAT, VAWA, VAWA SASP, VOCA, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"): COUNTY OF KANE

Address: 719 BATAVIA AVE.
GENEVA, IL 60134

Contact Person: SHEILA McCRAVEN

Telephone #: 630.232.5932

Fax # 630. 232.3421

E-mail address: mccravensheila@co.kane.il.us

Grant Number/Contract Name: 412022/ Multi-Jurisdictional Drug Prosecution

Certification Statement:

I, SHEILA D. McCRAVEN [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

☒ THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD NO FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS

☐ THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You MUST attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

☐ All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Sheila D. McCraven Executive Director, HRMgmt 11/7/14
[Signature of Responsible Official] [Title] [Date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>County of Kane</u>		DUNS Number: <u>943572417</u>
Address: <u>719 Batavia Ave. Geneva IL</u>		
Grant Title: <u>Victim Assistance</u>	Grant Number: <u>214035</u>	Award Amount: <u>\$1,121</u>
Name and Title of Contact Person: <u>Sheila McCraven</u>		
Telephone Number: <u>630-232-5932</u>	E-Mail Address: <u>McCravenSheila@Co.Kane.IL.us</u>	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- ☐ Recipient has less than fifty employees. ☐ Recipient is an Indian tribe. ☐ Recipient is a medical institution.
☐ Recipient is a nonprofit organization. ☐ Recipient is an educational institution. ☐ Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila D. McCraven [responsible official],
certify that County of Kane [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
County of Kane, Human Resource Mgt. [organization],
719 Batavia Ave. Geneva, IL 60134 [address].
Sheila D. McCraven, Exec Dir, Human Resource Mgt. [Signature] 11/7/14 [Date]

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title _____ Signature _____ Date _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>County of Kane</u>		DUNS Number: <u>963572417</u>
Address: <u>719 Batavia Ave. Geneva IL</u>		
Grant Title: <u>Drug Prosecution</u>	Grant Number: <u>412022</u>	Award Amount: <u>115,174</u>
Name and Title of Contact Person: <u>Sheila D. McCraven</u>		
Telephone Number: <u>630.232.5932</u>	E-Mail Address: <u>mcCravenSheila@Co.Kane.IL.US</u>	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- ☐ Recipient has less than fifty employees. ☐ Recipient is an Indian tribe. ☐ Recipient is a medical institution.
☐ Recipient is a nonprofit organization. ☐ Recipient is an educational institution. ☐ Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila D. McCraven [responsible official],
certify that County of Kane [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
County of Kane, Human Resource Mgt. [organization],
719 Batavia Ave, Geneva IL 60136 [address].
Sheila D. McCraven Executive Director, HR Mgt Sheila D. McCraven 11/7/14
Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CIVIL RIGHTS COMPLIANCE CERTIFICATION

(Complete ENTIRE certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, RSAT, VAWA, VAWA SASP (VOCA), Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"): County of Kane

Address: 719 Batavia Ave.
Geneva, IL 60134

Contact Person: Sheila D. McCraven

Telephone #: 630.232.5932

Fax # 630.232.3421

E-mail address: McCravenSheila@co.kane.il.us

Grant Number/Contract Name: 214035 / Law Enforcement and Prosecutor-Based Victim Assistance Services

Certification Statement:

I, Sheila D. McCraven [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

☒ THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD NO FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS

☐ THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You MUST attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

☐ All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Sheila D. McCraven Exec Dir, HRMgmt
[Signature of Responsible Official] [Title]

10/27/14
[Date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Kane County State's Attorney's Office DUNS Number: 963572417
Address: 370 777 Route 38 Suite 300, St Charles, IL 60175
Grant Title: Victim Assistance Grant Number: 214035 Award Amount: \$1,121
Name and Title of Contact Person: Elaine Fara
Telephone Number: 630.208.2124 E-Mail Address: faraeloise@Co.Kane.IL.US

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- ☐ Recipient has less than fifty employees. ☐ Recipient is an Indian tribe. ☐ Recipient is a medical institution.
☐ Recipient is a nonprofit organization. ☐ Recipient is an educational institution. ☐ Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila D. McCraven [responsible official],
certify that Kane County State's Attorney's Office [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Kane County Human Resources Management [organization],
719 Batavia Ave, Geneva IL 60134 [address].
Sheila D. McCraven Sheila McCraven Exec Dir, HRMgmt 10/27/14
Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CIVIL RIGHTS COMPLIANCE CERTIFICATION

(Complete ENTIRE certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, PSN, RSAT, VAWA, VAWA SASP, VOCA, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"): Kane County

Address: 719 S. Batavia Ave.
Geneva, IL 60134-3077

Contact Person: Eloise Fara

Telephone #: 630-208-2124

Fax # 630-232-6508

E-mail address: faraeloise@co.kane.il.us

Grant Number/Contract Name: 214056 / Child Advocacy Center Services

Certification Statement:

I, Sheila McCraven [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

☒ THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD NO FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS

☐ THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD FINDINGS OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You MUST attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

☐ All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Sheila D McCraven
[Signature of Responsible Official]

Executive Director, HEMgt
[Title]

10/8/14
[Date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>County of Kane</u>	DUNS Number: <u>010221786</u>
Address: <u>719 Batavia Ave, Geneva, IL 60134</u>	
Grant Title: <u>Child Advocacy Center</u>	Grant Number: <u>214056</u> Award Amount: <u>22,254</u>
Name and Title of Contact Person: <u>Sheila McCraven</u>	
Telephone Number: <u>630-232-5932</u>	E-Mail Address: <u>McCravensheila@Co.Kane.IL.US</u>

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Recipient has less than fifty employees. | <input type="checkbox"/> Recipient is an Indian tribe. | <input type="checkbox"/> Recipient is a medical institution. |
| <input type="checkbox"/> Recipient is a nonprofit organization. | <input type="checkbox"/> Recipient is an educational institution. | <input type="checkbox"/> Recipient is receiving an award less than \$25,000. |

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Sheila McCraven [responsible official],
certify that County of Kane [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
County of Kane - Human Resources [organization],
719 BATAVIA AVE, Geneva, IL 60134 [address].

Sheila McCraven
Print or Type Name and Title

Sheila D McCraven
Signature

10/8/14
Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

County of Kane
2015 Equal Employment Opportunity Plan
Executive Summary

Preface

The County of Kane has created this Equal Employment Opportunity Plan in order to comply with U.S. Department of Justice regulations. The purpose of an Equal Opportunity Plan (EEO) is to insure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A *recipient agency* is defined as any State or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain an EEO on file for review by OJP, if requested (see 28 CFR 42.301 et. Seq.):

- Has 50 or more employees; and
- Received a total of \$25,000 or more in grants or subgrants; and
- Have 3 percent or more minorities in service population

An EEO is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEO includes a written analysis that:

- provides a statistical profile of the internal workforce by race, sex and national origin
- identifies problems in employment practices and procedures
- specifies corrective action
- forms the basis of ongoing evaluation

Introduction

The County of Kane (Kane County) was organized under township form of government in 1836. It is not a home rule county. The Illinois Constitution limits the powers of non-home rule counties to the powers granted to them by law. Kane County is divided into twenty-six (26) districts. Each district elects a representative to the Kane County Board. The County Board Chairman is elected countywide by the voters of Kane County.

Kane County government is composed of departments created by the Kane County Board and countywide officials elected to certain offices provided by law. In Kane County those elected officials are:

County Clerk ¹	State's Attorney ²	Sheriff ³	County Recorder ⁴
Auditor ⁵	Circuit Clerk	Coroner ⁶	Treasurer ⁷

¹ Sec. 3-2003.2. Internal operations of office. The County Clerk shall have the right to control the internal operations of his office; to procure necessary equipment, materials and services to perform the duties of his office.

² Sec. 3-9006. Internal operations of office. The State's Attorney shall control the internal operations of his office and procure the necessary equipment, materials and services to perform the duties of his office.

³ Sec. 3-6018. Counties under 1,000,000; control of internal operations. In counties of less than 1 million populations, the Sheriff shall control the internal operations of his office. Subject to the applicable county appropriation ordinance, the Sheriff shall direct the County treasurer to pay, and the Treasurer shall pay, the expenditures for the Sheriff's office, including payments for personal services, equipment, materials and contractual services. Purchases of equipment by the Sheriff shall be made in accordance with any ordinance requirements for centralized purchasing through another County office or through the state, which are applicable to all county offices.

⁴ Sec. 3-5005.2. Internal operations of office. The Recorder shall have the right to control the internal operations of his office; to procure necessary equipment, materials and services to perform the duties of his office. The Recorder shall have the right to select the computer or micrographic system to be used for document storage and retrieval. The Recorder may retain the services of management or consulting firms to establish or maintain such a system.

⁵ Sec. 3-1004. Internal operations of office. The County Auditor shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the County Board.

⁶ Sec. 3-3003. Duties of Coroner. The County Coroner shall control the internal operations of his office. Subject to the applicable county appropriation ordinance, the Coroner shall procure necessary equipment, materials, supplies and services to perform the duties of the office. Compensation of deputies and employees shall be fixed by the Coroner, subject to budgetary limitations established by the County Board. Purchases of equipment shall be made in accordance with any ordinance requirements for centralized purchasing through another county office or through the State, which are applicable to all county offices.

The duties and powers of these officers are set by law and by County ordinance. By statute, some of these officers are granted internal control of their offices. Although the exact limitations on internal control is specified for each office, in general, internal control generally means the officer has absolute power to procure necessary equipment, materials and services to perform the duties of the office. It is axiomatic that the term “services” includes employees to staff the office and assist the elected officer in the performance of his or her duties.

Because of this dichotomy, it is possible for an elected officer to be the *recipient agency* that is required to create and maintain an EEOP. In order to eliminate the need for individual offices to create and maintain separate EEOPs, the County of Kane has created a single EEOP for itself and all of its affiliated elected offices.

This EEOP contains three sets of statistical analyses. One set analyzes the **Total County**, i.e., all employees including those in the offices of elected officials. One set that analyzes the workforce of departments created by the Kane County Board, excluding the workforce of offices controlled by elected officers. This data is named **County without Elected Officials**. Where the utilization analysis shows the underutilization of women and minorities by one percent (1%) or more, a countywide process will be initiated to address the underutilization. The second set analyzes the workforce of the offices controlled by countywide elected officers. This data is named **County with Elected Officials**. Where the utilization analysis shows the underutilization of certain women and minorities by one percent (1%) or more in offices controlled by elected officers, the elected officer will be asked to address the underutilization. In this way, separation is maintained and prevents the County of Kane from intruding upon the control of these elected officers.

This EEOP is current and shall remain in effect as long as the County of Kane and its affiliated offices are required by law or regulation to maintain an EEOP. Kane County adopted its first EEOP in May 2005. Each year the document is updated with the current demographics of the County’s workforce.

In 2007, Kane County formally adopted a strategic plan for County operations over the next five to fifteen years that contains a priority of goals. Implementation of the goals was scheduled to begin in 2008. Further implementation is dependent upon funding and staffing levels. County revenues have decreased and a hiring freeze (Resolution 08-278) was put into place in 2008 as a result of the nation’s economic downturn experienced in 2008. This hiring freeze remained in effect in 2009. The hiring freeze does not apply to positions or offices where the person is required to subscribe to a statutory oath of office.

From time to time, this narrative is amended to reflect changes in County practices, policies and employee demographics. First begun in 2006, this document continues the practice of showing the representation of employees by gender and race through the use of color graphs.

County of Kane

2014 Gender and Ethnicity Utilization Analysis: Females and Minorities

2005 - The analysis shows an underrepresentation of female employees by one percent (1%) or more in every occupational category. The underutilization ranges from a high of -10.6% for *Hispanic females* in the *Services/Maintenance* category to a low of -.1 for *Asian females* in the *Sworn Protective Services* category. Three female groups show underrepresentation across a majority of the occupational categories; Black females, Hispanic females and White females.

⁷ Sec. 3-10005.1. Internal operations of office. The Treasurer shall control the internal operations of his office and procure necessary equipment, materials and services to perform the duties of his office.

2006 - The analysis shows a little improvement for females. The underrepresentation ranges from a high of -26.864% in the *Technicians* category for white females to a low of -.091% in the *Sworn Protective Services* category for Asian females. However, the underrepresentation of black females is noted in both the *Technicians* and *Non-Sworn Protective Services* categories as the County government does not employ any black females in either of these two categories.

2007 - The County's workforce statistics have not fluctuated tremendously. The variances between gains and losses in terms of total numbers represented in each occupational category are small, with the exception of the *Non-Sworn Protective services* category, which has seen an increase in underrepresentation by both White and Hispanic women. In terms of raw numbers, there are 9 fewer White and 2 fewer Hispanic females occupying the *Non-Sworn Protective Services* category. These losses appear to be offset by gains in the *Professionals* category, which usually carries a higher salary.

2008 - There were minor variances in all categories. The County's workforce statistics show improvement for females in the Officials/Executive category; white females up 2.69%, black females up .98%, and Hispanic females up .99%. The largest increase for females occurred in the Protective Services, Non-Sworn category where Hispanic females increased by 12.5%. These gains were offset by a decrease of 5.5% in the technician category, 2.4% decrease in Svcs. Maintenance category, and a 2.5% decrease in the total number of females employed. In the Protective Services, Non-Sworn category Black males experienced an 11.67% decrease, and Hispanic males experienced a 5.833% decrease.

2009 - With slight variations, the percentage of females and Blacks males employed by the County remains largely unchanged. The percentage of Hispanics employed by the County increased slightly by .53%. The analysis shows a slight improvement for females in the area of Officials/Executive category; with white females up slightly over 1%. Hispanic females were up slightly more than 1.0%. The largest increase for females occurred in the Protective Services (Non-Sworn) category with an increase of 8.333% for White females and in the Technicians category with an increase of 2.462% for White females. There were also gains in the Office/Clerical category of 3.23% and in the Svcs/Maintenance area of 2.576% for White females. The Hispanic female population increased slightly in Officials/Administrators, and Svcs/Maintenance. Black women increased slightly in the areas of Professionals.

Black males increased by 1.03% in the Officials/Executive category, .852% in the Professionals category, .2% in Protective Services (Sworn) category, 2.857% in the Skilled Craft category and 1.289% in Svcs/Maintenance. Hispanic males increased by 2.123% in the Protective Services (Sworn) category and 1.932% in the Svcs. Maintenance category, but decreased by .596% in the Protective Services (Non-Sworn) category. In general, the male Asian/Pacific Islander percentages were slightly down and the male American Indian/Alaska Native percentages were unchanged.

2010 - We became aware that elected officials should not be included in the statistics for the plan; therefore, we removed all of those individuals from the numbers. We will continue in this manner from now on. We are a County made up of many elected officials so this did have an impact, most notably in the County Board Office numbers. The severe economic downturn that began in 2008 and the tight budget constraints that the County continues to experience continued to result in limited hiring. The analysis shows a significant drop in males in the Officials/Executive category, from 53.5% to 35.6%. This is due in great part to removing the data on elected officials and also reclassifying of certain individuals in different job categories. There was an increase in females in all ethnic groups in the Officials/Administrators category, most significantly in the white female category from 35.4% to 50.6%.

Numbers in the Technicians category were stable with a slight increase in the category of black female.

In the Protective Services (Sworn) category, the male numbers are remarkably consistent with a slight decrease in white males from 70.4% to 68.6%. This was offset by an increase in white females from 14.6% to 16.1% and an increase in Hispanic females from 0% to .784%. There was a slight increase in Hispanic females from 15.3% to 16%.

The skilled craft category remained extremely consistent in all categories, seeing a slight increase in white females from 17.4% to 22.2%.

2011 – Although this is the first year after the decennial population census, new community labor statistics are not yet available for comparison purposes; therefore, our analysis continues to reflect overall community statistics that are 10 years old. Hiring continues to be constrained with specific Board approval needed to replace terming employees. Overall, employment demographic remains largely unchanged.

2012 - Though the total number of County employees has increased to 1272, the overall percentage of females and males employed by the County remains consistent-56% for females and 44% for males. The overall ratio of each ethnic group also remains consistent with prior years.

2013 - The percentage of females and males employed by the County remains consistent at 56% for females and 44% for males. The overall ratio of each ethnic group is consistent with 2012's data. Females in all ethnic categories remain stable. There was a slight increase in white females in the Officials/Administrators category. Hispanic females in the office/clerical category increased in 2013. The service maintenance saw an increase in white females from 13.79% in 2012 to 27.27% in 2013.

2014 - In 2014, the total number of Kane County employees was 1313. The percentage of females and males employed by the County remains consistent: 56% for females and 44% for males. Percentages for white females in the Officials and Administrators category show a slight decrease in utilization 50.67% in 2013 to 47.76% in 2014. Protective Services, Non-Sworn saw a slight increase in white females 51.52% in 2013 to 60% in 2014. All other categories remain fairly consistent in ethnic and gender from 2013.

2015 – The number of County employees in 2015 was 1306. The percentage of females and males employed by the County is consistent with past years: 55% females and 45% males. The overall ratio of each ethnic group remains consistent with prior years.

Objectives to address underutilization

Kane County undertakes a multi-step process to identify and address the underutilization of certain genders and ethnicities in each county department. In Step 1, each county department is analyzed to compare its workforce with the community labor market at large. In Step 2, the top director in each department is asked to prepare a narrative that accounts for the underutilization of certain genders and ethnicities. This is done because these directors are presumed to possess specific information about the necessary qualifications of its workforce that may account for or contribute to the underutilization. In Step 3, the director of each department is required to outline specific objectives they will undertake to address the underutilization. In Step 4, the staff of the Department of Human Resources Management will offer its assistance and resources to assist each department in achieving its objectives.

Steps to Achieve the Objectives

The Department of Human Resource Management plays a role in assisting each county department to achieve its objectives to increase the hiring of certain genders and ethnicities in the workforce. Over the years, this assistance has taken the form of:

- Training on interviewing and diversity in the workplace,

- Targeted recruitment of specific genders and ethnicities through advertisements in relevant publications and on the internet,
- All advertisements carry the appropriate EEO tagline “Equal Opportunity Employer”.

Equal Employment Opportunity Policy of the County of Kane

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We will not discriminate against or deny equal employment opportunities to employees and job applicants because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service.

We will make reasonable accommodations for any medical or common condition of a job applicant or employee related to pregnancy or childbirth unless to do so would impose an undue hardship on the ordinary operation of County business.

6/2015

PART I. COUNTY OF KANE – 2015 KANE COUNTY WORKFORCE

MALE

FEMALE

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		69 100%	2 2.90%	23 33.34%	0 0%	0 0%	0 0%	6 8.69%	35 50.72%	2 2.90%	1 1.45%	0 0%
Professionals		456 100%	12 2.63%	166 36.40%	18 3.95%	1 0.22%	0 0%	17 3.74%	214 46.92%	22 4.82%	6 1.32%	0 0 %
Technicians		34 100%	0 0%	23 67.65%	1 2.94%	2 5.88%	0 0%	0 0%	7 20.59%	0 0%	1 2.94%	0 0%
Protective Services	Sworn	280 100%	16 5.71%	186 66.43%	20 7.14%	5 1.79%	0 0%	4 1.43%	47 16.79%	2 0.71%	0 0%	0 0%
	Non-Sworn	30 100%	2 6.66%	7 23.34%	1 3.34%	0 0%	0 0%	0 0%	16 53.33%	4 13.33%	0 0%	0 0%
Office/Clerical		366 100%	1 0.27%	33 9.01%	5 1.37%	1 0.27%	0 0 %	7 1.91%	259 70.77%	55 15.03%	5 1.37%	0 0%
Skilled Craft		36 100%	1 2.78%	34 94.44%	1 2.78%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance		35 100%	1 2.86%	20 57.14%	3 8.57%	0 0 %	0 0%	0 0%	7 20%	4 11.43%	0 0%	0 0%

9/21/2016-rev

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 – 2015 KANE COUNTY UTILIZATION ANALYSIS

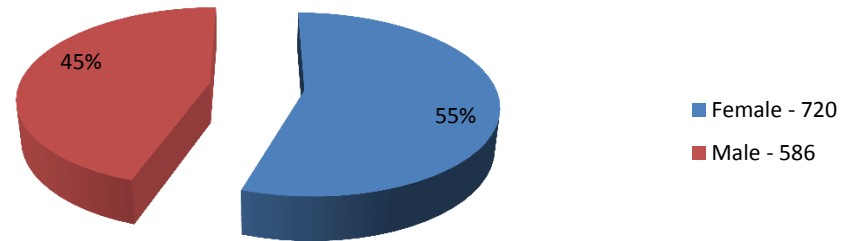
		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		33.34%	2.90%	0%	0%	0%	50.72%	8.69%	2.90%	1.45%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-21.16%	1.30%	-4.6%	-1.8%	0%	19.92%	7.49%	-0.90%	0.15%	0%
PROFESSIONALS											
Workforce #%		36.40%	2.63%	3.95%	0.22%	0%	46.92%	3.74%	4.82%	1.32%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		-0.30%	1.13%	0.15%	-3.38%	0%	1.02%	2.34%	0.52%	-1.38%	0%
TECHNICIANS											
Workforce #/%		67.65%	0%	2.94%	5.88%	0%	20.59%	0%	0%	2.94%	0%
CLS #/%		38.71%	3.96%	6.28%	4.33%	0%	37.42%	1.48%	5.25%	2.58%	0%
Utilization %		28.94%	-3.96%	-3.34%	1.55%	0%	-16.83%	-1.48%	-5.25%	-0.36%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	66.43%	5.71%	7.14%	1.79%	0%	16.79%	1.43%	0.71%	0%	0%
	CLS #/%	59.06%	7.72%	11.50%	1.89%	0%	11.02%	1.48%	5.35%	0%	0%
	Utilization %	7.37%	-2.01%	-4.36%	-0.10%	0%	5.77%	-0.05%	-4.64%	0%	0%
	NON-SWORN										
	Workforce #/%	23.34%	6.66%	3.34%	0%	0%	53.33%	0%	13.33%	0%	0%
OFFICE/CLERICAL	CLS #/%	52.11%	0%	0%	0%	0%	39.44%	0%	8.45%	0%	0%
	Utilization %	-28.77%	6.66%	3.34%	0%	0%	13.89%	0%	4.88%	0%	0%
OFFICE/CLERICAL											
Workforce		9.01%	0.27%	1.37%	0.27%	0%	70.77%	1.91%	15.03%	1.37%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-18.59%	-1.43%	-6.63%	-0.73%	-.1%	28.27%	-2.09%	2.53%	0.07%	-.1%
SKILLED CRAFT											
Workforce #/%		94.44%	2.78%	2.78%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.94%	1.75%	30.06%	1.90%	0.19%	3.18%	0.54%	2.92%	0.52%	0%
Utilization %		35.50%	1.03%	-27.28%	-1.90%	-0.19%	-3.18%	-0.54%	-2.92%	-0.52%	0%
SVCs/MAINTENANCE											
Workforce #/%		57.14%	2.86%	8.57%	0%	0%	20%	0%	11.43%	0%	0%
CLS #/%		21.83%	3.21%	33.44%	1.14%	0.033%	16.89%	3.01%	19.16%	1.24%	0.52%
Utilization %		35.31%	-0.35%	-24.87%	-1.14%	-0.033%	3.11%	-3.01%	-7.73%	-1.24%	-0.52%



2015 Total County of Kane Departments by Gender and Race

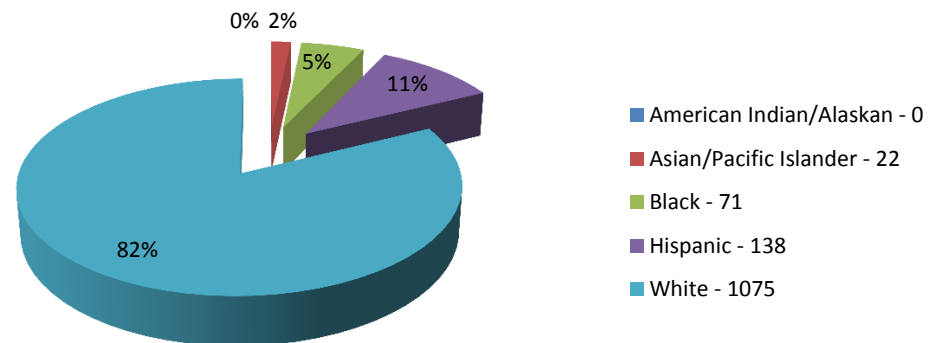
2015 Total County of Kane Departments by Gender	Count	%age
Female - 720	720	55%
Male - 586	586	45%
Total	1306	100%

2015 County of Kane Departments by Gender



2015 Total County of Kane Departments by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 22	22	2%
Black - 71	71	5%
Hispanic - 138	138	11%
White - 1075	1075	82%
Total	1306	100%

2015 County of Kane Employees by Race

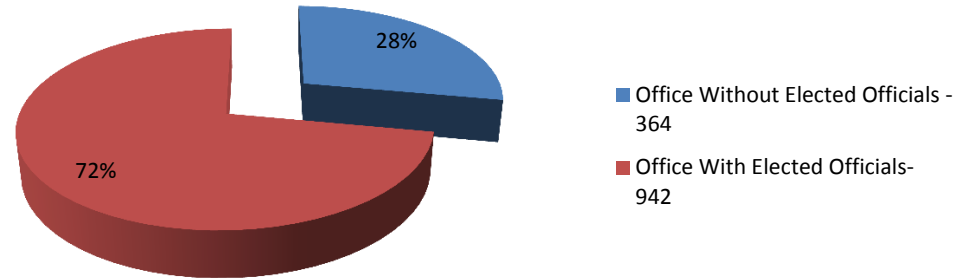




2015 Total County of Kane Departments by Gender and Race

2015 County of Kane Total Employees	Count	%age
Office Without Elected Officials - 364	364	28%
Office With Elected Officials- 942	942	72%
Total	1306	100%

2015 County of Kane



PART I. COUNTY OF KANE – 2015 KANE COUNTY WORKFORCE OFFICES WITHOUT ELECTED OFFICIALS

MALE

FEMALE

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		43 100%	1 2.33%	16 37.21%	0 0%	0 0%	0 0%	4 9.3%	20 46.5%	1 2.33%	1 2.33%	0 0%
Professionals		149 100%	2 1.34%	60 40.27%	4 2.69%	0 0%	0 0%	7 4.7%	65 43.62%	9 6.04%	2 1.34%	0 0 %
Technicians		22 100%	0 0%	17 77.27%	1 4.55 %	0 0%	0 0%	0 0%	3 13.63%	0 0%	1 4.55%	0 0%
Protective Services	Sworn	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn	23 100%	0 0%	5 21.74%	0 0%	0 0%	0 0%	0 0%	14 60.87%	4 17.39%	0 0%	0 0%
Office/Clerical		62 100%	0 0%	7 11.29%	0 0%	1 1.61 %	0 0 %	2 3.25%	42 67.74%	9 14.51%	1 1.61%	0 0%
Skilled Craft		33 100%	1 3.03%	31 93.94%	1 3.03%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance		31 100%	1 3.22%	20 64.52%	3 9.68%	0 0 %	0 0%	0 0%	3 9.68%	4 12.9%	0 0%	0 0%

9/21/2016-rev

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 – 2015 KANE COUNTY (OFFICES WITHOUT ELECTED OFFICIALS) UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		37.21%	2.33%	0%	0%	0%	46.5%	9.3%	2.33%	2.33%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-17.29%	0.73%	-4.6%	-1.8%	0%	15.7%	8.1%	-1.47%	1.03%	0%
PROFESSIONALS											
Workforce #/%		40.27%	1.34%	2.69%	0%	0%	43.62%	4.7%	6.04%	1.34%	0%
CLS #/%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		3.57%	-0.16%	-1.11%	-3.16%	0%	-2.28%	3.3%	1.74%	-1.36%	0%
TECHNICIANS											
Workforce #/%		77.27%	0%	4.55%	0%	0%	13.63%	0%	0%	4.55%	0%
CLS #/%		38.71%	3.96%	6.28%	4.33%	0%	37.42%	1.48%	5.25%	2.58%	0%
Utilization %		38.56%	-3.96%	1.73%	-4.33%	0%	-23.79%	-1.48%	-5.25%	1.97%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	59.06%	7.72%	11.50%	1.89%	0%	11.02%	1.48%	5.35%	0%	0%
	Utilization %	40.94%	-7.72%	-11.50%	-1.89%	0%	-11.02%	-1.48%	-5.35%	0%	0%
	NON-SWORN										
	Workforce #/%	21.73%	0%	0%	0%	0%	60.87%	0%	17.39%	0%	0%
	CLS #/%	52.11%	0%	0%	0%	0%	39.44%	0%	8.45%	0%	0%
	Utilization %	-30.38%	0%	0%	0%	0%	21.43%	0%	8.94%	-3.85%	0%
OFFICE/CLERICAL											
Workforce		11.29%	0%	0%	1.61%	0%	67.74%	3.25%	14.51%	1.61%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-16.31%	-1.7%	-8%	0.61%	-.1%	25.24%	-0.75%	2.01%	0.31%	-.1%
SKILLED CRAFT											
Workforce #/%		93.94%	3.03%	3.03%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.94%	1.75%	30.06%	1.90%	0.19%	3.18%	0.54%	2.92%	0.52%	0%
Utilization %		35%	1.28%	-27.03%	-1.90%	-0.19%	-3.18%	-0.54%	-2.92%	-0.52%	0%
SVCs/MAINTENANCE											
Workforce #/%		64.52%	3.22%	9.68%	0%	0%	9.68%	0%	12.9%	0%	0%
CLS #/%		21.83%	3.21%	33.44%	1.14%	0.033%	16.89%	3.01%	19.16%	1.24%	0.52%
Utilization %		42.69%	0.01%	-23.76%	-1.14%	-0.033%	-7.21%	-3.01%	-6.26%	-1.24%	-0.52%

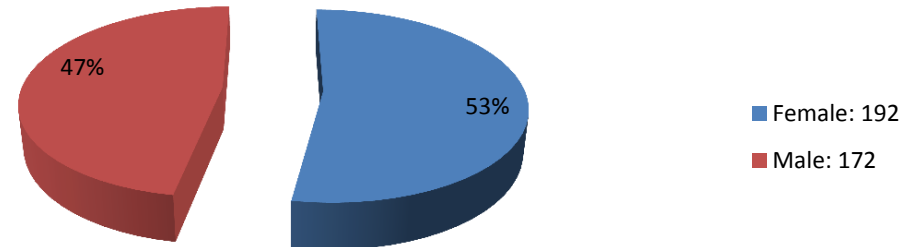
9/22/2016



2015 County of Kane Departments Without Elected Officials by Gender and Race

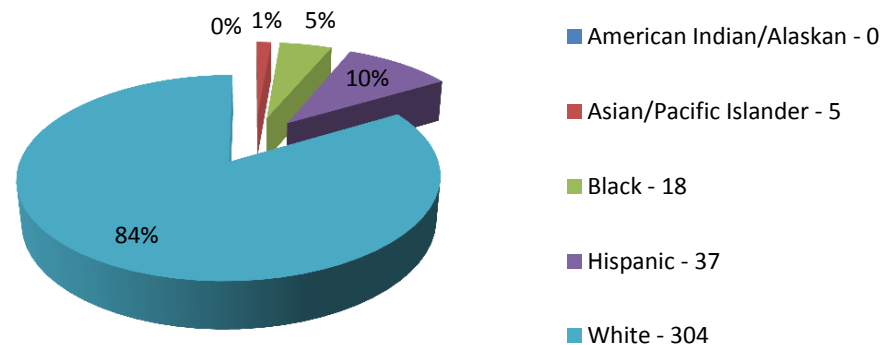
2015 Total Departments Without Elected Officials by Gender	Count	%age
Female: 192	192	53%
Male: 172	172	47%
Total	364	100%

2015 Departments Without Elected Officials by Gender



2015 Total Departments Without Elected Officials by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 5	5	1%
Black - 18	18	5%
Hispanic - 37	37	10%
White - 304	304	84%
Total	364	100%

2015 Departments Without Elected Officials by Race



Animal Control

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 ANIMAL CONTROL WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians (03)		Animal Control does not have employees in this job category.										
Protective Services	Sworn (04)	Animal Control does not have employees in this job category.										
	Non-Sworn (05)	5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	4 80%	1 20%	0 0%	0 0%
Office/Clerical (06)		6 100%	0 0%	2 33.33%	0 0%	0 0%	0 0%	0 0%	4 66.67%	0 0%	0 0%	0 0%
Skilled Craft (07)		Animal Control does not have employees in this job category.										
Service/Maintenance (08)		5 100%	0 0%	1 20%	0 0%	0 0%	0 0%	0 0%	2 40%	2 40%	0 0%	0 0%

4/11/2016-rev

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 (WITHOUT ELECTED OFFICIAL) – 2015 ANIMAL CONTROL UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.54% -54.54%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		100% 36.7% 63.30%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.9% -45.9%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		Animal Control does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	Animal Control does not have employees in this job category..									
	NON-SWORN Workforce #/% CLS #/% Utilization %	0% 52.1% -52.1%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	80% 39.4% 40.6%	0% 0% 0%	20% 8.4% 11.6%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		33.33% 27.6% 5.73%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	66.67% 42.5% 24.17%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		Animal Control does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		20% 21.8% -1.8%	0% 3.2% -3.2%	0% 33.4% -33.4%	0% 1.1% -1.1%	0% 0% 0%	40% 16.9% 23.1%	0% 3% -3%	40% 19.2% 20.8%	0% 1.2% -1.2%	0% 0% 0%

EEOP Update
Kane County Department of Animal Control
For the period July 1, 2014 through June 30, 2015

Department Employment Policies and Practices

The Department of Animal Control is committed to diversifying its workforce so that it reflects the community which it serves. The Kane County Department of Animal Control follows the employment policies and practices as defined by the Human Resources Department for the County of Kane.

Disciplinary Actions

Number of
Employees
2

Employees Applying for Promotion / Transfer

Number of
Employees
2

Promoted / Transferred Employees

Number of
Employees
1

Narrative Utilization Analysis

Kane County Department of Animal Control labor statistics indicate the most significant underutilization occurs within the white male group.

The community workforce percentage for the Officials / Executive category for white males is 54.5% and it has -54.5% underutilization. The Kane County Department of Animal Control employs only one Official / Executive.

Other underutilized groups were:

White males by -36.691% in the Professional Category
White males by -52.1% in the Protective Services (Non-Sworn) Category
White males by -27.6% in the Office / Clerical Category
Hispanic males by -33.4% in the SVCS/ Maintenance Category

Objectives

The Kane County Department of Animal Control is dedicated to having a workforce reflecting the community it represents as identified by the Utilization Analysis Report. The Kane County Department of Animal Control has established the following objectives for addressing the Department's underutilization.

EEOP Update
Kane County Department of Animal Control
For the period July 1, 2013 through June 30, 2014

- Promote and recruit the underutilized categories exceeding -3% if the opportunity exists to hire additional employees or if an employee separates from the Department and a vacancy exists that can be filled.
- Actively recruit in the areas underutilized through posting to various sites: general and specialized organization internet job sites, local newspapers and the Kane County website.

Steps to Achieve Objectives

The following steps will be taken by the Department of Animal Control to address the underutilization:

- Post positions on the internet job sites for NACA, American Humane and other related animal control websites
- Post positions on the Kane County website and local newspapers
- Promote qualified applicants within the County Departments per County policy
- Provide job postings to organizations and schools that reach the targeted populations
- Post in professional journals and newsletters

Dissemination

The following steps will be taken by the Kane County Department of Animal Control to ensure dissemination on information:

- The Kane County Department of Animal Control will list the EEO Employer / Program statement on all of its postings for hire
- The Kane County Director of Human Resources Management will be provided a copy of the EEOP for the dissemination of all interested parties
- The Administrator of the Kane County Department of Animal Control will be responsible for the dissemination of the EEOP Plan to all Kane County Department of Animal Control employees

Suggested Publications and Websites for Job Postings.

NACA News – National Animal Control Association
www.nacanet.org

American Humane
www.americanhumane.org

EEOP Update
Kane County Department of Animal Control
For the period July 1, 2013 through June 30, 2014

www.animalsheltering.org/jobs/post

Kane County Chronicle

The Beacon News

www.CareerBuilder.com

Kane County Website

www.countyofkane.org

KANE COUNTY ANIMAL CONTROL

PROMOTIONS/TRANSFERS REPORT FOR THE PERIOD OF JULY 1, 2014 THRU JUNE 30, 2015

PROMOTIONS

Month	Race	Sex	National Origin	Job Category	Transfer from	Transfer to
Apr-15	White	M	European	Service/Maintenance	Part-Time Kennel Assistant	Full Time Kennel Assistant
Apr-15	Hispanic	F	Mexico	Service/Maintenance to Non-Sworn	Full Time Kennel Assistant	Warden

Total Number of Promotions: **2**

Race Summary: 1- White, 1-Hispanic/Latino

Gender Summary: 1-Male, 1-Female

TRANSFERS

Month	Race	Sex	National Origin	Job Category	Transfer from	Transfer to
Mar-16	White	M	European	Administrations	Administrative Assistant	Health -Grant Writer

Total Number of Transfers: **1**

Race Summary: 1-White

National Origin: 1-European

Gender Summary: 1 Male

Total Number of Promotions/Transfers: **3**

Race Summary: 2-White, 1-Hispanic/Latino

National Origin Summary: 2-European, 1-Mexico

Gender Summary: **2** Male, 1 Female

KANE COUNTY ANIMAL CONTROL

DISCIPLINE REPORT FOR THE PERIOD OF JULY 1, 2014 - JUNE 30, 2015

Month	Race	Sex	National Origin	Discipline Type
Apr-15	White	F	Europe	1 day suspension
Nov-14	Hispanic or latino	F	?	Termination
<i>*Data received from employees</i>				

Total Number of Disciplinary Actions: **2**

Sanction Summary: 1 day suspension

Race Summary: 1 - White, 1- Hispanic

National Origin: Europe, Hispanic (?)

Gender Summary: 2 - Female

Ethnic Detail for Building Management-Employees between 7/1/2014 and 6/30/2015

Building Management

Type	Employee	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20140124	ANDERSON	KENNETH	G	M	White	8	Service/Maintenance	9/24/2014	10/17/2014
FT	20040139	BERRIOS	CARLOS	A	M	Hispanic or Latino	8	Service/Maintenance	7/7/2004	
FT	20110054	BEX	TROY		M	White	8	Service/Maintenance	7/25/2011	9/23/2015
FT	20130173	BIGGS	DONALD	R	M	White	2	Professionals	12/30/2013	
FT	20130088	BROWN	PHILLIP	J	M	White	8	Service/Maintenance	9/16/2013	7/31/2015
FT	20110095	BRUSVEEN	DAN	A	M	White	8	Service/Maintenance	12/19/2011	
FT	20070179	CLARK	JOHN	T	M	White	8	Service/Maintenance	10/1/2007	2/9/2015
FT	19940074	DAVID	JOHN	E	M	White	8	Service/Maintenance	7/18/1994	8/28/2014
FT	20000246	DILLER JR	GLENN	G	M	White	8	Service/Maintenance	12/1/2000	2/9/2015
FT	19990083	DOUGLAS	DEVONDA	R	F	Hispanic or Latino	8	Service/Maintenance	4/16/1999	
PT	20140153	EARLE	WILLIAM	C	M	White	8	Service/Maintenance	12/1/2014	
FT	20110023	ELVIN	DOUGLAS	L	M	White	6	Administrative Support	2/14/2011	
FT	20090060	GARLITS	THERESA	M	F	White	8	Service/Maintenance	9/28/2009	2/25/2015
FT	19950177	GENSLINGER	RICKY	E	M	White	8	Service/Maintenance	10/2/1995	
FT	20140142	GIESE	DAVID	M	M	White	6	Administrative Support	12/5/2014	
FT	20150037	GRIFFITH	RICHARD	J	M	White	2	Professionals	4/20/2015	
FT	20140135	GRIFFITH JR	RICHARD	J	M	White	2	Professionals	11/17/2014	
FT	20070111	HINKLE	JAMES		M	White	8	Service/Maintenance	6/18/2007	6/22/2015
FT	20110022	IBARRA RODRIGUEZ	PEDRO	U	M	Hispanic or Latino	8	Service/Maintenance	2/14/2011	
FT	20130019	KLIMPKE	WILLIAM	E	M	White	8	Service/Maintenance	2/25/2013	
FT	20100019	KNORR	IAN-MICHAEL		M	White	8	Service/Maintenance	2/22/2010	
FT	20050060	KONSTANTINIDIS	GUS		M	White	8	Service/Maintenance	3/16/2005	9/26/2014
FT	20140144	KREGG	LILLIAN		F	White	6	Administrative Support	12/2/2014	
FT	20150001	MARCHESCHI	RYAN	N	M	White	8	Service/Maintenance	1/5/2015	10/26/2015
FT	20060087	MATUSZAK	MICHELE	H	F	White	6	Administrative Support	4/24/2006	
FT	20150026	NAVARRETE DE ECHEVER	CECILIA		F	Hispanic or Latino	8	Service/Maintenance	3/16/2015	
FT	19890037	NEWBOLDS	MICHAEL	E	M	White	8	Service/Maintenance	7/28/1989	
FT	20130023	OLESEN	KEVIN	M	M	White	8	Service/Maintenance	3/4/2013	
FT	20030140	PHILIPS	ROBERT	D	M	White	6	Administrative Support	8/15/2003	12/29/2014
FT	20060059	REMIYAC	MARY	A	F	White	2	Professionals	4/10/2006	
FT	20010171	SMALL	STEVE	H	M	White	8	Service/Maintenance	8/1/2001	
FT	19970163	SORIA	JUAN		M	Hispanic or Latino	8	Service/Maintenance	8/25/1997	
PT	20150043	STOVER	SUSAN	M	F	White	6	Administrative Support	5/11/2015	
FT	19970185	SUMMERS	MICHAEL	E	M	White	8	Service/Maintenance	9/16/1997	
FT	20050243	TAYLOR	WALTER	H	M	Black	8	Service/Maintenance	11/21/2005	

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 BUILDING MANAGEMENTWORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		Building Management Department does not have employees in this job category.										
Professionals (02)		4 100%	0 0%	3 75%	0 0%	0 0%	0 0%	0 0%	1 25%	0 0%	0 0%	0 0%
Technicians (03)		Building Management Department does not have employees in this job category.										
Protective Services	Sworn (04)	Building Management Department does not have employees in this job category.										
	Non-Sworn (05)	Building Management Department does not have employees in this job category.										
Office/Clerical (06)		7 100%	0 0%	4 57.14%	0 0%	0 0%	0 0%	0 0%	3 42.86%	0 0%	0 0%	0 0%
Skilled Craft (07)		Building Management Department does not have employees in this job category.										
Service/Maintenance (08)		26 100%	1 3.85%	19 73.07%	3 11.54%	0 0%	0 0%	0 0%	1 3.85%	2 7.69%	0 0%	0 0%

4/6/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 BUILDING MANAGEMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		Building Management does not have employees in this job category.									
PROFESSIONALS Workforce #/% CLS #/% Utilization %		75% 36.7% 38.30%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	25% 45.9% -20.9%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		Building Management does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	Building Management does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	Building Management does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		57.14% 27.6% 29.54%	0% 1.7% -1.7%	0% 8.% -8%	0% 1% -1%	0% .1% -.1%	42.86% 42.5% 0.36%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		Building Management does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		73.07% 21.8% 51.27%	3.85% 3.2% 0.95%	11.54% 33.4% -21.86%	0% 1.1% -1.1%	0% 0% 0%	3.85 % 16.9% -13.05%	0% 3% -3%	7.69% 19.2% -11.51%	0% 1.2% -1.2%	0% 0% 0%

4/6/2016

Kane County Building Management EEOP 04/22/2016

All are classed correctly

1. Disciplinary actions

4 white male's written remediation

5 white male's oral warning

5 white male's written warning

3 white male's letters of termination

1 white female oral and written reprimand

2. 2 employees applied for one position, Building Engineer.

2 White Males ---Promoted

3. 3 tests are given: a questionnaire, a hands on test, a picture test.

The whole test is 45 minutes.

Scoring is based on percentage of correct completed test.

Job publications:

Kane County website

Newspaper

Ethnic Detail for Community of Reinvestment-Employees between 7/1/2014 and 6/30/2015

Community Reinvestment

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 COMMUNITY REINVESTMENT WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		5 100%	0 0%	2 40%	0 0%	0 0%	0 0%	0 0%	3 60%	0 0%	0 0%	0 0%
Technicians (03)		The Office of Community Reinvestment does not have employees in this job category.										
Protective Services	Sworn (04)	The Office of Community Reinvestment does not have employees in this job category.										
	Non-Sworn (05)	The Office of Community Reinvestment does not have employees in this job category.										
Office/Clerical (06)		The Office of Community Reinvestment does not have employees in this job category.										
Skilled Craft (07)		The Office of Community Reinvestment does not have employees in this job category.										
Service/Maintenance (08)		The Office of Community Reinvestment does not have employees in this job category.										

3/22/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 COMMUNITY REINVESTMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.5% 45.50%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		40% 36.7% 3.3%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	60% 45.9% 14.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Office of Community Reinvestment does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Office of Community Reinvestment does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Office of Community Reinvestment does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization %		The Office of Community Reinvestment does not have employees in this job category.									
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Office of Community Reinvestment does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Office of Community Reinvestment does not have employees in this job category.									

3/22/2016

KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT
Community Development Division
2015 Equal Opportunity Plan Update
July 1, 2014 - June 30, 2015

Utilization Analysis Narrative

An analysis of the Kane County Office of Community Reinvestment Community Development Division staff to the Community Labor Statistics in the areas of *Official/Executive* and *Professional* reveals the following;

- In the *Official/Executive* classification under-utilization occurs in the following categories; Minority Males (Black -1.6%; Hispanic -4.6%; Asian -1.8%). The analysis shows that females in general are poorly utilized in this job classification White females (-30.8%) Black females (-1.2%) and Hispanic females (-3.8%). White males (45.5%) represent the largest utilized group of employees in this category.
- In the *Professional* classification under-utilization occurs in the following categories; Minority Males (Black -1.5%; Hispanic -3.8%; Asian -3.6%). The analysis shows that minority females are poorly utilized Black females (-1.4%) and Hispanic females (-4.3%) in this job classification. White females (14.1%) represent the largest utilized group of employees in this category.

The Community Development Division recognizes the need to actively recruit more females and minority groups for *Official/Executive* and *Professional* positions as they occur. At the time that a position becomes available and the office has been given the approval to hire a new employee, this office will make every effort to assure that all applicants, regardless of gender, race or national origin, are given the same opportunity and consideration for any/all positions available through our office.

Objectives

A conscious effort will be made to consider all genders/races for vacant positions. Posting of vacancies will continue in-house on bulletin boards and on the county's intranet, on the county's website, local university job boards, and on the websites of professional organizations. Recruitment efforts will utilize language reflective of the fact that the Community Development Division does not discriminate in terms of gender or race. Office employees will continue to be encouraged to pursue educational training to develop and enhance personal job skills to prepare them for supplemental and new job tasks.

Disciplinary Actions – None

Promotions/Transfers – None

Employment Practices

When seeking staff, the Community Development Division utilizes the employment application forms prepared by the Kane County Human Resources Department (HRD) and asks for assistance from the HRD in the placing of job announcements in the appropriate sites and in screening applications. Testing has not, to date, been requested. Job Performance evaluations are done annually, or if necessary, on a more frequent basis when required. The Community Development Division utilizes all other forms as prepared by the Human Resources Department that relate to employees and job performance.

Employment Opportunities Advertised

Kane County Website

Illinois City/County Management Association

Northern Illinois University Career Services

University of Illinois – Urbana Career Services

University of Chicago Career Services

Ball State University Career Services

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 DEVELOPMENT WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	8 100%	0 0%	5 62.5%	0 0%	0 0%	0 0%	1 12.5%	2 25%	0 0%	0 0%	0 0%
Technicians (03)	6 100%	0 0%	6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	The Development Department does not have employees in this job category.									
	Non-Sworn (05)	The Development Department does not have employees in this job category.									
Office/Clerical (06)	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 66.67%	1 33.33%	0 0%	0 0%
Skilled Craft (07)	The Development Department does not have employees in this job category.										
Service/Maintenance (08)	The Development Department does not have employees in this job category.										

3/23/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 DEVELOPMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		45.50%	-1.6%	-4.6%	-1.8%	0%	-30.8%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #/%		62.5%	0%	0%	0%	0%	25%	12.5%	0%	0%	0%
CLS #/%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		25.8%	-1.5%	-3.8%	-3.6%	0%	-20.9%	11.1%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.7%	4.0%	6.3%	4.3%	0%	37.4%	1.5%	5.3%	2.6%	0%
Utilization %		61.3%	-4.0%	-6.3%	-4.3%	0%	-37.4%	-1.5%	-5.3%	-2.6%	0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	Development does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	Development does not have employees in this job category.									
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	66.67%	0%	33.33%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-.1%	24.17%	-4%	20.83%	-1.3%	-.1%
SKILLED CRAFT											
Workforce #/%		Development does not have employees in this job category.									
CLS #/%											
Utilization %											
SVCS/MAINTENANCE											
Workforce #/%		Development does not have employees in this job category.									
CLS #/%											
Utilization %											

3/23/2016

COUNTY OF KANE

**DEVELOPMENT & COMMUNITY
SERVICES DEPARTMENT**
Mark D. VanKerkhoff, AIA, Director



County Government Center
719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3480
Fax: (630) 232-3411
Website: www.co.kane.il.us

August 30, 2016

Susan M. Brown
Assistant Director of Human Resource Management
Kane County
719 S. Batavia Ave.
Building A, Room 311
Geneva, IL 60134

Ms. Brown,

Attached please find the reports and charts you requested. This letter will serve as the narrative for the Development & Community Services Department. Please let me know if you have any questions or need additional information.

Narrative:

There were no disciplinary actions taken against any employees with FY 2015.

During FY 2015, there were no employees who applied for a promotion/transfer. During FY 2015 there were no employees promoted.

The existing employment policies and practices of the Development & Community Services Department follow those used by the Department of Human Resources.

Publications / Website posting List:

www.planning.org (for job openings for professional planning staff)

www.ilapa.org/jobpost (for job openings for professional planning staff)

<http://www.i-ace.org/job-openings> (for building and code officials and inspectors)

Sincerely,

Mark D. VanKerkhoff, AIA, Director

Emergency Management Services

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 EMERGENCY MANAGEMENT WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		The Emergency Management Department does not have employees in this job category.										
Technicians (03)		The Emergency Management Department does not have employees in this job category.										
Protective Services	Sworn (04)	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn (05)	The Emergency Management Department does not have employees in this job category.										
Office/Clerical (06)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Emergency Management Department does not have employees in this job category.										
Service/Maintenance (08)		The Emergency Management Department does not have employees in this job category.										

3/23/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 EMERGENCY MANAGEMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.5% 45.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		The Emergency Management Department does not have employees in this job category.									
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Emergency Management Department does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	100% 59.1% 40.9%	0% 7.7% -7.7%	0% 11.5% -11.5%	0% 1.9% -1.9%	0% 0% 0%	0% 11.0% -11.0%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Emergency Management Department does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	100% 42.5% 57.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Emergency Management Department does not have employees in this job category.									
SVCs/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Emergency Management Department does not have employees in this job category.									

3/23/2016

COUNTY of KANE
OFFICE of EMERGENCY MANAGEMENT

Donald H. Bryant, IPEM
Director



719 S. Batavia Ave.
Geneva, Illinois, 60134
Emergency: (630) 208-8911
Office: (630) 232-5985
FAX: (630) 232-7408

TO: Susan Brown
FROM: Donald Bryant
SUBJECT: EEOP report for 2015
Date: April 12, 2016
CC:

As this office has not had any changes in staff over the past several years our demographic reports will remain the same as past years.

Attached you will find the requested EEOP information. Please let me know if there is any thing else you require.

Thanks

COUNTY of KANE

OFFICE of EMERGENCY MANAGEMENT

Donald H. Bryant, IPEM
Director



719 S. Batavia Ave.
Geneva, Illinois, 60134
Emergency: (630) 208-8911
Office: (630) 232-5985
FAX: (630) 232-7408

April 12, 2016

NARRATIVE UTILIZATION ANALYSIS

A comparison of the Office of Emergency Management's (OEM) workforce to the community labor statistics for Kane County indicates an under utilization of minorities and females in all categories.

It has long been acknowledged that the available qualified labor force within the emergency management discipline is relatively limited when compared to other public safety disciplines such as law enforcement, fire protection, and EMS. Given this fact and the fact that the OEM professional staff is comprised of one full time administrator, one full time sworn staff, and one full time clerical staff assistant, achieving racial balance within the OEM is extremely difficult.

In the past fiscal year the OEM has had no need to take any disciplinary actions against any paid employee nor have we had an employee apply for a transfer or request a promotion.

The OEM continues to follow all Kane County employment policies and procedures and we do not test to establish eligibility lists.

OBJECTIVES

The Office of Emergency Management is committed to making its workforce reflective of the available community labor force. Based on an examination of the underutilization analysis the OEM has established the following objectives:

- The OEM will promote minorities and females from within the ranks of our volunteer corp. when ever possible.
- We will make every effort to recruit qualified minority staff, for all positions, from the available community labor force.

STEPS TO ACHIEVE OBJECTIVES

The following steps will be taken to address the underutilization of minorities and females in all categories:

- Seek new methods of recruiting minorities and females to become members of the OEM volunteer corp. as a means of acquiring the necessary training to become a staff member within the emergency management discipline.
- Continue to post all job openings on both the OEM and County website along with posting employment notices in the following mediums:
 - ✓ Local newspapers
 - ✓ The Journal of the International Association of Emergency Managers (IAEM).
 - ✓ List the opening on the IAEM web site.
 - ✓ List the opening on the Illinois Emergency Services Management Association's web site.
- Provide additional opportunities for members of the volunteer corp. to receive managerial training to further develop staff prospects and improve the diversity of the OEM staff.

PLAN DISSEMINATION

- The OEM will include the statement "EEO Employer. Auxiliary aids are available to individuals with disabilities upon request" on all job applications and all applicants will be advised as to where they can obtain a copy of this plan.
- All new employees will be provided with information pertaining to the EEOP during orientation.
- The Director of the Department of Human Resource Management will be provided with the plan for dissemination to any interested parties.

Ethnic Detail for Development/Water Resources-Employees between 7/1/2014 and 6/30/2015

Development/Water Resources

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 ENVIRONMENTAL-WATER RESOURCES WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	6 100%	0 0%	2 33.33%	0 0%	0 0%	0 0%	0 0%	4 66.67%	0 0%	0 0%	0 0%
Technicians (03)	The Environmental and Water Resources departments do not have employees in this job category.										
Protective Services	Sworn (04)	The Environmental and Water Resources departments do not have employees in this job category.									
	Non-Sworn (05)	The Environmental and Water Resources departments do not have employees in this job category.									
Office/Clerical (06)	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	1 50%	0 0%	0 0%
Skilled Craft (07)	The Environmental and Water Resources departments do not have employees in this job category.										
Service/Maintenance (08)	The Environmental and Water Resources departments do not have employees in this job category.										

3/24/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 ENVIRONMENTAL AND WATER RESOURCES UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.5% 45.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		33.33% 36.7% -3.37%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	66.67% 45.9% 20.77%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Environmental and Water Resources departments do not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Environmental and Water Resources departments do not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Environmental and Water Resources departments do not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8.9% -8.9%	0% 1% -1.1%	0% .1% -1.1%	50% 42.5% 7.5%	0% 4% -4%	50% 12.5% 37.5%	0% 1.3% -1.3%	0% .1% -1.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Environmental and Water Resources departments do not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Environmental and Water Resources departments do not have employees in this job category.									

3/24/2016

COUNTY OF KANE

DIVISION OF ENVIRONMENTAL & WATER RESOURCES

Kenneth N. Anderson, Jr.
Director



County Government Center

719 S. Batavia Avenue
Geneva, IL 60134

www.countyofkane.org

Environmental Resources: (630) 208-5118
FAX: (630) 208-3837

April 18, 2016

To: Susan Brown, Assistant Director – Human Resource Management
From: Ken Anderson, Director, Division of Environmental & Water Resources *KNA*
RE: 2015 Equal Employment Opportunity Plan Update

I am submitting this document in response to your April 8, 2016 memorandum.

The staff identified is correct during the reporting time period.

The category for each staff person is correct for this reporting period. However, please make note for the next report that Simona M. Hawk is no longer employed as of **March 3, 2016**.

This department follows the EEO policy as outlined in the Kane County personnel policy handbook in all aspects of hiring, promotions, and benefits.

No disciplinary action was taken during this time period.

Hiring is based on traditional interviewing of potential candidates. Potential candidates are evaluated based on their work history, knowledge of the skills required to complete the job, and ability to interact with coworkers, the public, and their superiors. A short list is developed, referenced checked and second interviews are held. No written or oral tests are given.

With regard to publications/websites for job openings, Kane County posts on our website job applications and current job vacancy information. Due to the increased use of the internet by the general public, the majority of applications use our website. Other websites may be utilized, as well as local newspapers.

Thank you.

Ethnic Detail for Finance - Employees between 7/1/2014 and 6/30/2015

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 FINANCE WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		3 100%	0 0%	2 66.67%	0 0%	0 0%	0 0%	0 0%	1 33.33%	0 0%	0 0%	0 0%
Professionals (02)		5 100%	0 0%	1 20%	0 0%	0 0%	0 0%	0 0%	4 80%	0 0%	0 0%	0 0%
Technicians (03)		The Finance Department does not have employees in this job category.										
Protective Services	Sworn (04)	The Finance Department does not have employees in this job category.										
	Non-Sworn (05)	The Finance Department does not have employees in this job category.										
Office/Clerical (06)		1 100%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Finance Department does not have employees in this job category.										
Service/Maintenance (08)		The Finance Department does not have employees in this job category.										

4/7/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 FINANCE UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		66.67% 54.5% 12.17%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	33.33% 30.8% 2.53%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		20% 36.7% -16.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	80% 45.9% 34.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Finance Department does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Finance Department does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Finance Department does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	100% 1% 99%	0% .1% -.1%	0% 42.5% -42.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Finance Department does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Finance Department does not have employees in this job category.									

3/24/2016

KANE COUNTY FINANCE DEPARTMENT
EEO ANALYSIS
NARRATIVE UTILIZATION ANALYSIS – 2015

A comparison of the Finance Department's workforce to the community labor statistics for Kane County indicate underutilization in specific race/ethnic categories in each of the three job group categories represented within the Finance Department. It is the opinion of the department administration that these discrepancies exist mainly due to the small population of employees. In total, this department employed eight full time and one part-time individual between 07.01.2014-06.30.2015. Two full time employees, were replacements for employees that left the Department. In total, the daily workforce population is actually six full-time and one part-time individual.

White males and females are underutilized by -16.7% or greater in two out of three job categories for males and one out of three categories for females. Out of a total of nine positions, there are 4 white females and three white males employed. However, underutilization still exists when compared to the community labor statistics. This anomaly indicates the discrepancies are caused by the limited number of positions available.

Black males and females are underrepresented by -1.2% or greater when compared to community statistics in all three job categories. There is no known reason for underutilization other than the limited number of positions within the department.

Hispanic males and females are underrepresented by -3.8% or greater when compared to community statistics in all three categories. There is no known reason for underutilization other than the limited number of positions within the department.

Asian/Pacific Islander males are underrepresented by -1.8% or greater in two out of three job categories when compared to community statistics. Out of a total of seven positions, there is one Asian/Pacific Islander male employed in the finance department. Asian/Pacific Islander females are underutilized by -1.3% or greater in three out of three job categories when compared to community statistics. There is no known reason for underutilization other than the limited number of positions within the department.

After reviewing the results of the underutilization analysis, the Finance Department has identified the need to actively recruit each of the gender/races indicated above within the job categories that represent underutilization.

KANE COUNTY FINANCE DEPARTMENT
EEOP ANALYSIS

Disciplinary Actions

No disciplinary actions were issued to employees during the period of 07.01.14-06.30.15.

Promotions/Transfers

No promotions were given to employees of the finance Department during the period of 07.01.14-06.30.15.

Employment Policies & Practices

The Finance Department uses employment practices and policies described within the Kane County Personnel Policy Handbook.

Job Opening Publications

The Finance Department uses, but is not limited to the following, for employee recruitment:

- Illinois Government Finance Officers Association Newsletter and Website
- Government Finance Officers Association Newsletter and Website
- Illinois City Manager's Association Newsletter and Website
- International City Manager's Association Newsletter and Website
- Illinois CPA Society Newsletter and Website

Ethnic Detail for Health- Employees between 7/1/2014 and 6/30/2015

Health

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	19980057	ALMANZA	MARIA	E	F	Hispanic or Latino	06	Administrative Support	4/16/1998	
FT	20000042	ARCH	NORA	S	F	Hispanic or Latino	06	Administrative Support	4/3/2000	
FT	20030074	AZHER	MUNEEZA		F	Asian	02	Professionals	5/6/2003	8/12/2014
FT	20050169	BEDNARZ	RITA	C	F	White	02	Professionals	8/8/2005	
FT	20150030	BLOOM	LISA	M	F	White	02	Professionals	4/6/2015	
FT	20040247	BOLINE	SARA	J	F	White	02	Professionals	12/6/2004	
FT	20150019	BOW	LINDSAY	E	F	White	02	Professionals	2/23/2015	
FT	20060016	BROWN	KRISTINA	J	F	White NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	02	Professionals	1/9/2006	
FT	20150034	CHITRAGAR	NAMTHA		F		06	Administrative Support	4/06/2015	4/7/2015
FT	20140048	COFER	PAUL	G	M	White	02	Professionals	5/5/2014	transferred 3/22/2015 from Animal Control
FT	20140127	COOK	EMMA	E	F	White	02	Professionals	10/7/2014	
FT	20020198	DAWSON	DIANE	K	F	White	06	Administrative Support	8/19/2013	
FT	19950050	DEL TORO	OLGA	M	F	Hispanic or Latino	06	Administrative Support	4/3/1995	
FT	20150045	DUHIG	ALYSSA	M	F	White	06	Administrative Support	5/18/2015	
FT	20050038	DURCZAK	JOSEPH	B	M	White	02	Professionals	2/14/2005	10/22/2015
FT	20070164	EDER	DANIEL		M	White	01	Official/Administration	9/7/2007	
FT	20130016	EIDE	KASSIA	L	F	White	02	Professionals	2/11/2013	5/12/2015
FT	20070154	FEARDAY	JENNIFER	A	F	Hispanic or Latino	02	Professionals	8/16/2007	
FT	20060104	FERRISS	DIANE	L	F	White	01	Official/Administration	5/22/2006	2/11/2016
FT	19930075	FIGUEROA	SOL	DAMARI	F	Hispanic or Latino	02	Professionals	9/7/1993	
PT	20150060	FITZMAURICE	JEANINE		F	White	06	Administrative Support	6/16/2015	transferred 9/21/2015 out of date range
FT	20100073	FORBES	JACQUELINE	L	F	White	02	Professionals	11/15/2010	
PT	20050099	FOSEN	CYNTHIA	A	F	White	02	Professionals	5/23/2005	10/13/2015
FT	20070198	FOSSER	KATHLEEN	L	F	White	01	Official/Administration	2/13/2011	
FT	19930117	GONZALEZ	JUANITA		F	Hispanic or Latino	06	Administrative Support	11/29/1993	
FT	19970079	HEATON	THERESA	M	F	White	01	Official/Administration	4/16/1997	
FT	20120016	HICKS	MICHELLE	D	F	Black	02	Professionals	3/19/2012	4/17/2015
FT	20000180	ISAACSON	MICHAEL	A	M	White	01	Official/Administration	8/21/2000	
FT	20050029	JEFFERS	BARBARA	J	F	Black	01	Official/Administration	2/1/2005	
FT	20040025	JOHNSON	KRISTIN	A	F	White	02	Professionals	12/1/2003	
FT	19950052	JULIEN	ANNETTE		F	Black	02	Professionals	4/3/1995	
PT	20050042	KANE	CHERYL	K	F	White	02	Professionals	4/18/2002	
FT	20150008	KARGOL	JACOB	J	M	White	03	Technicians	1/20/2015	1/8/2016
FT	20130033	LANTIS	AMY	J	F	White	02	Professionals	4/29/2013	
FT	19910005	LOPEZ	BEVERLY		F	White	06	Administrative Support	1/2/1991	
FT	20130166	MACKEY	DEBORAH	M	F	White	02	Professionals	12/4/2013	7/16/2014

FT	20120071	MAGANA	JUAN	J	M	Hispanic or Latino	02	Professionals	9/17/2012	
FT	20030191	MARISHTA	ALKETA	L	F	White	01	Official/Administration	10/29/2003	8/22/2014
FT	19880039	MEAD	VICTOR	L	F	White	02	Professionals	10/20/1988	
FT	20150044	MENDEZ	ARACELLI		F	Hispanic or Latino	02	Professionals	5/11/2015	
FT	19930079	MILLET	YVETTE	M	F	Hispanic or Latino	06	Administrative Support	9/20/1993	
FT	20060161	MOLNAR	NEAL	O	M	White	02	Professionals	9/5/2006	
FT	19930012	MURPHY	NANCY	O	F	White	02	Professionals	2/16/1993	
FT	19940005	OKAPAL	JULIANA	R	F	White	02	Professionals	1/3/1994	
FT	19980120	ONWUTA	UCHENNA	S	F	Black	01	Official/Administration	7/6/1998	
FT	20130165	PETERS	BECKY	L	F	White	02	Professionals	12/4/2013	
FT	19980247	PINA	MARI	E	F	Hispanic or Latino	01	Official/Administration	12/14/1998	
FT	20150055	PLATTOS	ALYSE	M	F	White	02	Professionals	6/1/2015	
FT	20040263	POSADA VELASCO	ADRIANA		F	Hispanic or Latino	02	Professionals	12/20/2004	
FT	20140069	PREIHS	KRISTIN	L	F	White	02	Professionals	6/23/2014	1/9/2015
FT	20030023	REYNA	TERESA	A	F	White	02	Professionals	2/10/2003	
FT	19930081	ROMAN	TERESA		F	White	06	Administrative Support	9/20/1993	
PT	19860008	ROOP	DIANA	S	F	White	06	Administrative Support	6/8/2015	
FT	20080145	RYNDAK	ARLENE	M	F	White	01	Official/Administration	9/8/2008	11/14/2014
PT	19870002	SARRO LOWE	LORI		F	White	02	Professionals	1/26/1987	
FT	20070025	SCHLEICHER	MARY	E	F	White	02	Professionals	2/5/2007	11/17/2014
FT	20060165	SCHLUETER	THOMAS	A	M	White	02	Professionals	9/1/2006	
FT	20110096	SCHRAMER	AUSTIN	J	M	White	02	Professionals	12/27/2011	
FT	20150064	SHANNON	JILLIAN	R	F	White	03	Technicians	6/29/2015	
FT	20150015	SILLITTI	SHARON	M	F	White	01	Official/Administration	2/9/2015	
FT	20140129	SLIVKA	ALEXIS	M	F	White	02	Professionals	10/14/2014	
FT	20110057	SNOWDEN	KINNELL	J	M	Black	01	Official/Administration	8/22/2011	
FT	20030114	SOLORZANO	ANA	I	F	Hispanic or Latino	06	Administrative Support	9/3/2013	
FT	19970150	SPANGLER	KATHLEEN	A	F	White	02	Professionals	8/4/1997	1/5/2015
FT	19860013	SWANSON	ELIZABETH		F	White	02	Professionals	9/2/1986	
FT	20050152	SWEDBERG	KATHY	A	F	White	02	Professionals	9/5/1989	
FT	20120070	SYLEJMANI	ARBEN		M	White	02	Professionals	9/17/2012	5/7/2015
FT	19940131	TIJERINA	SILVIA		F	Hispanic or Latino	06	Administrative Support	11/14/1994	1/30/2015
FT	20020123	VERZAL	SHARON	L	F	White	01	Official/Administration	8/26/2002	
FT	20060190	VIYUOH	DAISY	A	F	Black	02	Professionals	10/16/2006	
FT	20010018	WALSH	JEANNETTE	M	F	White	02	Professionals	1/18/2001	
FT	20150063	WAMHOFF	BRANDI	L	F	White	06	Administrative Support	6/22/2015	
FT	19980107	WIEGEL	JULIE	A	F	White	01	Official/Administration	6/29/1998	
FT	20050210	ZAWACKI	JEANETTE	M	F	White	02	Professionals	4/1/2007	5/8/2015
FT	20150048	ZENTMYER	MICHELLE	A	F	White	02	Professionals	5/26/2015	

FT	19940132	ZWART	JUDITH	M	F	White	02	Professionals	11/14/1994
FT	73								
PT	3								
Total	76								

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 HEALTH DEPARTMENT WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	14 100%	1 7.14%	2 21.43%	0 0%	0 0%	0 0%	2 7.14%	8 50%	1 14.29%	0 0%	0 0%
Professionals (02)	47 100%	0 0%	7 14.89%	1 2.13%	0 0%	0 0%	3 6.38%	31 65.96%	4 8.51%	1 2.13%	0 0%
Technicians (03)	The Health Department does not have employees in this job category.										
Protective Services	Sworn (04)	The Health Department does not have employees in this job category.									
	Non-Sworn (05)	The Health Department does not have employees in this job category.									
Office/Clerical (06)	15 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	7 46.67%	7 46.67%	1 6.66%	0 0%
Skilled Craft (07)	The Health Department does not have employees in this job category.										
Service/Maintenance (08)	The Health Department does not have employees in this job category.										

4/11/2016-rev

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 (WITHOUT ELECTED OFFICIAL) – 2015 HEALTH DEPARTMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		21.43%	7.14%	0%	0%	0%	50%	7.14%	14.29%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-33.07%	5.54%	-4.6%	-1.8%	0%	19.2%	5.94%	10.49%	-1.3%	0%
PROFESSIONALS											
Workforce #%		14.89%	0%	2.13%	0%	0%	65.96%	6.38%	8.51%	2.13%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		-21.81%	-1.5%	-1.67%	-3.6%	0%	20.06%	4.98%	4.21%	-0.57%	0%
TECHNICIANS		The Health Department does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											
PROTECTIVE SERVICES	SWORN	The Health Department does not have employees in this job category.									
	Workforce #/%										
	CLS #/%										
	Utilization %										
	NON-SWORN	The Health Department does not have employees in this job category.									
	Workforce #/%										
	CLS #/%										
	Utilization %										
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	25%	0%	75%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-1%	-17.5%	-4%	62.5%	-1.3%	-1%
SKILLED CRAFT		The Health Department does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											
SVCS/MAINTENANCE		The Health Department does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											



NARRATIVE UTILIZATION ANALYSIS SFY15

The Community Labor Statistics (CLS) in compared with the Kane County Health Department indicate the following under utilization areas for the period of **July 1, 2014 – June 30, 2015**:

White Males in 3 job categories -	Officials/Executive	-33.07%
	Professionals	-21.81%
	Office/Clerical	-27.6%
Black Males in 2 job categories -	Professionals	-1.5%
	Office/Clerical	-1.7%
Hispanic Males in 3 job categories -	Officials/Executive	-4.6%
	Professionals	-1.67%
	Office/Executive	-8.0%
Asian/Pac. Islander Males in 3 categories -	Officials/Executive	-1.8%
	Professionals	-3.6%
	Office/Clerical	-1.0%
Amer. Indian/Alaska Nat. Males in 1 category	Office/Clerical	-0.1%
White Females in one 1 job category -	Office/Clerical	-17.5%
Black Females in one 1 job categories -	Office/Clerical	-4.0%
Asian/Pac. Islander Females in 3 categories -	Officials/Executive	-1.3%
	Professionals	-0.57%
	Office/Clerical	-1.3%
Amer. Indian/Alaska Nat. Females in 1 Category	Office/Clerical	-0.1%

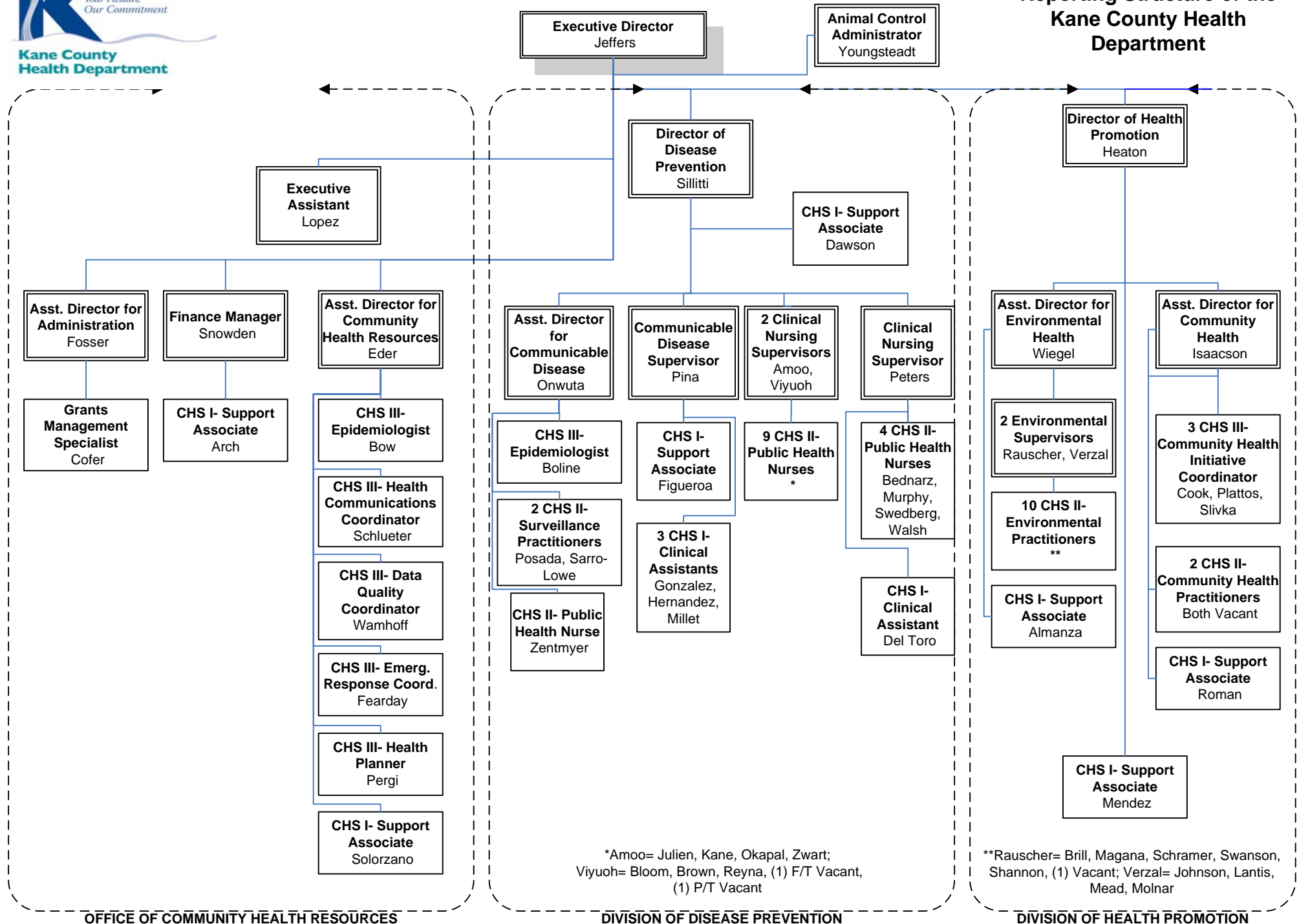
Kane County Health Department's employment statistics have remained fairly stable during this analysis period due to a low turnover and minimal recruitment activity.

The Health Department recognizes the difficulty it would have recruiting White Males in the three (3) job categories due to competitive wages, and males making up less than 10% of the nursing profession nationally.

Another challenge the Health Department faces is recruiting white females in the Office/Clerical category. Of the 10 positions in this category, 4 *require* English/Spanish Medical Interpreters Certificates to meet client service needs. This accounts for 40% of the positions.

The Kane County Health Department will continue their commitment of having a diverse workforce that reflects the community it serves. When active recruitment becomes possible, the Health Department will actively recruit individuals in the categories identified as underutilized.

Reporting Structure of the Kane County Health Department



*Amoo= Julien, Kane, Okapal, Zwart;
Vyuoh= Bloom, Brown, Reyna, (1) F/T Vacant,
(1) P/T Vacant

**Rauscher= Brill, Magana, Schramer, Swanson,
Shannon, (1) Vacant; Verzal= Johnson, Lantis,
Mead, Molnar

KANE COUNTY HEALTH DEPARTMENT**PROMOTIONS/TRANSFERS REPORT FOR THE PERIOD OF JULY 1, 2014 - JUNE 30, 2015****PROMOTIONS**

Month	Race	Sex	National Orgin	Transfer from	Job Category	Transfer to	Job Category
Sep-14	White	F	Europe	CHSII: Community Health Practitioner	Professional	CHSIII: Data Quality Coordinator	Professional
Nov-14	White	M	Europe	CHSII: Environ. Health Practitioner	Professional	Environmental Supervisor	Official/Admin.
Dec-14	Black	F	Nigeria	CHSIII: Epidemiologist	Professional	Asst. Director for Communicable Disease	Official/Admin.
Mar-15	Hispanic	F	Mexico	CHS I: Clinical Assistant	Admin. Support	CHS I: Support Associate	Admin. Support

Total Number of Promotions:

Race Summary: Black, White

National Orgin Summary: Africa, Europe

Gender Summary: Male, Female

TRANSFERS

Month	Race	Sex	National Orgin	Transfer from	Job Category	Transfer to	Job Category
Mar-15	White	M	Europe	Animal Control Administrative Assistant	Admin. Support	Health Dept. Grants Management Specialist	Professional

Total Number of Transfers: 1

Race Summary: White = 1

National Orgin Summary: Europe

Gender Summary: 1 Male, 0 Female

Total Number of Promotions: 4

Race Summary: 2 White, 1 Black, 1 Hispanic

National Orgin Summary: 0 India, 0 Cambodia, 0 Africa, 2 Europe, 1 Nigeria, 1 Mexico

Gender Summary: 1 Male, 3 Female

KANE COUNTY HEALTH DEPARTMENT

DISCIPLINE REPORT FOR THE PERIOD OF JULY 1, 2014 - JUNE 30, 2015

Month	Race	Sex	National Orgin	Discipline Type
Feb-15	White	F	Europe	Oral (1 year)

Total Number of Disciplinary Actions: 1

Sanction Summary: # ORAL, # WRITTEN-1st Ack., 0 WRITTEN-2nd Ack., 0 WRITTEN-3rd Ack., 0 Suspension 1-day

Race Summary: 0 Hispanic/Latino; 1 White

National Orgin Summary: 0 Mexico; 1 Europe

Gender Summary: 0 Male, 1 Female

KANE COUNTY HEALTH DEPARTMENT
DISCIPLINE REPORT FOR THE PERIOD OF JULY 1, 2014 - JUNE 30, 2015

Month	Race	Sex	National Orgin	Discipline Type
Feb-15	White	F	Europe	Oral (1 year)

Total Number of Disciplinary Actions: 1

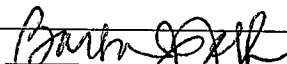
Sanction Summary: # ORAL, # WRITTEN-1st Ack., 0 WRITTEN-2nd Ack., 0 WRITTEN-3rd Ack., 0 Suspension 1-day

Race Summary: 0 Hispanic/Latino; 1 White

National Orgin Summary: 0 Mexico; 1 Europe

Gender Summary: 0 Male, 1 Female

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

Subject: Recruitment and New Hire Process

Policy: It is the policy of the Kane County Health Department (KCHD) to follow recruitment and new hire procedures that will attract, hire, and retain the most qualified applicants for job vacancies. This policy will deviate from the process if the Kane County Chairman enacts a hiring freeze.

Purpose: To ensure consistent and uniform employee recruitment, selection and new hire procedures, it is necessary that a standard format be followed.

Procedure:

ROUTINE VACANCY

When a full-time, part-time, or temporary/seasonal routine vacancy (position is not new/vacant over 120 days) occurs within a division, the hiring division will notify The Office of Administration by forwarding current incumbent's original resignation letter or notification of the incumbent's last day of employment. NO SIGNATURES are required on the top half of the Recruitment & New Hire Requisition Form (#HR02). The Office of Administration will complete the top half of the form.

NON-ROUTINE VACANCY

1. If a position is vacant the requisitioning Division Director or Assistant Director will submit a letter to the Executive Director justifying the need to fill the position. After the justification has been submitted, the Division Director or Assistant Director will notify the Office of Administration by forwarding the approved justification documentation.
2. If the position to be not filled is newly created and in the Health Department's original budget, the hiring division will notify the Office of Administration that they want to begin to recruit for the position.
3. If the position to be filled is newly created and not in the Health Department's original budget, and is a union position, the health department must follow the guidelines of the current union contract. Public Health Committee must approve the job description and budget amendment resolution. After Public Health Committee approval, Finance Committee and County Board must approve the Health Department's budget amendment resolution.
4. When a full-time, part-time, or temporary/seasonal non-routine vacancy (position that is new/vacant past 120 days) occurs within a division, the hiring division will notify the Office of Administration by forwarding approval documentation. The Office of Administration will complete a Recruitment & New Hire Requisition Form (#HR02). Once the form has been

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

properly authorized and approved by the Division Director, Assistant Director, the Assistant Director for Administration or their designee, the Office of Administration (within 2 days of receipt), and Executive Director (within 2 days of receipt); the original requisition will be kept in the Office of Administration.

POSTING

1. Upon receipt of the completed copy of the Recruitment & New Hire Requisition Form (#HR02), the Assistant Director for Administration will be responsible to post the position within 2 days.
2. Information relating to these postings will be available via Kane County Health Department bulletin boards, and the employment section of the Kane County website. Vacant positions may also be advertised in appropriate publications depending on cost and budget dollars available.
3. All postings will adhere to the Collective Bargaining Agreement between Kane County Health Department and AFSCME (posted on all bulletin boards, remaining open for 10 working days or longer if there were no qualified applicants).

APPLICATION

1. Anyone desiring to apply for a posted job opening will notify the Assistant Director for Administration within the posting period by completing and submitting an Application for Employment Form (available in Human Resources Management Department and countyofkane.org). Applications must be received in the Office of Administration by the close of business on the last day of the posting. A resume may be attached but cannot be submitted in place of the application. Applications may be considered in active status for a period of one year from the date of submission. The Office of Administration will forward all completed "Affirmative Action" documents to the Kane County Department of Human Resources.
2. The Assistant Director for Administration will certify that the candidates applying for a position are qualified per the minimum requirements established in the approved job description.
3. Qualified applicants, who apply during the posting period, will be considered for the opening and may be interviewed. Applicants who apply after the posting period will not be considered for the current vacancy unless the position is re-posted within a 3-month period from the date of application.

SCREENING

1. The screening process shall be practical in nature and designed to reveal the traits and abilities of the applicant. The same tests and standards will be applied to all applicants for the same job. The method of screening an applicant may be any one or combination of the following techniques determined by the hiring division in consultation with the Office of Administration:

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

- Verbal
 - Written
 - Demonstration of performance
 - Evaluation of experience, education background, and skills required
 - Any other appropriate method
2. The Executive Director may disqualify an applicant, refuse to recommend an eligible applicant to the Health Department, or recommend removal of any person already appointed if it is found that:
- The person has made a false statement securing employment.
 - The person used or attempted to use bribery to secure an advantage in the appointment to a position.
 - The person has taken part in the creation, administration, or correction of the examination for which he/she is an applicant, or obtained information regarding the examination.
 - Satisfactory employment references could not be obtained.
 - The person has been convicted of a felony or a misdemeanor, where the conviction would affect the job for which they are applying.
 - All other relative reasons that may negatively impact the KCHD.

INTERVIEW

1. The interviewing person(s) will be determined by management and based on the type of work, level of the position, and its inter-relationships with other positions. Any interviewing person(s) who has a possible conflict of interest with the applicant must disqualify himself/herself.
2. The interviewing person(s) will complete an Interview Evaluation Form (#HR03). The hiring division and the Office of Administration will discuss employment recommendations for each applicant.
3. NOTE: ALL INTERVIEWING DOCUMENTATION MUST BE FORWARDED TO THE OFFICE OF ADMINISTRATION before an offer is made.

EMPLOYEE RELATIVES

Relatives of Health Department employees are only eligible for employment if neither relative is assigned to a position directly or indirectly supervising the other and/or has no input regarding the progression or compensation of the other. In addition, relatives will not be employed in the same division. Exceptions may be made in the case of larger divisions, with divisions that are not at the same physical location.

A relative is defined as spouse (to the maximum extent permitted by applicable law), parent, grandparent, child, grandchild, brother, sister, in-law, uncle, aunt, nephew, niece, or cousin.

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

Exceptions to this standard may be considered for temporary employees. Requests for exceptions shall be directed to the Executive Director.

FORMER EMPLOYEES

Former employees of the County may be considered for re-employment under the following conditions:

- The employee gave satisfactory advance notice.
- The employee left in good standing.
- The employee's last evaluation was meeting expectations or better.
- Subject to current hiring practices.
- The employee was recalled from lay-off status.

SELECTION

1. Preference shall be given to internal candidates over external candidates when there is substantial equality between them.
2. Prior to selection of an external candidate, the Office of Administration/hiring division will check references, preferably current employment, of the prospective employee.
3. Once the decision to select a candidate is made by the hiring division, this decision, including starting salary, and start date will be given in writing to The Office of the Administration.
4. Before an offer of employment is made, the **original** Recruitment & New Hire Requisition Form (#HR02) must be completed by the Office of Administration and approved by the hiring Division Director or Assistant Director (2 days of receipt), the Assistant Director for Administration (2 days of receipt), and Executive Director (2 days within receipt).
5. Once all approvals have been met, the hiring division/the Office of Administration offers the candidate the position contingent upon successful completion of a passed background check, employment health and a fit capacity assessment. If the hiring division makes the offer and the candidate accepts the offer, the hiring division notifies the Office of Administration to expedite notification & post-offer activities.

INTERNAL (HEALTH DEPARTMENT) CHANGES

1. *Promoted employees* are eligible for a performance evaluation (conducted by supervisor prior to the promotion date) and begin a new performance evaluation schedule (based on promotion date). A possible merit or promotional increase may be given as recommended by senior management and approved by the Executive Director or as outlined in the Collective Bargaining Agreement for union employees
2. *Lateral transfer employees* are eligible for a performance evaluation (conducted by supervisor prior to the lateral transfer date) and begin a new performance evaluation schedule (based on lateral transfer date). No merit recommendation shall be made.

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

3. *Demoted employees* are eligible for a performance evaluation (conducted by supervisor prior to the demotion date) and begin a new performance evaluation schedule (based on demotion date). Union employees who are demoted will receive a two step demotion in pay grade as outlined in the Collective Bargaining Agreement. Non-union employees will receive a decrease in pay that is reflective of the demoted position recommended by the Executive Director.

NOTIFICATION

1. The hiring division notifies the Office of Administration to expedite written correspondence (offer letter) sent to the candidate/potential new employee.
2. Once the selected candidate has successfully completed ALL post-offer activities (see below), the Office of Administration will notify all internal candidates (through an informal discussion) and external candidates (by mail) who are not selected, that the position has been filled.
3. The Office of Administration will coordinate for the transfer of selected internal candidates no later than two (2) weeks from date of acceptance.

POST-OFFER ACTIVITIES

1. The hiring division notifies the Office of Administration to request a Criminal Background Check with the Kane County's Human Resources Department.
2. The Office of Administration will communicate to the candidate that they must schedule a Health Assessment Screening (through the Health Clinic Supervisor) and Criminal Background Check (through the Kane County Human Resources Department) by a date to be agreed upon by both.
3. The Office of the Administration will receive the Criminal Background Investigation results. Criminal conviction shall not automatically disqualify an individual from consideration for working for the Health Department in a program, but rather the conviction will be considered in relationship to the specific job. The Director of the Office of Administration will review any convictions reported; and, consult with the hiring Division Director and the Executive Director to determine appropriate action.
4. The Office of Administration will complete "Post Offer Activities – Criminal Background Investigation and Wellness Assessment Completed by & Date" and forward the original HR02 form for payroll processing.

RECORDS MAINTENANCE

The Office of Administration shall be responsible for the maintenance of all records pertinent to selection programs. Applications, resumes, and other records shall be kept as long as may be required by law. All hiring candidate's written forms relating to interview evaluation forms and reference checks shall be placed in their individual personnel file, maintained in the Office of

ADMINISTRATIVE PROTOCOL

Level	Agency-level	Number	P19
Applicability	All staff	Last Update Date	12/10/2012
Effective Date:	6/26/2008	Approved by:	

Administration. Copies of applicant information that are forwarded to hiring supervisors are considered confidential information; therefore, they must be kept in a secure area and disposed of properly (shredded). Applicants who were not selected will be sent the appropriate notice.

NEW HIRE ORIENTATION

1. The Assistant Director for Administration will send the hiring supervisor a New Employee Assimilation Program Form (#HR04) to be completed within 3 weeks, a "Training Alert Notice" (to be completed as indicated), and payroll paperwork to be completed on the employee's first day of employment.
2. On the new employee's first day, an Office of Administration representative will review and verify all required payroll documents (i.e. I-9 Form, W-4). If the new employee is unable to produce proper identification to verify employment eligibility, they will be unable to work for the Health Department until these documents are received and verified.
3. The new employee will be required to attend and participate in a county-wide New Employee Orientation conducted by the Department of Human Resource Management. A notice will be sent by the Department of Human Resource Management.
4. The new employee will be required to attend and participate in a Health Department New Employee Orientation coordinated by the Office of Administration with the other divisions. A notice will be sent by the Office of Administration.
5. The Assistant Director for Administration will notify the union of all new employees who are in classifications within the Collective Bargaining Agreement.



RECRUITMENT SOURCE LIST

Government Finance Officers Association (website)

Illinois City/County Management Association (ilcma.org website)

Illinois Department of Public Health (website)

Illinois Environmental Health Association (iehaonline.org website)

Illinois Public Health Association (ipha.com website)

Kane County (website)

Kane County Chronicle (publication & website)

National Association of County & City Health Officials (website)

Northern Illinois University (niu.edu/careerservices website)

Nursing Spectrum (publication & website)

Public Health Employment Connection (website sponsored by Emory University)

University Career Fairs (Waubensee Community College, Northern Illinois University)

University of Illinois at Chicago (UICcareers.com website)

YaSabe.com – bi-lingual English/Spanish (Aurora, IL Hispanic Market website)

Human Resource Management

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 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 (01)	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	1 50%	0 0%
Professionals (02)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%
Technicians (03)	The Human Resource Management Department does not have employees in this job category.										
Protective Services	Sworn (04)	The Human Resource Management Department does not have employees in this job category.									
	Non-Sworn (05)	The Human Resource Management Department does not have employees in this job category.									
Office/Clerical (06)	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 25%	3 75%	0 0%	0 0%	0 0%
Skilled Craft (07)	The Human Resource Management Department does not have employees in this job category.										
Service/Maintenance (08)	The Human Resource Management Department does not have employees in this job category.										

3/24/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 HUMAN RESOURCE MANAGEMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	50% 1.2% 48.8%	0% 3.8% -3.8%	50% 1.3% 48.7%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.9% -45.9%	0% 1.4% -1.4%	100% 4.3% 95.7%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Human Resource Management Department does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Human Resource Management Department does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Human Resource Management Department does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	75% 42.5% 32.5%	25% 4% 21%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Human Resource Management Department does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Human Resource Management Department does not have employees in this job category.									

3/24/2016

Human Resource Department 2015

NARRATIVE UTILIZATION ANALYSIS

A comparison of Human Resource Management Department's workforce percentages to the Community Labor Statistics for Kane County indicates underutilization in several categories and overutilization in two areas. This is mainly due to the fact that the Human Resource Department is small (seven employees), and therefore, the sex and race/national origins represented significantly impact statistics.

In the **Officials/Executives category**, percentages show underutilization in all male categories because there are no males currently employed by the Human Resource Department. There is higher than usual utilization in the Black female (48.8%) and Asian female (48.7%) categories. There is underutilization in the White female category by -30.8% and Hispanic female by -3.8%. Because the Human Resource Department is extremely small and there are only two individuals in this category, it is impossible to have representation in all of the categories.

In the **Professionals** category, the workforce percentages show underutilization in all male categories. The Human Resource Department does have underutilization in White females category (-45.9%), Black female category (-1.4%) and the Asian/Pacific Islander female category (-2.7%). Utilization in the Hispanic female category is 95.7% representing one female.

In the **Office/Clerical** category, the workforce percentages show underutilization in all male categories. There is an average utilization in White females (32.5%) and higher utilization of Black females (21%) representing one female who terminated employment in September 2014. There is underutilization of Hispanic females (-12.5%), Asian/Pac. Islander females (-1.3%), and American Indian/Alaska Native females (-0.1%).

Turnover in the Human Resource Management Department is low. Government jobs tend to offer a lower starting salary, in comparison to private employers. This fact may discourage males from applying for many of the HR positions in all categories. However, the lower salaries may be offset by the benefits and perceived security of a governmental job. In any case, attempts should continue to be made to recruit males from all races/national origins for positions that become available in the Human Resource Management Department.

The Human Resource Management Department follows the EEO policy as outlined in the Kane County personnel Policy Handbook in all aspects of hiring, promotions and benefits.

DISCIPLINARY ACTIONS

There were no disciplinary actions for this reporting time period.

PROMOTIONS/TRANSFERS

There were no transfers or promotions for this reporting time period.

EXISTING EMPLOYMENT POLICIES AND PRACTICES

Vacant positions are posted on the internet and are also available for internal candidates through the internal “intranet” site. A completed county application is required and qualified candidates are interviewed. References for potential employees are checked. All County employees are subject to a background check. The Human Resource Management Department adheres to all Equal Employment Opportunity requirements and other related policies as outlined in the Kane County Personnel Handbook.

PUBLICATIONS/WEBSITES FOR JOB OPENINGS

Kane County posts on our website (www.countyofkane.org) job applications and current job vacancy information. Due to the increased use of the internet by the general public, the majority of applicants use our website.

Job vacancies are published, if needed, in local newspapers or internet sites such as:

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

Professional publications are used, as deemed appropriate by individual departments.

Ethnic Detail for Information Technology/GIS Department - Employees between 7/1/2014 and 6/30/2015

Information Technologies/GIS

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term	Transfer
FT	20150024	BURRIS	ANNE	M	F	White	06	Administrative Support	3/11/2015	3/20/2015	
FT	20150039	HAMPEL	BROOKE	L	F	White	06	Administrative Support	4/14/2015		
FT	19890032	KOLEK	SANDRA	L	F	White	06	Administrative Support	6/26/1989	8/31/2015	
FT	20050200	MUELLER	DONNA	J	F	White	06	Administrative Support	9/6/2005		
PT	20150061	OMALLEY	EVERETT	T	M	White	06	Administrative Support	6/9/2015	10/2/2015	
FT	19790018	PHILLIPS	DEBORAH	A	F	White	06	Administrative Support	10/22/1979	8/31/2015	
FT	20010127	REED	JILL	A	F	White	06	Administrative Support	6/1/2001		
PT	20120087	THOMPSON	KELLI	L	F	White	06	Administrative Support	10/1/2012		
FT	19930111	CHIDESTER	LORRAINE	F	F	White	01	Official/Administration	11/16/1993		
FT	20020093	FAHNESTOCK	ROGER	A	M	White	01	Official/Administration	7/1/2002		
FT	19920055	NICOSKI	THOMAS	S	M	White	01	Official/Administration	11/1/1992		
FT	20130111	WEI	HELEN	H	F	Asian	02	Professionals	9/9/2013		
FT	20040008	FRANKLIN	ANTHONY		M	Black	02	Professionals	1/7/2004		
FT	20100031	SCONIERS	LARRY	K	M	Black	02	Professionals	11/4/2013		
FT	20130169	MONTERO	ALMA	D	F	Hispanic or Latino	02	Professionals	12/9/2013		
FT	20140115	URDANETA	JORGE	I	M	Hispanic or Latino	02	Professionals	9/15/2014		
FT	19800001	BANAS	TARRI	D	F	White	02	Professionals	1/28/1980		
FT	20030184	BRUSKY	LINDSEY	S	F	White	02	Professionals	9/22/2014		
FT	20050222	GARZA	BARBARA	J	F	White	02	Professionals	10/3/2005		
FT	20010151	QUILLMAN	CHERIE	L	F	White	02	Professionals	12/2/2013		
FT	19890065	SIENKIEWICZ	ELLEN	L	F	White	02	Professionals	11/14/1989		
FT	19810001	STOVER	PEGGY	I	F	White	02	Professionals	1/1/1981		
FT	20080141	ARDELEAN	CHRISTOPHER	L	M	White	02	Professionals	1/6/2011		
FT	20140137	EGGERS	COLIN	J	M	White	02	Professionals	11/17/2014		
FT	20130113	ENRIGHT	ROBERT	F	M	White	02	Professionals	9/9/2013		
FT	19830011	ERICKSON	GARY	R	M	White	02	Professionals	8/23/1983		
FT	20140114	FELDNER	PATRICK	J	M	White	02	Professionals	9/11/2014	12/19/2014	
FT	20120076	FOX	BENJAMIN	J	M	White	02	Professionals	10/1/2012		
FT	20050147	GWILLIM	ERIC	C	M	White	02	Professionals	7/1/2005		
FT	20140111	HEMESATH	CHRISTOPHER	R	M	White	02	Professionals	9/8/2014		
FT	19990266	KLOESE	JONATHAN	D	M	White	02	Professionals	11/16/1999		

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 INFORMATION TECHNOLOGY/GIS WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		3 100%	0 0%	2 66.66%	0 0%	0 0%	0 0%	0 0%	1 33.34%	0 0%	0 0%	0 0%
Professionals (02)		33 100%	2 6.06%	22 66.67%	1 3.03%	0 0%	0 0%	0 0%	6 18.18%	1 3.03%	1 3.03%	0 0%
Technicians (03)		7 100%	0 0%	5 71.42%	0 0%	0 0%	0 0%	0 0%	1 14.29%	0 0%	1 14.29%	0 0%
Protective Services	Sworn (04)	The Information Technologies Department does not have employees in this job category.										
	Non-Sworn (05)	The Information Technologies Department does not have employees in this job category.										
Office/Clerical (06)		7 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	7 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Information Technologies Department does not have employees in this job category.										
Service/Maintenance (08)		The Information Technologies Department does not have employees in this job category.										

5/12/2016-rev

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 (WITHOUT ELECTED OFFICIAL) – 2015 INFORMATION TECHNOLOGY/GIS UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		66.66%	0%	0%	0%	0%	33.34%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		12.16%	-1.6%	-4.6%	-1.8%	0%	2.54%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #%		66.67%	6.06%	3.03%	0%	0%	18.18%	0%	3.03%	3.03%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		29.97%	4.56%	-0.77%	-3.6%	0%	-27.72%	-1.4%	-1.27%	0.33%	0%
TECHNICIANS											
Workforce #/%		71.42%	0%	0%	0%	0%	14.29%	0%	0%	14.29%	0%
CLS #/%		38.7%	4.0%	6.3%	4.3%	0%	37.4%	1.5%	5.3%	2.6%	0%
Utilization %		32.72%	-4.0%	-6.3%	-4.3%	0%	-23.11%	-1.5%	-5.3%	11.69%	0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Information Technologies Department does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Information Technologies Department does not have employees in this job category.									
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-1%	57.5%	-4%	-12.5%	-1.3%	-1%
SKILLED CRAFT		The Information Technologies Department does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											
SVCS/MAINTENANCE		The Information Technologies Department does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											

Information Technologies Department

Kane County Government Center

Roger A. Fahnestock
Director of Information Technologies
630-232-3571



719 Batavia Avenue
Geneva, Illinois 60134
Fax 630-232-3579

Equal Opportunity Employment Plan Report

Date: 05/13/2016

To: Susan Brown, Assistant Director – Human Resource Management

From: Roger A. Fahnestock - LC

Re: EEOP Report for Information Technologies Department - 2015

The Information Technologies (IT) Department has reviewed the recent reports on employment, job group categories, community labor statistics, and utilization. The IT Department was asked to identify and explain any under utilization information that represented utilization score with negative percent.

In considering the negative % categories, the IT Department "executive" job category received a utilization score of negative % for all Male & Female categories with the exception of White Male & White Female and 0% in Amer. Indian/Alaska Nat... The IT Department has only three executive position in the department, and the position are held by (2) White Male and (1) White Female. The IT Department does not recommend expanding the number of executive positions in the IT Department but is willing to consider recommendations.

The IT Department "professionals" job category received a utilization score of negative % for the following Male categories: Hispanic, Asian/Pac. Islander and 0% Amer. Indian/Alaska Nat. Also in the White Female categories: White, Black, Hispanic, and 0% Amer. Indian/Alaska Nat. Also The IT Department does not have a position open for these categories. In the event a "professionals position becomes available in the IT Department, the IT Department will attempt to address this area of utilization as directed by the Human Resources Department.

The IT Department "technicians" job category received a utilization score of negative % for the following Male categories: Black, Hispanic, Asian/Pac. Islander & 0% in Amer. Indian/Alaska Nat. Also in the White Female Categories all were negative except Asian/Pac. Islander & 0% for Amer. Indian/Alaska Nat. The IT Department does not have a position open for these categories. In the event a "technicians position becomes available in the IT Department, the IT Department will attempt to address this area of utilization as directed by the Human Resources Department. (This category is for the GIS-Technologies Staff).

The IT Department "office/clerical" job category received a utilization negative % for all categories with the exception of White Female. The IT Department does not have a single office/clerical staff person in these categories. In the event an office/clerical position becomes available in the IT Department, the IT Department will attempt to address these areas of utilization as directed by the Human Resources Department.

Three Additional Reports:

1. Number of disciplinary actions taken for Fiscal Year (2015) is as follows:

None

2. Number of employees in each job category who made application for promotion or transfer within Fiscal Year (2015)

None

3. For a detailed narrative statement setting forth our office/department's existing employment policies and practices as defined in 42.202(c)

Please see Kane County Handbook for Employees on web.kane

Kane Comm

[illegible]

PART11. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 KANE COMM WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	2 100%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%
Professionals (02)	KaneComm does not have employees in this job category.										
Technicians (03)	KaneComm does not have employees in this job category.										
Protective Services	Sworn (04)	KaneComm does not have employees in this job category.									
	Non-Sworn (05)	18 100%	0 0%	5 27.77%	0 0%	0 0%	0 0%	10 55.56%	3 16.67%	0 0%	0 0%
Office/Clerical (06)	KaneComm does not have employees in this job category.										
Skilled Craft (07)	KaneComm does not have employees in this job category.										
Service/Maintenance (08)	KaneComm does not have employees in this job category.										

3/25/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 KANE COMM UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 54.5% -4.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	50% 30.8% 19.2%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		KaneComm does not have employees in this job category.									
TECHNICIANS Workforce #/% CLS #/% Utilization %		KaneComm does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	KaneComm does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	27.77% 52.1% -24.33%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	55.56% 39.4% 16.16%	0% 0% 0%	16.67% 8.4% 8.27%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		KaneComm does not have employees in this job category.									
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		KaneComm does not have employees in this job category.									
SVCs/MAINTENANCE Workforce #/% CLS #/% Utilization %		KaneComm does not have employees in this job category.									

3/25/2016

**Kane County Emergency
Communications Center**



Kane County Government Center
719 S Batavia Ave, Building C
Geneva, Illinois 60134
Phone: (630) 232-8400
Fax: (630) 208-2047

Date: 05/13/2016

To: Susan Brown, Assistant Director – Human Resource Management

From: Dave Farris - LC

Re: EEOP Report for Kane County Emergency Communications Center - 2015

The Emergency Communications Center (KaneComm) has reviewed the recent reports on employment, job group categories, community labor statistics, and utilization. The KaneComm was asked to identify and explain any underutilization information that represented utilization score with negative percent.

In considering the negative % categories, the KaneComm "executive" job category received a utilization score of negative % for all Male & Female categories with the exception of White Female and 0% in Amer. Indian/Alaska Nat. KaneComm has only two executive position in the department, and the position are held by (1) White Male and (1) White Female. KaneComm does not recommend expanding the number of executive positions, but is willing to consider recommendations.

Three Additional Reports:

1. Number of disciplinary actions taken for Fiscal Year (2015) is as follows:

Personal Performance Evaluation: 6 White Female - 3 Hispanic Female - 4 White Male

Written Reprimand – None

Suspension/Duration - 1 White Male – 5 Days & 1 White Female – 1 Day

Remedial Training Period - 1 White Female – Probationary Employee & 1 White Male 2Wks

Terminations - 1 White Female

2. Number of employees in each job category who made application for promotion or transfer within Fiscal Year (2015)

(2) White Females and (1) White Male for (Team Leader Position)

(1) White Female Promoted in the Protective Services Non-Sworn job category.

3. For a detailed narrative statement setting forth our office/department's existing employment policies and practices as defined in 42.202(c)

Please see Union Contract

Ethnic Detail for Supervisors of Assessment - Employees between 7/1/2014 and 6/30/2015

Supervisors of Assessment

Type	Employee I	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term	
FT	19910009	RICHARDSON JONES	DONNIE	M	F	Black	06	Administrative Support	2/16/1991		
FT	20010047	DEW	BARBARA	A	F	White	06	Administrative Support	3/1/2001		
FT	20010048	GABRELESKI	JANICE	L	F	White	06	Administrative Support	3/1/2001		
FT	19990099	GRATTON	CATHERINE	M	F	White	06	Administrative Support	5/17/1999		
FT	20120091	HAMMER	GRETCHEN	E	F	White	06	Administrative Support	11/13/2012		
FT	20130053	HUBER	EMILY	R	F	White	06	Administrative Support	6/5/2013		
FT	19890045	HUBER	ROBIN	M	F	White	06	Administrative Support	9/1/1989		
FT	20130080	MARTIN	ANGELA	L	F	White	06	Administrative Support	7/10/2013		
FT	19980207	ORLANDO	SANDRA	A	F	White	06	Administrative Support	10/1/1998		
FT	20130052	WINTER	BETHANY	M	F	White	06	Administrative Support	6/3/2013		seasonal
OT	20060096	WINTER	RACHEL	L	F	White	06	Administrative Support	6/6/2006	4/9/2015	seasonal
OT	20060117	BECKER	CHAD	S	M	White	06	Administrative Support	6/9/2006	4/9/2015	seasonal
PT	20130117	FITZMAURICE	STEPHEN	P	M	White	06	Administrative Support	9/16/2013		
OT	19920068	JONES	GERALD	A	M	Black	01	Official/Administration	7/20/2012		
OT	20110071	ABELL	MICHELLE	R	F	White	01	Official/Administration	9/12/2011		
FT	20050173	BINGMAN	JODI	A	F	White	01	Official/Administration	8/16/2005		
FT	19900049	DORAN	BEV	A	F	White	01	Official/Administration	10/1/1990		
OT	20090046	HALL	KATHLEEN	A	F	White	01	Official/Administration	9/4/2009	4/8/2015	
FT	19900053	KING	DONNA	L	F	White	01	Official/Administration	11/1/1990		
OT	20110072	MELZE	SHERRY	L	F	White	01	Official/Administration	9/12/2011		
PT	19960234	SCHOENGART	CAROL	J	F	White	01	Official/Administration	12/1/1996	8/3/2014	
FT	19910048	WINTER	HOLLY	A	F	White	01	Official/Administration	9/3/1991		
FT	20040123	ARMSTRONG	MARK	D	M	White	01	Official/Administration	6/8/2004		
OT	20100056	BARRETT	LEE		M	White	01	Official/Administration	6/22/2010	4/25/2015	
OT	20110070	BAUER	PAUL		M	White	01	Official/Administration	9/12/2011	11/3/2015	
OT	20010066	BIDDLE	ROGER	L	M	White	01	Official/Administration	4/1/2001		
OT	20110069	CARBONE	MICHAEL	J	M	White	01	Official/Administration	9/12/2011		
OT	20090044	CLAYTON	JAMES	R	M	White	01	Official/Administration	9/4/2009		
OT	20130048	GEHRKE	WAYNE	A	M	White	01	Official/Administration	5/21/2013		
PT	19890031	GOULD	ELDON		M	White	01	Official/Administration	6/26/1989		
OT	20110068	HOUGH	WILLIAM	R	M	White	01	Official/Administration	9/12/2011		
OT	20130090	KEISER	JAMES	P	M	White	01	Official/Administration	8/6/2013		
OT	19970112	KONSTANS	CONSTANTINE		M	White	01	Official/Administration	6/11/1997		

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 SUPERVISOR OF ASSESSMENT WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		8 100%	0 0%	4 50%	0 0%	0 0%	0 0%	0 0%	4 50%	0 0%	0 0%	0 0%
Professionals (02)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Technicians (03)		1 100%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	The Supervisor of Assessments Office does not have employees in this job category.										
	Non-Sworn (05)	The Supervisor of Assessments Office does not have employees in this job category.										
Office/Clerical (06)		9 100%	0 0%	1 11.11%	0 0%	0 0%	0 0%	1 11.11%	7 77.78%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Supervisor of Assessments Office does not have employees in this job category.										
Service/Maintenance (08)		The Supervisor of Assessments Office does not have employees in this job category.										

4/4/2016

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 (WITHOUT ELECTED OFFICIAL) – 2015 SUPERVISOR OF ASSESSMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 54.5% -4.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	50% 30.8% 19.2%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.9% 54.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.7% -38.7%	0% 4.0% -4.0%	100% 6.3% 93.7%	0% 4.3% -4.3%	0% 0% 0%	0% 37.4% -37.4%	0% 1.5% -1.5%	0% 5.3% -5.3%	0% 2.6% -2.6%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Supervisor of Assessments Office does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Supervisor of Assessments Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		11.11% 27.6% -16.49%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1%	77.78% 42.5% 35.28%	11.11% 4% 7.11%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Supervisor of Assessments Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Supervisor of Assessments Office does not have employees in this job category.									

4/4/2016

COUNTY OF KANE

COUNTY ASSESSMENT OFFICE

Mark D. Armstrong, CIAO

Supervisor of Assessments

Holly A. Winter, CIAO/I

Chief Deputy Supervisor of Assessments



County Government Center

719 Batavia Avenue

Geneva, Illinois 60134-3000

(630) 208-3818

www.KaneCountyAssessments.org

Memorandum

To: Susan Brown, Assistant Director – Human Resource Management

From: Mark D. Armstrong, CIAO

Date: April 13, 2016

**Re: EEOP Plan for County Assessment Office
(July 1, 2014 to June 30, 2015)**

I am in receipt of the 2015 analysis of my staff (attached) and I offer the following narrative analysis of the underutilizations with a negative variance from the Community Labor Statistics:

2015

I. Officials/Executive (eight positions)

- A. White Males:** This 4.5% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Black Males:** This 1.6% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Hispanic Males:** This 4.6% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Asian/Pacific Islander Males:** This 1.8% underutilization is attributable to the small sample size and limited turnover in this category.
- E. Black Females:** This 1.2% underutilization is attributable to the small sample size and limited turnover in this category.
- F. Hispanic Females:** This 3.8% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Asian/Pacific Islander Females:** This 1.3% underutilization is attributable to the small sample size and limited turnover in this category.

II. Professionals (one position)

- A. White Males:** This 36.7% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Black Males:** This 1.5% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Hispanic Males:** This 3.8% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Asian/Pacific Islander Males:** This 3.6% underutilization is attributable to the small sample size and limited turnover in this category.
- E. Black Females:** This 1.4% underutilization is attributable to the small sample size and limited turnover in this category.

Our Mission: An equitable assessment for every parcel.

To: Susan Brown, Assistant Director – Human Resource Management

Re: EEOP Plan for County Assessment Office

(July 1, 2014 to June 30, 2015)

Date: April 13, 2016

Page 2 of 3

F. Hispanic Females: This 4.3% underutilization is attributable to the small sample size and limited turnover in this category.

G. Asian/Pacific Islander Females: This 2.7% underutilization is attributable to the small sample size and limited turnover in this category.

III. Technicians (one position)

A. White Males: This 38.7% underutilization is attributable to the small sample size and limited turnover in this category.

B. Black Males: This 4% underutilization is attributable to the small sample size and limited turnover in this category.

C. Asian/Pacific Islander Males: This 4.3% underutilization is attributable to the small sample size and limited turnover in this category.

D. White Females: This 37.4% underutilization is attributable to the small sample size and limited turnover in this category.

E. Black Females: This 1.5% underutilization is attributable to the small sample size and limited turnover in this category.

F. Hispanic Females: This 5.3% underutilization is attributable to the small sample size and limited turnover in this category.

G. Asian/Pacific Islander Females: This 2.6% underutilization is attributable to the small sample size and limited turnover in this category.

IV. Office/Clerical (nine positions)

A. White Males: This 16.49% underutilization is attributable to the small sample size and limited turnover in this category.

B. Black Males: This 1.7% underutilization is attributable to the small sample size and limited turnover in this category.

C. Hispanic Males: This 8% underutilization is attributable to the small sample size and limited turnover in this category.

D. Asian/Pacific Islander Males: This 1% underutilization is attributable to the small sample size and limited turnover in this category.

E. American Indian/Alaskan Native Males: This 0.1% underutilization is attributable to the small sample size and limited turnover in this category.

F. Hispanic Females: This 12.5% underutilization is attributable to the small sample size and limited turnover in this category.

G. Asian/Pacific Islander Females: This 1.3% underutilization is attributable to the small sample size and limited turnover in this category.

H. American Indian/Alaskan Native Females: This 0.1% underutilization is attributable to the small sample size and limited turnover in this category.

To: Susan Brown, Assistant Director – Human Resource Management
Re: EEOP Plan for County Assessment Office
(July 1, 2014 to June 30, 2015)
Date: April 13, 2016
Page 3 of 3

Additionally, you requested the following information:

1. *The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year (FY 15). Please include the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.*

No disciplinary actions were taken against any employees during the period in question.

2. *The number of employees in each job category by race, sex, and national origin who made application for promotion or transfer within the preceding fiscal year (FY 15) and the number in each job category by race, sex, and national origin who were promoted or transferred.*

There were no promotions or transfers requested.

3. *A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202(c). So, for example, where testing is used in the employment selection process, it is not sufficient for the office/department to simply note the fact. The office/department should identify the test, describe the procedures followed in the administering and scoring the test, state what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures, and practices used by the applicant.*

The County Assessment Office did not use testing to analyze personnel for hiring or promotions during the period in question.

Job postings for the Supervisor of Assessments Office: in publications and /or websites utilized by Kane County Human Resource Management.

Please advise if you require anything further on this topic.

Ethnic Detail for Transportation- Employees between 7/1/2014 and 6/30/2015

Transportation

Type	Employee I	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term	
FF	20150002	PATRICK	SEIRRA	A	F	Black	06	Administrative Support	1/5/2015	8/21/2015	seasonal
FF	20140053	BRENDEL	ASHLEY	L	F	White	06	Administrative Support	5/14/2014	12/5/2014	seasonal
FF	20150050	BRUMUND	MACKENZIE	M	F	White	06	Administrative Support	5/27/2015	8/14/2015	seasonal
FF	20100073	FORBES	JACQUELINE	L	F	White	06	Administrative Support	11/15/2010		transferred 9/21/2015 out- of date range
FT	19880036	HAINES	LINDA	K	F	White	06	Administrative Support	10/3/1988	11/14/2014	
FT	20070210	HOYE	MARY	ANNE	F	White	06	Administrative Support	12/3/2007		
FT	20140095	PAWLAK	LISA	M	F	White	06	Administrative Support	8/18/2014		
FT	20040054	PHILIPS	MARY	M	F	White	06	Administrative Support	3/25/2004	12/29/2014	
FT	19890038	SCHUM	BARBARA	A	F	White	06	Administrative Support	8/1/1989		
FT	20130028	SALZBRUNN	SUSAN	M	F	White	06	Administrative Support	3/25/2013		
FT	19970226	STARCEVICH	GLENDA	J	F	White	06	Administrative Support	11/18/1997	8/15/2014	
FF	20140054	MEIER	JOSEPH	F	M	White	06	Administrative Support	5/21/2014	4/23/2015	seasonal
FT	19970090	SCHOEDEL	CARL		M	White	01	Official/Administration	5/1/1997		
FT	20120090	BECKER	JENNIFER	L	F	White	02	Professionals	11/1/2012		
PT	19980245	FILES	HEIDI	M	F	White	02	Professionals	12/7/1998		
FT	20150013	FLOCK	BONNIE	J	F	White	02	Professionals	1/26/2015		
FT	20140062	HOPKINSON	KATHLEEN	T	F	White	02	Professionals	6/2/2014		
PT	20140039	O'CONNELL	JENNIFER	L	F	White	02	Professionals	3/25/2014		
FT	19960255	RIVERA	AVA	K	F	White	02	Professionals	12/16/1996		
FT	20150049	THOMAS	CANDANCE	D	F	White	02	Professionals	6/1/2015		
FT	20060014	YEHNERT	MARIAN	JOY	F	White	02	Professionals	1/3/2006		
FT	20010154	BOESCH	DAVID	J	M	White	02	Professionals	7/9/2001		
FT	20050109	COFFINBARGAR	STEVEN	W	M	White	02	Professionals	6/1/2005		
FT	19960209	DICKSON	WILLIAM	J	M	White	02	Professionals	11/1/1996		
FT	20010028	KLINICKI	ARTHUR	C	M	White	02	Professionals	2/5/2001		
FT	20130097	KNAPP	PATRICK	M	M	White	02	Professionals	8/19/2013		
FT	20070002	LAFLEUR	PAUL	S	M	White	02	Professionals	1/2/2007	4/17/2015	
FT	19990152	LEBO	KURT	D	M	White	02	Professionals	8/2/1999		
FT	20090053	MIELKE	KENNETH	P	M	White	02	Professionals	9/14/2009		
FT	19980164	NIKA	KURT	E	M	White	02	Professionals	8/17/1998		
FT	19880031	RICKERT	THOMAS	B	M	White	02	Professionals	9/1/1988		

FT	20130124	SITKO	DAVID	J	M	White	02	Professionals	10/7/2013	
FT	20080100	SULLIVAN	ROBERT	M	M	White	02	Professionals	6/16/2008	7/15/2015
FT	20130126	VERHALEN	PATRICK	J	M	White	02	Professionals	10/15/2013	
FT	19980167	ZAKOSEK	MICHAEL	D	M	White	02	Professionals	8/25/1998	
FT	20070080	ZULKOWSKI	STEPHEN	D	M	White	02	Professionals	10/14/2014	
FT	20010089	CULLINS	JOSEPH	R	M	Black	07	Skilled Craft	12/1/2000	
FT	20090085	LOPEZ	SAMUEL	D	M	Hispanic or Latino	07	Skilled Craft	12/1/2010	
FT	19950176	ABNER	JOHN	T	M	White	07	Skilled Craft	10/2/1995	
FT	20130163	ACKMANN	KEVIN	C	M	White	07	Skilled Craft	4/14/2014	
FT	20100094	ANDERSON	KENT	D	M	White	07	Skilled Craft	12/20/2010	
FT	19830002	BEART	THOMAS	C	M	White	07	Skilled Craft	4/18/1983	4/2/2015
FT	20110086	CHIDESTER	STEVE	W	M	White	07	Skilled Craft	5/1/2012	
FT	19890017	EDWARDS	WILLIAM	G	M	White	07	Skilled Craft	4/1/1989	
FT	20050011	FREELAND	ROBERT	A	M	White	07	Skilled Craft	5/1/2006	
FT	20150053	HANKINS	TWOPONY	J	M	White	07	Skilled Craft	6/1/2015	
FT	20020178	HAUSER	CARL	J	M	White	07	Skilled Craft	11/4/2002	
FT	20000002	HAUSER	CORY	N	M	White	07	Skilled Craft	1/3/2000	
FT	19920076	HERRMANN	DAVID	M	M	White	07	Skilled Craft	12/16/1992	
FT	19980088	INGRAM	BRUCE	O	M	White	07	Skilled Craft	6/1/1998	
FT	20080161	LINDSAY	JEREMY		M	White	07	Skilled Craft	11/3/2008	
FT	20010255	MATHIEU	CHESTER		M	White	07	Skilled Craft	11/1/2001	
FT	19920065	MOWERS	JAMES	R	M	White	07	Skilled Craft	12/1/1992	
FT	20030211	MOWERS	LUCAS	J	M	White	07	Skilled Craft	9/4/2007	4/3/2015
FT	20150052	PAVER	JOSEPH		M	White	07	Skilled Craft	6/1/2015	
FT	19960233	RAMM	CHARLES	P	M	White	07	Skilled Craft	12/1/1996	
FT	19950179	ROUSH	GARY		M	White	07	Skilled Craft	10/2/1995	
OT	20050013	SCARDAMAGLIA	SHAWN	M	M	White	07	Skilled Craft	12/1/2014	3/31/2015 seasonal
FT	19950216	SCHRAMER	BRYAN	E	M	White	07	Skilled Craft	12/4/1995	
FT	19950180	SCHRAMER	MICHAEL	J	M	White	07	Skilled Craft	10/2/1995	
FT	20150051	SCHUMACHER	MATTHEW	J	M	White	07	Skilled Craft	6/1/2015	
FT	20090036	SUNDQUIST	KEVIN	D	M	White	07	Skilled Craft	11/2/2009	
FT	20050078	VANACKER	ANDREW	J	M	White	07	Skilled Craft	5/1/2005	
FT	19880024	VER VNYCK	SCOTT	J	M	White	07	Skilled Craft	8/1/1988	
FT	20030185	VERHAEGHE	JAMES	E	M	White	07	Skilled Craft	10/16/2003	
FT	20100079	VOLKENING	JAMES	H	M	White	07	Skilled Craft	5/2/2011	

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 TRANSPORTATION WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	23 100%	0 0%	15 65.22%	0 0%	0 0%	0 0%	0 0%	8 34.78%	0 0%	0 0%	0 0%
Technicians (03)	6 100%	0 0%	6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	The Transportation Department does not have employees in the job category.									
	Non-Sworn (05)	The Transportation Department does not have employees in the job category.									
Office/Clerical (06)	7 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	7 100%	0 0%	0 0%	0 0%
Skilled Craft (07)	33 100%	1 3.03%	31 93.94%	1 3.03%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance (08)	The Transportation Department does not have employees in the job category.										

4/15/2016-rev

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 (WITHOUT ELECTED OFFICIAL) – 2015 TRANSPORTATION UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		45.5%	-1.6%	-4.6%	-1.8%	0%	-30.8%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #/%		65.22%	0%	0%	0%	0%	34.78%	0%	0%	0%	0%
CLS #/%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		28.52%	-1.5%	-3.8%	-3.6%	0%	-11.12%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.7%	4.0%	6.3%	4.3%	0%	37.4%	1.5%	5.3%	2.6%	0%
Utilization %		61.3%	-4.0%	-6.3%	-4.3%	0%	-37.4%	-1.5%	-5.3%	-2.6%	0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Transportation Department does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Transportation Department does not have employees in this job category.									
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-.1%	57.5%	-4%	-12.5%	-1.3%	-.1%
SKILLED CRAFT											
Workforce #/%		93.94%	3.03%	3.03%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.9%	1.7%	30%	1.9%	.2%	3.2%	.5%	2.9%	.5%	0%
Utilization %		35.04%	1.33%	-26.97%	-1.9%	-.2%	-3.2%	-.5%	-2.9%	-.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		The Transportation Department does not have employees in this job category.									
CLS #/%											
Utilization %											

KANE COUNTY DIVISION OF TRANSPORTATION 2015 UTILIZATION ANALYSIS NARRATIVE

A comparison of the Kane County Division of Transportation (KDOT) workforce to the Community Labor Statistics (CLS) for Kane County is described in the following paragraphs. Analysis is presented based on Gender/Race-National Origin classification as well as within each job group. For KDOT, there are 5 applicable job group categories:

- 01 Officials/Executive
- 02 Professionals
- 03 Technicians
- 06 Office/Clerical
- 07 Skilled Craft

EXECUTIVE SUMMARY

Considering the categories within the Occupational Crosswalk, this results in 50 possible combinations (5 job groups x 2 genders x 5 races/national origins = 50 combinations). Of these combinations, **32 of 50 are considered within range** (defined as -3% or better compared to the applicable CLS statistic for Kane County).

The remaining 18 combinations are areas where the job group category is -3% (or further) compared to the applicable CLS statistic. These categories are addressed in the narrative below; however, **given the extremely small sample sizes, there are limitations to the interpretation of this data**. In all of the job group categories, a change of gender/race-national origin for a single employee position can dramatically affect the utilization percentage.

Utilization percentages show several **patterns that warrant continued attention**. In particular:

- White males are generally over-represented for all job group categories.
- Hispanic males are under-represented in all job group categories.
- Females (regardless of Race-National Origin) are under-represented in several of the more technical job group categories: Officials/Executive, Professionals, and Technicians.

Even though there are no KDOT employees in either the Asian/Pacific Islander and American Indian/Native Alaskan categories, the CLS statistics for Kane County for those groups regardless of gender are very low (less than 4.3%). Therefore, the **utilization percentage cannot be the only guide when reviewing equal employment goals**.

KDOT administers several seasonal employment programs that provide on-the-job training and experience in several job group categories. Therefore, **in addressing the areas of concern identified in the utilization analysis, special attention should be paid to these seasonal employment programs**.

ANALYSIS BY GENDER/RACE-NATIONAL ORIGIN

Male Gender by Race and National Origin

- White males are over-represented for all job group categories except Office/Clerical.
- Hispanic males are under-represented in all job group categories.
- Black males are generally within range for all jobs group categories except Technicians (within 4%). Black males are actually slightly over-represented in the Skilled Craft job group. Interestingly, there is only one Black male in this category, but this is enough to exceed the applicable CLS statistic.
- Currently, the CLS statistics for Asian/Pacific Islander males and American Indian/Native Alaskan males are low numbers, less than 3.6% in Professionals and less than 4.3% in Technicians. While KDOT has no employees in this cross-category, the CLS statistics are very low.

Female Gender by Race and National Origin

- White females are under-represented in the Officials/Executive, Professionals, Technicians, and Skilled Craft categories but over-represented in the Office/Clerical category.
 - Black females are generally under-represented in all job group categories. However, all categories are within 4.0% of the CLS statistic.
 - Hispanic females are under-represented in all job group categories. The largest disparity is within the Office/Clerical job group at -12.5%.
 - Currently, the CLS statistics for Asian/Pacific Islander females and American Indian/Native Alaskan females are low numbers, less than 2.7% in Professionals and less than 2.6% in Technicians. While KDOT has no employees in this cross-category, the CLS statistics are very low.
-

ANALYSIS BY JOB GROUP CATEGORY

01 Officials/Executive

Officials/Executive job group, there is only one individual. This individual is currently a White male (i.e., White males constitute 100% of this job class). Therefore, several other CLS statistics are automatically out of range: Hispanic males (-4.6%) and White females (-30.8%). KDOT tends to promote from within, so these statistics may shift in the future; there are qualified women within the Professionals job group, which is the most likely pool of internal candidates. The County may consider this as future appointments are made.

02 Professionals

Professional positions within the department are technical in nature, generally require a Bachelor's Degree, and may require licensure by the State of Illinois. The largest group within the Professional positions category represents those with degrees in Civil Engineering, and three are white females, 25% of the group, which is up from one in the prior year, and the remainder are white males. . This is notable since . according to the most recent data from the Engineering Workforce Commission, in 2012, only 18.6% of the bachelor's degrees in engineering were awarded to women. This is down slightly from the years 2000 to 2004, where the percent of females awarded engineering degrees was slightly over 20%.

03 Technicians

White males are over-represented in this job group, while black, Hispanic, and Asian/Pacific Islander males, and white, and Hispanic females are each more than -3% out of range. These positions are typically filled by persons without engineering degrees who are performing engineering-related work. Often, these positions are filled internally, by non-degreed persons with applicable experience. Thus the race/gender makeup of this group is more reflective of the past makeup within the Department. The Department recognizes the need to actively recruit more females and minorities into the Technicians job group. There are only 6 employees in this group, so a single individual represents 16.7% of the job group and a single change can have a dramatic effect on future statistics.

06 Office/Clerical

White males, Hispanic males and females, and Black females are under-represented in this job group. Meanwhile, White females are over-represented. There are currently 7 employees in this job class, so a change of one or two individuals will have a dramatic effect on the statistics. The Department recognizes the particular need to actively recruit more males and minority females into the Office/Clerical job group as permanent positions become available.

07 Skilled Craft

In general, males are over-represented in this job group. However, Hispanic males are under-represented. This group is made up of Highway Maintainers and Vehicle/Equipment Mechanics along with their Supervisors. These personnel carry a Commercial Drivers License (CDL) and are called on to drive snow plow trucks during the winter months and may be called on to mow grass during the summer months. The Department recognizes the need to actively recruit more Hispanic males into the Skilled Craft job group. There are currently 33 employees in this job class. The turnover in this group is fairly low; therefore, a more long-term view of recruiting goals is appropriate here.

REPORTS

Report 1: Disciplinary Actions FY2015

Gender	B White	C Black	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	Action
Male	-	-	-	-	-	Verbal Warning
Female	-	-	-	-	-	
Male	2	-	-	-	-	Written Warning
Female	-	-	-	-	-	
Male	1	-	-	-	-	Suspension
Female	-	-	-	-	-	
Male	-	-	-	-	-	Termination
Female	-	-	-	-	-	
Totals	3	-	-	-	-	Total = 3

Report 2: Applications for Promotion/Transfer FY2015

Gender	B White	C Black	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	Action
Male	4	-	1	-	-	Promotion/ Transfer
Female	-	-	-	-	-	
Male	-	-	-	-	-	Denial
Female	-	-	-	-	-	
Totals	4	-	1	-	-	Total = 5

Three of the four white males were promoted to the position of Highway Maintainer III as the result of passing skill tests as described more fully in the “Promotions” section of this report. The remaining white male was promoted to a Tech 1 position which became vacant as the result of a retirement. The Hispanic male was promoted to a Tech 1 position which became vacant as the result of an employee resignation.

Report 3: Employment Policies and Practices

Employment practices depend on the job class group in question. For this purpose, KDOT can be effectively divided into two broader groupings:

- Maintenance staff including job class category 07. Most of these positions are governed by a collective bargaining agreement which includes promotional testing. This is described in more detail below.
- Administrative, Professional and Technical staff: including job class categories 01, 02, 03, and 06 above. These positions typically require specialized training or experience; employment practices are described below.

Promotions

Consistent with County policy, KDOT prefers to promote from within when possible. Therefore all vacancies to be filled are posted internally (within the Department) and on the Kane County website through the Department of Human Resource Management. Most vacancies are filled in this manner.

Promotions within the Maintenance section are generally governed by the collective bargaining agreement. The contract describes a tiered promotion system where a new-hire is hired in at an entry level position (either Mechanic I or Highway Maintainer I). These persons can achieve two promotions (to level II or III) by taking skill tests offered at reasonable intervals (6 months or more).

Mechanic II requires 5 years' experience in automotive or truck repair/maintenance and ASE certification in Medium/Heavy Truck air brakes. The ASE certification includes the relevant testing and is typically conducted by a third party. ASE is the nationally recognized authority on automotive maintenance/repair and certification is the best indicator of proficiency.

Mechanic III meets all the same experiential requirements as a Mechanic II, but also must achieve certification as ASE Medium/Heavy Truck Master Technician. The ASE certification includes the relevant testing and is typically conducted by a third party. ASE is the nationally recognized authority on automotive maintenance/repair and certification is the best indicator of proficiency.

Highway Maintainers can achieve promotion to Highway Maintainer II or III by taking a series of tests administered by a third party (such as VISTA Training, Inc.) These are tests on skills that are applicable to the position: on Work Zone Safety, Wheel Loader Operation, Backhoe Operation, Motor Grader Operation, Tree-Felling, and Sign Installation. Proficiency on the exams determines the level to which the applicant will be promoted.

Within the bargaining agreement, there are also union "crew leader" positions called Tech I. These positions do not require specific testing, as they are a "quasi-management" position. When vacancies arise, these positions are posted and interviews are conducted. Since its inception in 2000, all of these positions have been filled internally within the Department.

Administrative/Professional/Technical employees are typically promoted through an interview process. When vacancies exist, they are posted internally and on the Kane County website. Depending on the position and the pool of qualified candidates, the Department may also advertise the position in professional publications, trade magazines, and other outlets (see "Advertising" below). This is more common in the Engineering and Planning positions, which require more specialized qualifications. Management supervisors within the Maintenance section are also selected using an interview process, but are almost exclusively promoted from within the ranks.

Seasonal Employment Programs

There are several unique seasonal employment programs that KDOT maintains: the Engineering Cooperative Education program (co-op), and the Seasonal Maintenance Workers (Snowbirds/Summerbirds). In each program, seasonal workers are hired to assist full-time staff. In a sense, this is a training program: workers who gain experience at KDOT will be uniquely qualified to perform those duties if future full-time opportunities arise. Former co-ops with solid job performance would be ideal candidates for entry-level Professional positions, while former Snowbirds or Summerbirds would be ideal candidates for the Skilled Craft positions. Therefore, in addressing the areas of concern identified in the Utilization Analysis discussion, special attention should be paid to these seasonal employment programs.

ADVERTISING & JOB POSTING

For the Maintenance section (Skilled Craft) positions, posting the vacancy on the County Website has been sufficient to generate a large enough pool of qualified candidates. Historically, very little “outside” advertising has been done for these positions.

For Professional/Technical/Administrative positions, KDOT has relied on outside advertising outlets when the pool of qualified internal candidates was deemed to be insufficient. This depends on the particular vacancy and the level of experience and qualifications desired. In general, the Engineering and Planning positions require a more specialized outreach. In contrast, the majority of Administrative positions are filled internally (Kane County website), however KDOT has also (infrequently) advertised in local newspapers for Administrative positions.

KDOT has used a variety of professional publications, technical societies, industry associations, and similar agencies for this type of recruiting in the past. Relevant examples include:

Organization	Publication	Websites
American Society of Civil Engineers (ASCE)	Civil Engineering Magazine	www.asce.org www.isasce.org
American Public Works Association (APWA)	Public Works Magazine	www.apwa.net
National Society of Professional Engineers (NSPE)	PE Magazine	www.nspe.org
Illinois Department of Transportation (IDOT)	(Bulletin Boards)	
Illinois Association of County Engineers (IACE)		www.iaceng.org
American Planning Association (APA)	APA JobMart	www.planning.org

This list is not meant to be exhaustive, but represents the broader technical disciplines in which KDOT recruits. Often, the national societies also have state sections and local branches offering flyers, websites, or other publications. Also, certain positions may indicate the use of more specialized publications or organizations.

SUMMARY

KDOT will actively provide equal opportunity to all employees and applicants for employment without regard to age, sex, pregnancy, race, color, religion, national origin, marital status, physical or mental disability, sexual orientation, or status as a veteran through:

1. Recruitment, advertising or solicitation for employment.
2. Selection, placement, transfer, or promotion.
3. Rates of pay or other forms of compensation.
4. Selection for training, skills enhancement.
5. Terms and condition of employment.
6. Layoff or termination.

Everyone is encouraged to apply for jobs, seek further training, compete for promotions, and all will be afforded equal opportunity for development and advancement. Competition among individuals for a specific job, training opportunity, or promotion will be based on qualifications and demonstrated ability.

Workforce Development

[illegible]

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 WORKFORCE DEVELOPMENT UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	83.33% 30.8% 52.53%	16.67% 1.2% 15.47%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		17.65% 36.7% -19.05%	0% 1.5% -1.5%	11.76% 3.8% 7.96%	0% 3.6% -3.6%	0% 0% 0%	35.29% 45.9% -10.61%	17.65% 1.4% 16.25%	17.65% 4.3% 13.35%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		WORKFORCE DEVELOPMENT does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	WORKFORCE DEVELOPMENT does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	WORKFORCE DEVELOPMENT does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1%	0% 42.5% -42.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		WORKFORCE DEVELOPMENT does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		WORKFORCE DEVELOPMENT does not have employees in this job category.									

4/4/2016

PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2015 WORKFORCE DEVELOPMENT WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 16.67%	5 83.33%	0 0%	0 0%	0 0%
Professionals (02)		17 100%	0 0%	3 17.65%	2 11.76%	0 0%	0 0%	3 17.65%	6 35.29%	3 17.65%	0 0%	0 0%
Technicians (03)		WORKFORCE DEVELOPMENT does not have employees in this job category.										
Protective Services	Sworn (04)	WORKFORCE DEVELOPMENT does not have employees in this job category.										
	Non-Sworn (05)	WORKFORCE DEVELOPMENT does not have employees in this job category.										
Office/Clerical (06)		0 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 00%	0 0%	0 0%	0 0%
Skilled Craft (07)		WORKFORCE DEVELOPMENT does not have employees in this job category.										
Service/Maintenance (08)		WORKFORCE DEVELOPMENT does not have employees in this job category.										

4/4/2016

KEY

B - Black
W - White
H - Hispanic

A/PI - Asian or Pacific Islander
AI/AN - American Indian or
Alaskan Native

KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT
Workforce Development Division
2015 Equal Opportunity Plan Update
July 1, 2014 - June 30, 2015

Utilization Analysis Narrative

An analysis of the Kane County Office of Community Reinvestment Workforce Development staff to the Community Labor Statistics in the areas of *Official/Executive*, and *Professional* reveals the following;

- In the *Official/Executive* classification under-utilization occurs in the following categories; Males (White -54.5%; Black -1.6%; Hispanic -4.6%; Asian -1.8%). Females (Hispanic -3.8%; Asian -1.3%). White females (52.53%) represent the largest utilized group of employees in this category.
- In the *Professional* classification under-utilization occurs in the following categories; Males (White -19.05%; Black -1.5%; Asian -3.6%). Females (White -10.61%; Asian -2.7%) in this job classification. Black females (16.25%) represent the largest utilized group of employees in this category.

The Workforce Development Division recognizes the need to actively recruit more males and minority females for *Official/Executive* positions and more males and White and Asian females for *Professional* positions as they occur. At the time that a position becomes available and the office has been given the approval to hire a new employee, this office will make every effort to assure that all applicants, regardless of gender, race or national origin, are given the same opportunity and consideration for any/all positions available through our office.

Objectives

A conscious effort will be made to consider all genders/races for vacant positions. Posting of vacancies will continue in-house on bulletin boards and on the county's intranet, on the county's website, career fairs, and from our Workforce Investment Act registrants. Recruitment efforts will utilize language reflective of the fact that the Workforce Development Division does not discriminate in terms of gender or race. Office employees will continue to be encouraged to pursue educational training to develop and enhance personal job skills to prepare them for supplemental and new job tasks.

Disciplinary Actions – None

Promotions/Transfers – None

Employment Practices

When seeking staff, the Workforce Development Division utilizes the employment application forms prepared by the Kane County Human Resources Department (HRD) and asks for assistance from the HRD

in the placing of job announcements in the appropriate sites and in screening applications. Testing has not, to date, been requested. Job Performance evaluations are done annually, or if necessary, on a more frequent basis when required. The Workforce Development Division utilizes all other forms as prepared by the Human Resources Department that relate to employees and job performance.

Employment Opportunities Advertised

Below is the list of publications and/or websites that job openings may be posted or published in to assist in recruitment efforts for our Department:

- Kane County Website
- Workforce Development website (linked to the Kane County website)
- Illinois Department of Employment Security - Illinois JobLink
- Illinois workNet Centers - Career Resource Centers
- Chicago Tribune
- Daily Herald
- Courier News
- Beacon News
- Kendall County Record
- Oswego Ledger-Sentinel
- Plano Record
- Sandwich Record
- DeKalb Chronicle
- Kendall County Chronicle
- Reflejos
- Career Builder
- Facebook
- Indeed

The Department includes the statement "Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities upon request" on all job postings, advertisements/marketing and notifications.

PART I. COUNTY OF KANE – 2015 KANE COUNTY OFFICE OF ELECTED OFFICIALS WORKFORCE

MALE

FEMALE

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		26 100%	1 3.85%	7 26.92%	0 0%	0 0%	0 0%	2 7.69%	15 57.69%	1 3.85%	0 0%	0 0%
Professionals		307 100%	10 3.26%	107 34.85%	14 4.56%	1 0.33%	0 0%	10 3.26%	148 48.21%	13 4.23%	4 1.30%	0 0 %
Technicians		12 100%	0 0%	6 50%	0 0%	2 16.67%	0 0%	0 0%	4 33.33%	0 0%	0 0%	0 0%
Protective Services	Sworn	279 100%	16 5.73%	185 66.31%	20 7.17%	5 1.79%	0 0%	4 1.43%	47 16.85%	2 0.72%	0 0%	0 0%
	Non-Sworn	7 100%	2 28.57%	2 28.57%	1 14.29%	0 0%	0 0%	0 0%	2 28.57%	0 0%	0 0%	0 0%
Office/Clerical		304 100%	1 0.33%	26 8.55%	5 1.64%	0 0%	0 0 %	5 1.64%	217 71.38%	46 15.13%	4 1.31%	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		4 100%	0 0%	0 0%	0 0%	0 0 %	0 0%	0 0%	4 100%	0 0%	0 0%	0 0%

9/21/2016-rev

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 – 2015 KANE COUNTY OFFICE OF ELECTED OFFICIALS UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		26.92%	3.85%	0%	0%	0%	57.69%	7.69%	3.85%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-27.58%	-2.25%	-4.6%	-1.8%	0%	26.89%	6.49%	-0.05%	-1.3%	0%
PROFESSIONALS											
Workforce #/%		34.85%	3.26%	4.56%	0.33%	0%	48.21%	3.26%	4.23%	1.30%	0%
CLS #/%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		-1.85%	1.76%	0.76%	-3.27%	0%	2.31%	1.86%	0.07%	-1.4%	0%
TECHNICIANS											
Workforce #/%		50%	0%	0%	16.67%	0%	33.33%	0%	0%	0%	0%
CLS #/%		38.71%	3.96%	6.28%	4.33%	0%	37.42%	1.48%	5.25%	2.58%	0%
Utilization %		11.29%	-3.96%	-6.28%	12.34%	0%	-4.09%	-1.48%	-5.25%	-2.58%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	66.31%	5.73%	7.17%	1.79%	0%	16.85%	1.43%	0.72%	0%	0%
	CLS #/%	59.06%	7.72%	11.50%	1.89%	0%	11.02%	1.48%	5.35%	0%	0%
	Utilization %	7.25%	-1.99%	-4.33%	-0.10%	0%	5.83%	-0.05%	-4.63%	0%	0%
	NON-SWORN										
	Workforce #/%	28.57%	28.57%	14.29%	0%	0%	28.57%	0%	0%	0%	0%
OFFICE/CLERICAL	CLS #/%	52.11%	0%	0%	0%	0%	39.44%	0%	8.45%	0%	0%
	Utilization %	-23.54%	28.57%	14.29%	0%	0%	-10.87%	0%	-8.45%	0%	0%
OFFICE/CLERICAL											
Workforce		8.55%	0.33%	1.64%	0.0%	0%	71.38%	1.64%	15.13%	1.31%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-19.05%	-1.37%	-6.36%	-1%	-.1%	28.88%	-2.36%	2.63%	-0.10%	-.1%
SKILLED CRAFT											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.94%	1.75%	30.06%	1.90%	0.19%	3.18%	0.54%	2.92%	0.52%	0%
Utilization %		41.06%	-1.75%	-30.06%	-1.90%	-0.19%	-3.18%	-0.54%	-2.92%	-0.52%	0%
SVCs/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
CLS #/%		21.83%	3.21%	33.44%	1.14%	0.033%	16.89%	3.01%	19.16%	1.24%	0.52%
Utilization %		-21.83%	-3.21%	-33.44%	-1.14%	-0.033%	83.11%	-3.01%	-19.16%	-1.24%	-0.52%

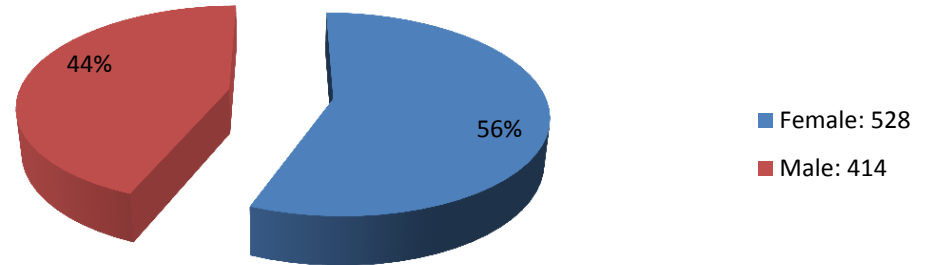
9/22/2016



2015 County of Kane Departments with Elected Officials by Gender and Race

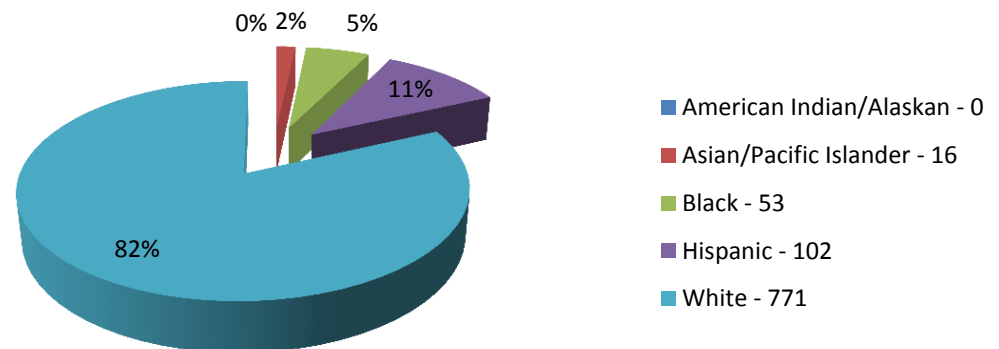
2015 Departments with Elected Officials by Gender	Count	%age
Female: 528	528	56%
Male: 414	414	44%
Total	942	100%

2015 Departments with Elected Officials by Gender



2015 Departments with Elected Officials by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 16	16	2%
Black - 53	53	6%
Hispanic - 102	102	11%
White - 771	771	82%
Total	942	100%

2015 Departments with Elected Officials by Race



Ethnic Detail for Circuit Clerk -Employees between 7/1/2014 and 6/30/2015

Circuit Clerk

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20040071	ADAMS	MARY	L	F	White	06	Administrative Support	4/16/2004	
FT	19950122	ALLEN	CANDY	K	F	White	02	Professionals	8/1/1995	
FT	20050187	ANDERSON	LINDSAY	M	F	White	06	Administrative Support	1/3/2006	
FT	20140026	ARTZ	RICHARD	J	M	White	06	Administrative Support	3/11/2014	
FT	20110043	AZEMI	MAKFIRE		F	White	03	Technicians	5/31/2011	
FT	20140032	BAILEY	BROOK	A	F	White	06	Administrative Support	3/24/2014	
FT	20040148	BANKS	PEGGY	J	F	White	06	Administrative Support	8/2/2004	
FT	20140054	BARREIRO	DANIELLE	E	F	Hispanic or Latino	06	Administrative Support	5/19/2014	8/15/2014
FT	20070186	BART	RUTH		F	White	06	Administrative Support	10/16/2007	
FT	20000090	BEGALKA	BEBARA	A	F	White	06	Administrative Support	6/1/2000	
FT	20140116	BERKELEY	BRIAN	L	M	White	06	Administrative Support	9/22/2014	
FT	20140128	BOENZI	AMANDA	M	F	White	06	Administrative Support	10/20/2014	7/31/2015
FT	19970159	BOLAND	LYNN	MARIE	F	White	06	Administrative Support	8/19/1997	
FT	19950202	BOMMELMAN	CURT	A	M	White	06	Administrative Support	11/13/1995	
FT	20120116	BORUNDA-AGUILAR	LIZBETH		F	Hispanic or Latino	06	Administrative Support	12/27/2012	
FT	20060055	BOYNTON	JILL	S	F	White	06	Administrative Support	3/16/2006	
FT	20100023	BRACKETT	KELLI	D	F	White	06	Administrative Support	3/22/2010	
FT	20140103	BRIGGS	AMANDA	E	F	White	06	Administrative Support	9/8/2014	
FT	20150047	BRIGHT	JORDAN	A	M	Black	06	Administrative Support	6/1/2015	
FT	19980158	BROOKS	DEANNA	M	F	White	06	Administrative Support	8/17/1998	
FT	20080035	BURGESS	ALYSSA		F	White	06	Administrative Support	2/19/2008	
FT	19990282	CAMERON	HEATHER		F	White	06	Administrative Support	12/1/1999	
FT	19910060	CAMPEGGIO	NANCY	K	F	White	06	Administrative Support	11/4/1991	
FT	20000172	CAPPARELLI	JAMES	C	M	Hispanic or Latino	06	Administrative Support	8/16/2000	
FT	20010221	CASSON	LISA	M	F	White	06	Administrative Support	9/17/2001	
FT	20060088	CHAN	DEBORAH	M	F	White	06	Administrative Support	5/1/2006	
FT	20140117	CINTA	SYLVIA		F	Hispanic or Latino	06	Administrative Support	9/22/2014	
FT	19990194	CONWAY	JOANNE		F	White	06	Administrative Support	9/1/1999	
FT	20060102	COX	JESSICA	R	F	White	06	Administrative Support	5/16/2006	8/7/2014
FT	20080085	CREIGHTON	AIMEE	M	F	White	06	Administrative Support	6/9/2008	
FT	20040019	CRISTALLO	LANA	M	F	White	06	Administrative Support	1/26/2004	
FT	20060183	CUNNINGHAM	THOMAS	A	M	White	03	Technicians	10/2/2006	
FT	20000025	DAVIS	JANET	L	F	Black	06	Administrative Support	3/1/2000	
FT	20100015	DETMANN	BRIAN		M	White	06	Administrative Support	2/22/2010	
FT	20100010	DUFFY	CASSANDRA	A	F	White	06	Administrative Support	2/1/2010	
FT	20060194	DUNNE	CHERYL	R	F	White	06	Administrative Support	11/6/2006	
FT	19810018	ESSIG	JAMES	E	M	White	06	Administrative Support	11/5/1981	
FT	19810019	ESSIG	JOHN	M	M	White	06	Administrative Support	11/5/1981	
FT	20140071	EYRE	ELIZABETH	L	F	White	06	Administrative Support	7/7/2014	Circuit Clerk in this date range
FT	20150029	FARBOTA	MATTHEW	D	M	White	06	Administrative Support	4/6/2015	8/21/2015
FT	19950108	FLETCHER	MERSENE		F	White	06	Administrative Support	7/3/1995	
FT	20000093	FORS	LAURA	M	F	White	06	Administrative Support	6/1/2000	
FT	20100001	FRYE	RANDY	S	M	White	03	Technicians	1/4/2010	
FT	20130162	GAEDTKE	DONALD	A	M	White	06	Administrative Support	12/3/2013	
FT	19930068	GEMMER	MARIANNE		F	White	06	Administrative Support	9/1/1993	
FT	20000134	GODDARD	MABEL		F	Hispanic or Latino	06	Administrative Support	7/17/2000	
FT	20050255	GORDON	KATHRYN		F	White	06	Administrative Support	12/16/2005	

FT	20030204	GREENE	TERESA	L	F	White	06	Administrative Support	11/17/2003		
FT	19780014	HACKMAN	CECELIA	M	F	White	03	Technicians	10/10/1978		
FT	20120035	HANSON	GINA	R	F	White	06	Administrative Support	6/11/2012		
FT	20140066	HARTWELL	DAVID	T	M	White	06	Administrative Support	6/23/2014	8/15/2014	seasonal
OT	20120106	HARTWELL	THOMAS	M	M	White	01	Official/Administration	12/3/2012		
FT	20090065	HASSLER	JOANNE		F	White	06	Administrative Support	10/19/2009		
FT	19910056	HERWICK	KARIN	M	F	White	01	Official/Administration	10/7/1991		
FT	20090072	HUBBS	DONNA		F	White	06	Administrative Support	11/2/2009		
FT	20040179	HULL	DENEEN	S	F	Black	06	Administrative Support	8/23/2004		
FT	20130044	HYMAN	JOY	A	F	White	06	Administrative Support	5/13/2013		
FT	20140070	INNOCENTI	LORI	M	F	White	06	Administrative Support	7/7/2014	7/14/2014	
FT	20140072	ISMAILI	KUSHTRIM		M	White	06	Administrative Support	7/7/2014	8/15/2014	
FT	20090057	JACKSON	JESSICA	E	F	White	06	Administrative Support	9/28/2009		
FT	19780003	JENSEN	TERRY	R	F	White	06	Administrative Support	4/3/1978		
FT	19960153	JOHNSON	LORI	A	F	White	06	Administrative Support	8/19/1996		
FT	20120058	JON	EUGENE	S	M	Asian	03	Technicians	8/22/2012	6/5/2015	
FT	19980206	JUNGERS	LINDA	S	F	White	06	Administrative Support	10/1/1998		
FT	20100009	JURS-LAUDERDALE	RACHEL		F	White	06	Administrative Support	2/1/2010	7/18/2014	
FT	20020024	KANE	SHAUNA	L	F	White	06	Administrative Support	2/4/2002		
FT	20090067	KEIFER	STEPHANIE	ANN	F	White	06	Administrative Support	10/19/2009		
FT	20060056	KISSANE	MELISSA	D	F	White	06	Administrative Support	3/16/2006		
FT	20130085	KLIMPKE	SARA	M	F	White	06	Administrative Support	8/5/2013	8/7/2015	
FT	20070061	KOWALSKI	JACQUELINE		F	White	06	Administrative Support	4/16/2007		
FT	20140029	KRUEGER	TAMMY	K	F	White	06	Administrative Support	3/18/2014	12/17/2014	
FT	19810005	LAMBERT	ANN	C	F	White	02	Professionals	1/26/1981		
FT	19970105	LANGE	PENNY	A	F	White	06	Administrative Support	6/2/1997		
FT	19910030	LAWRENCE	MONICA		F	White	01	Official/Administration	5/6/1991		
FT	20140104	LEMO	ROSE	M	F	Hispanic or Latino	06	Administrative Support	9/8/2014	9/10/2014	
FT	19970068	LISNER	KELLY	A	F	White	06	Administrative Support	2/19/2008		
FT	19940125	LISSON	DIANE	M	F	White	06	Administrative Support	11/1/1994		
FT	20090068	LYNCH	REBECCA		F	White	06	Administrative Support	10/19/2009		
FT	20060044	MARCYNIUK	TONYA	J	F	White	06	Administrative Support	2/16/2006	8/19/2014	
FT	20010223	MESZAROS	ROSA		F	Hispanic or Latino	06	Administrative Support	9/17/2001		
FT	19990031	MEYER	MATTHEW	N	M	White	03	Technicians	1/25/1999		
FT	19936088	MEYER	MICHAEL	G	M	White	06	Administrative Support	11/16/2006		
FT	20070108	MONNETT	ELIZABETH		F	White	06	Administrative Support	6/18/2007		
FT	20140120	MUELLER	MICHAEL	F	M	White	06	Administrative Support	9/29/2014	3/27/2015	
FT	20130073	NICKELSON	HANNAH	E	F	White	06	Administrative Support	5/19/2014		
FT	19890035	OROZCO	KATHLEEN	A	F	White	06	Administrative Support	7/3/1989	2/2/2015	
FT	20150031	PADOUR	JAROSLAV	E	M	White	06	Administrative Support	4/13/2015	6/12/2015	
FT	19960213	PALM	SHELLEY	L	F	White	06	Administrative Support	11/1/1996		
PT	20070116	PATE	DONALD		M	White	04	Protective Services: Sworn	7/2/2007		
FT	19970193	PATTERSON	MALINDA	K	F	White	06	Administrative Support	10/1/1997		
FT	20140019	PAYNE	STACEY	L	F	White	06	Administrative Support	2/18/2014		
FT	20080016	PEARSON	JESSICA		F	White	06	Administrative Support	1/22/2008	10/21/2014	
PT	20140024	PETERS	JOHN	R	M	White	04	Protective Services: Sworn	3/10/2014		
FT	20120081	PICKERING	JOHNATHAN	M	M	White	06	Administrative Support	10/15/2012		
FT	20130041	PIGGOTT	RENEE	N	F	White	06	Administrative Support	5/6/2013	8/21/2014	
FT	19980097	QUIRIN	DEBRA	ANN	F	White	06	Administrative Support	6/8/1998		
FT	20150010	REFORMADO	KATRYNA		F	Asian	06	Administrative Support	2/9/2015		

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 CIRCUIT COURT CLERK WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	4 100%	0 0%	0 0%	0 0%
Professionals (02)		3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	3 100%	0 0%	0 0%	0 0%
Technicians (03)		9 100%	0 0%	4 44.44%	0 0%	1 11.12%	0 0%	0 0%	4 44.44%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	2 100%	0 0%	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn (05)	Circuit Court Clerk’s Office does not have employees in this job category.										
Office/Clerical (06)		107 100%	1 0.93%	15 14.02%	2 1.87%	0 0%	0 0%	2 1.87%	79 73.84%	7 6.54%	1 0.93%	0 0%
Skilled Craft (07)		Circuit Court Clerk’s Office does not have employees in this job category.										
Service/Maintenance (08)		Circuit Court Clerk’s Office does not have employees in this job category.										

4/21/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 CIRCUIT CLERK UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	100% 30.8% 69.2%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #% CLS #% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.9% 54.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		44.44% 38.7% 5.74%	0% 4.0% -4.0%	0% 6.3% -6.3%	11.12% 4.3% 6.82%	0% 0% 0%	44.44% 37.4% 7.04%	0% 1.5% -1.5%	0% 5.3% -5.3%	0% 2.6% -2.6%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	100% 59.1% 40.9%	0% 7.7% -7.7%	0% 11.5% -11.5%	0% 1.9% -1.9%	0% 0% 0%	0% 11.0% -11.0%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	Circuit Clerk’s Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		14.02% 27.6% -13.58%	0.93% 1.7% -0.77%	1.87% 8% -6.13%	0% 1% -1%	0% .1% -.1%	73.84% 42.5% 31.34%	1.87% 4% -2.13%	6.54% 12.5% -5.96%	0.93% 1.3% -0.37%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		Circuit Clerk’s Office does not have employees in this job category.									
SVCs/MAINTENANCE Workforce #/% CLS #/% Utilization %		Circuit Clerk’s Office does not have employees in this job category.									


**Office of the Circuit Court Clerk
16th Judicial Circuit
Kane County**

**Thomas M. Hartwell
Circuit Court Clerk
Fax (630) 208-2172**

**540 S Randall Rd.
St Charles, IL 60174
Telephone (630) 232-3413**

Date: April 27, 2016

To: Susan Brown

From: Kathleen Vermaat – Circuit Clerk’s Chief Human Resource Officer 

Re: EEOP

Attached you will find the reports, etc that you requested on the EEOP for the Circuit Clerk’s office. These are for 2015 and also for the time period of July 1, 2014 through June 30, 2015.

Please feel free to call me if additional information is needed. I can be reached at (630) 232-3435

Circuit Clerk's Office Part 1 - During the 2015 fiscal year to date, there has been the following number and types of disciplinary action that have taken place.

Male

Category of Discipline	Sanction Imposed	Total	W	B	H	A/PI	AI/AN
Work performance/Job Duties	Verbal Written Warning	0	0	0	0	0	0
Work performance/Job Duties	Written Warning	0	0	0	0	0	0
Work performance/Job Duties	Suspension 3 Days	0	0	0	0	0	0
Work performance/Job Duties	Termination	1 probationary employee	1	0	0	0	0
Attendance	Verbal Written Warning	0	0	0	0	0	0
Attendance	Written Warning	0	0	0	0	0	0
Attendance	Suspension 2 Days	0	0	0	0	0	0
Attendance	Termination	1 probationary employee	1	0	0	0	0

Female

Category of Discipline	Sanction Imposed	Total	W	B	H	A/PI	AI/AN
Work performance/Job Duties	Verbal Written Warning	2	1	0	1	0	0
Work performance/Job Duties	Written Warning	0	0	0	0	0	0
Work performance/Job Duties	Suspension 3 Days	0	0	0	0	0	0
Due to FMLA – no more time available for LOA	Termination	0	0	0	0	0	0
Attendance	Verbal Written Warning	0	0	0	0	0	0
Attendance	Written Warning	0	0	0	0	0	0
Attendance	Suspension 15 Days	0	0	0	0	0	0
Attendance	Termination	0	0	0	0	0	0

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

Circuit Clerk's Office - Part 2 - During the 2015 fiscal year to date there has been the following applications made for promotion or transfer.

Note - *Denotes employee who was promoted and/or transferred**

Male

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
Transfer 1	0	0	0	0	0	0
Promotion 1	1	1	0	0	0	0
Promotion 2	1	1	0	0	0	0
Promotion 3	0	0	0	0	0	0
Promotion 4	0	0	0	0	0	0
Promotion 5	0	0	0	0	0	0

Female

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
Promotion 1	0	0	0	0	0	0
Promotion 2	0	0	0	0	0	0
Promotion 3	0	0	0	0	0	0
Transfer 1	1	1	0	0	0	0
Transfer 2	1	1	0	0	0	0
Transfer 3	1	1	0	0	0	0
Transfer 4	1	1	0	0	0	0
Transfer 5	1	0	0	1	0	0

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

Circuit Clerk's Office - Part 3

The main assignments for the Deputy Clerk Office/Clerical positions in the Circuit Clerk's Office compasses around a high volume of work ranging from data entry, filing of records, scanning, working w/the public, court personnel, etc., processing payments, and many other daily office duties.

When hiring for these positions a number and name perception matching test is administered. E.F. Wonderlic and Associates, Inc validate these tests. The applicants have four (4) minutes in which to complete each test working as fast as they can without making mistakes. High scores on these tests indicate an ability to work with numbers rapidly and completing accurate work. While low scores indicate either a difficulty in quickly recognizing the differences in number pairs, or a carelessness that would produce error-prone work. While majority (60 – 70%) of the hiring decision is based on the interview questions with each applicant and how they answer the interview questions and present themselves, the tests results represent approx. 30-40% of the hiring decision. Two other tests we have each applicant complete, is an addition and subtraction test. No calculator is used for these two tests. The Circuit Clerk's Office has obtained questions asked in the interview process in researching the contents from the edition of "Hiring the Best" book by Bob Adams, Inc.

When hiring for any of the professional area's (Managers, Supervisors, etc.) additional interview questions are added which have also been obtained from the book "Hiring the Best". Depending on the management position we are interviewing for, additional items could be expected from the applicant(s). I.E. If the open position is for a Supervisor, one of the assignments could be to complete a discipline write-up for an employee having an attendance problem, completing a weekly schedule, etc.

Circuit Clerk's Office - Part 4 – Utilization Analysis Narrative and Goals Objectives to Achieve

In the Office/Clerical, Officials/Executive and Professional area categories, the results indicate underutilization of males.

In the Official/Executive category, the results indicate underutilization in white males, which is listed as -54.5% and in the Professional area listed as -36.7%. In both of these areas the employees in these categories have been with the Circuit Clerk's Office for 18 to 20 plus years. No turnover has taken place in these positions.

In the Office/Clerical area as the underutilization of males is -13.58% of which has improved from last year of which was -15.1%. Most clerical applicants are woman. However this has improved from last year's report in the Office/Clerical area.

The Circuit Clerk's Office is located on a very busy highway and the flow of applications being handed in from applicants remains adequate at times. Additional applications when needed are obtained from the County's H.R. Dept.

The following will be used by the Circuit Clerk's Human Resource Officer to address the underutilization as stated above:

- ** Obtain additional applications from the County's H.R. Dept. when needed.
- ** Begin posting of all job openings on the county website when needed.
- ** Seek new methods to recruit male employees (I.e. community colleges in the area or other organizations that reach the target population, etc.)
- ** Check into future career job fairs in the area and attend as needed
- ** Our office presently offers and will continue to offer employees the opportunity to attend classes, seminars, etc. to gain knowledge for future advancement or to improve their skills when needed for their present position.

Our Office continues to post the proper EEOC posters, etc. in view for all employees to review.

Coroner[illegible]

PART I. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 CORONER WORKFORCE

		MALE						FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN	
Officials/Administrators (01)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
Professionals (02)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
Technicians (03)		The Coroner Office does not have employees in this job category.											
Protective Services	Sworn (04)	6 100%	1 16.67%	1 16.67%	0 0%	0 0%	0 0%	1 16.67%	3 50%	0 0%	0 0%	0 0%	
	Non-Sworn (05)	The Coroner’s Office does not have employees in this job category.											
Office/Clerical (06)		3 100%	0 0%	1 33.33%	0 0%	0 0%	0 0%	0 0%	1 33.33%	1 33.33%	0 0%	0 0%	
Skilled Craft (07)		The Coroner’s Office does not have employees in this job category.											
Service/Maintenance (08)		The Coroner’s Office does not have employees in this job category.											

5/5/2016-rev

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 (OFFICE OF ELECTED OFFICIALS) – 2015 CORONER UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.9% -45.9%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Coroner's Office does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	16.67% 59.1% -42.43%	16.67% 7.7% 8.97%	0% 11.5% -11.5%	0% 1.9% -1.9%	0% 0% 0%	50% 11% 39%	16.66% 3.5% 13.16%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Coroner's Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		33.33% 27.6% 5.73%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1%	33.33% 42.5% -9.17%	0% 4% -4%	33.33% 12.5% 20.83%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Coroner's Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Coroner's Office does not have employees in this job category.									

Kane County Coroner
2015 – EEO

Period covering July 1, 2014 through June 30, 2015

Utilization Analysis Narrative:

Currently there are no available positions at the Coroner's office. When applications are received they are all reviewed, regardless of gender.

When a position becomes available in the Coroner's office, this office makes every effort to assure that all applicants, regardless of gender, race or national origin, are given the same opportunity and consideration for any/all positions available through our office.

Objectives:

The Coroner will interview all qualified applicants with the commitment to make the workforce population in the Coroner's office more accurately reflect the community's population. All qualified applicants will be afforded the opportunity to be interviewed at such time when a vacancy occurs or additional job openings are created.

Disciplinary Action:

F/W – written reprimand (11/14/2014).

Promotions or Transfers:

N/A

Employment Policies & Practices:

All applicants are requested to submit their resumes (in writing) to the Coroner, the resumes are then reviewed at the time of receipt. If an opening exists the applicant is contacted and asked to complete a background check and a county job application through the Human Resources Department, and asked to come in for an interview. At this time the job description is thoroughly discussed for the specific position desired.

There are no tests or examinations given as part of this office's employment policies and/or practices to any of the applicants.

The Coroner' Office posted job openings in the county website.

County Auditor

[illegible]

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 COUNTY AUDITOR WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
Technicians (03)		The Auditor’s Office does not have employees in this job category										
Protective Services	Sworn (04)	The Auditor’s Office does not have employees in this job category										
	Non-Sworn (05)	The Auditor’s Office does not have employees in this job category										
Office/Clerical (06)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Auditor’s Office does not have employees in this job category										
Service/Maintenance (08)		The Auditor’s Office does not have employees in this job category										

4/7/2016

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 (OFFICE OF ELECTED OFFICIAL) – 2015 COUNTY AUDITOR UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% -0 %	100% 45.9% 54.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Auditor's Office does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Auditor's Office does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Auditor's Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1.1%	100% 42.5% 57.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -1.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Auditor's Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Auditor's Office does not have employees in this job category.									

4/7/2016

OFFICE OF THE KANE COUNTY AUDITOR
TERRY HUNT, KANE COUNTY AUDITOR

ANDREA RICH
DEPUTY AUDITOR

MARGARET TODD-CAVE
STAFF AUDITOR



719 S.BATAVIA AVENUE
GENEVA, ILLINOIS 60134

630-232-5915
630-208-3838 (FAX)

EEOP Narratives for the Annual Reports Covering
July 1, 2014 - June 30, 2015

Utilization Analysis Narrative

For the reporting period July 1, 2014 through June 30, 2015, the Office of the Kane County Auditor employed persons in the Professionals category and one part-time person in the Administrative Support category. A comparison to the Community Labor Statistics in that category indicates an over-utilization of white females in this category (+54.1%). White females (100%) represent the only utilized group of employees in this category. Because the Office of the County Auditor includes just two full-time employees and one part-time employee, the relatively small sample size results in comparisons that are less meaningful than would otherwise be indicated by the statistical variances.

Objectives

A conscious effort will continue to be made to consider all genders/races for vacant positions. Vacancies will continue to be published in-house on bulletin boards, on the County's intranet, on the County's website, and (when necessary) in local newspapers such as the Kane County Chronicle, Beacon News or the Daily Herald. Recruitment efforts utilize language reflective of the fact that the Office of the Kane County Auditor does not discriminate in terms of gender or race. Department employees will continue to be encouraged to pursue educational training to develop and enhance personal job skills.

Disciplinary Actions – None

Promotions/Transfers - None

Employment Practices

When seeking Officials/Executive, Professionals, or Office/Clerical staff, the Office of the Kane County Auditor utilizes the Employment application forms prepared by the Kane County Human Resources Department (HRD) and asks for assistance from the HRD in placing newspaper ads and in screening applications. Office/Clerical testing has not, to date, been requested. Job Performance evaluations are done annually, or if necessary, on a more frequent basis when required. The Office of the Kane County Auditor utilizes all other applicable forms as prepared by the Human Resources Department that relate to employees and job performance.

Ethnic Detail for County Board - Employees between 7/1/2014 and 6/30/2015

County Board

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
OT	20020187	ALLAN	DEBORAH	J	F	White	1	Official/Administration	12/1/2002	
OT	20100083	AUGER	MARGARET		F	White	1	Official/Administration	12/6/2010	
OT	20120105	BARREIRO	THERESA	E	F	White	1	Official/Administration	12/3/2012	
FT	19920043	BARSANTI	DAWN	G	F	White	2	Professionals	10/2/1992	
FT	20070117	BREDLAU	MARY	H	F	White	6	Administrative Support	6/18/2007	
OT	20080166	CASTRO	CRISTINA		F	Hispanic or Latino	1	Official/Administration	12/1/2008	
OT	20040248	DAVOUST	MARK	J	M	White	1	Official/Administration	12/6/2004	
OT	20100084	DONAHUE	MICHAEL	J	M	White	1	Official/Administration	12/6/2010	11/30/2014
OT	20080169	ESTATE OF VAZQUEZ	JESUS	B	M	Hispanic or Latino	1	Official/Administration	12/1/2008	1/12/2015
OT	20080167	FORD	RONALD		M	Black	1	Official/Administration	12/1/2008	5/22/2015
OT	20080079	FRASZ	ANDREW		M	White	1	Official/Administration	5/13/2008	
OT	20120113	GILLAM	REBECCA	M	F	White	1	Official/Administration	12/3/2012	
OT	20120110	HAIMANN	JOSEPH		M	White	1	Official/Administration	12/3/2012	
OT	19960239	HOSCHEIT	JOHN	J	M	White	1	Official/Administration	12/2/1996	
OT	20140143	ISHMAEL	DONALD		M	Asian	1	Official/Administration	12/1/2014	
OT	20040251	KENYON	MICHAEL	J	M	White	1	Official/Administration	12/6/2004	
OT	20120107	KOJZAREK	KURT	R	M	White	1	Official/Administration	12/3/2012	
OT	20090082	LAESCH	JENNIFER	A	F	White	1	Official/Administration	12/3/2012	11/30/2014
OT	20120101	LAUZEN	CHRISTOPHER	J	M	White	1	Official/Administration	12/3/2012	
OT	20140140	LENERT	WILLIAM	E	F	White	1	Official/Administration	12/1/2014	
OT	20060215	LEWIS	PHILIP	H	M	White	1	Official/Administration	12/4/2006	
OT	20140145	MARTIN	JOHN	P	M	White	1	Official/Administration	12/1/2014	
FT	20050019	MCGRATH	ELLYN	M	F	White	6	Administrative Support	1/13/2005	
FT	20100096	MCKINNEY	SANDRA	S	F	White	6	Administrative Support	12/27/2010	1/5/2015
OT	20100086	MOLINA	MYRNA		F	Hispanic or Latino	1	Official/Administration	12/6/2010	
FT	20140147	NAGEL	RICHARD	R	M	White	2	Professionals	12/1/2014	
OT	20120104	POLLOCK	BRIAN		M	White	1	Official/Administration	12/3/2012	
OT	20120112	SCHEFLOW	DOUGLAS	J	M	White	1	Official/Administration	12/3/2012	
OT	20100088	SILVA	MONICA		F	Hispanic or Latino	1	Official/Administration	12/6/2010	
OT	20100089	SMITH	THOMAS		M	White	1	Official/Administration	12/6/2010	
OT	20120114	STARRETT	SUSAN		F	White	1	Official/Administration	12/3/2012	

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 COUNTY BOARD WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		2 100%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%
Technicians (03)		The Kane County Board does not have employees in this job category.										
Protective Services	Sworn (04)	The Kane County Board does not have employees in this job category.										
	Non-Sworn (05)	The Kane County Board does not have employees in this job category.										
Office/Clerical (06)		3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	3 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Kane County Board does not have employees in this job category.										
Service/Maintenance (08)		The Kane County Board does not have employees in this job category.										

3/23/2016

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 (OFFICE OF ELECTED OFFICIALS) – 2015 COUNTY BOARD UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		50% 36.7% 13.3%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	50% 45.9% 4.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Kane County Board does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Kane County Board does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Kane County Board does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	100% 42.5% 57.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Kane County Board does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Kane County Board does not have employees in this job category.									

3/23/2016

KANE COUNTY BOARD OFFICE

UTILIZATION ANALYSIS

July 1, 2014 - June 30, 2015

Utilization Analysis Narrative

A comparison of the Kane County Board Office to the Community Labor Statistics in the area of Office/Clerical shows under-utilization of white males in this category (-27.6%). White females (57.5%) represent the largest utilized group of employees in this category. Black females (-4%) and Hispanic females (-12.5%) are poorly utilized as are other female minorities. In the area of Professionals, white males (13.3%) represent the largest utilized group of employees in this category. Hispanic (-4.3%) & Asian (-2.7%) females, as well as Hispanic (-3.8%) & Asian (-3.6%) males are poorly utilized.

The County Board Office recognizes the need to actively recruit more males and minority groups for Office/Clerical positions as they occur. Community Outreach Coordinator (Professionals) position was filled externally with white male on December 1, 2014.

Objectives

A conscious effort will be made to consider all genders/races for vacant positions. Posting of vacancies will continue in-house on bulletin boards and on the county's intranet, on the county's website, and in local newspapers such as the Kane County Chronicle, Beacon News or the Daily Herald. Recruitment efforts will utilize language reflective of the fact that the County Board Office does not discriminate in terms of gender or race. Department employees will continue to be encouraged to pursue educational training to develop and enhance personal job skills to prepare them for supplemental and new job tasks.

Disciplinary Actions — Receptionist/Record Secretary (Administrative Support) was terminated January 5, 2015, for cause (insubordination).

Promotions/Transfers

Receptionist/Recording Secretary (Administrative Support) position was filled internally with white female transfer from Sheriff's Office on January 5, 2015.

Employment Practices

When seeking Office/Clerical staff, the County Board Office utilizes the Employment application forms prepared by the Kane County Human Resources Department (HRD) and asks for assistance from the HRD in placing newspaper ads and in screening applications. Office/Clerical testing has not, to date, been requested. Job Performance evaluations are done annually, or if necessary, on a more frequent basis when required. The County Board Office utilizes all other forms as prepared by the Human Resources Department that relate to employees and job performance.

[illegible]

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 COUNTY CLERK WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		4 100%	0 0%	2 50%	0 0%	0 0%	0 0%	0 0%	2 50%	0 0%	0 0%	0 0%
Professionals (02)		The County Clerk’s Office does not have employees in this job category.										
Technicians (03)		The County Clerk’s Office does not have employees in this job category.										
Protective Services	Sworn (04)	The County Clerk’s Office does not have employees in this job category.										
	Non-Sworn (05)	The County Clerk’s Office does not have employees in this job category.										
Office/Clerical (06)		24 100%	0 0%	4 16.67%	3 12.5%	0 0%	0 0%	0 0%	14 58.33%	1 4.17%	2 8.33%	0 0%
Skilled Craft (07)		The County Clerk’s Office does not have employees in this job category.										
Service/Maintenance (08)		The County Clerk’s Office does not have employees in this job category.										

5/17/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 COUNTY CLERK UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 54.5% -4.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	50% 30.8% 19.2%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		The County Clerk's Office does not have employees in this job category.									
TECHNICIANS Workforce #/% CLS #/% Utilization %		The County Clerk's Office does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The County Clerk's Office does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The County Clerk's Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		16.67% 27.6% -10.93%	0% 1.7% -1.7%	12.5% 8% 4.5%	0% 1% -1%	0% .1% -.1%	58.33% 42.5% 15.83%	0% 4% -4%	4.17% 12.5% -8.33%	8.33% 1.3% 7.03%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The County Clerk's Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The County Clerk's Office does not have employees in this job category.									

COUNTY OF KANE

John A. Cunningham
KANE COUNTY CLERK



Kane County Government Center
719 S. Batavia Ave., Bldg. B
Geneva, IL 60134
Phone: (630) 232-5999
FAX: (630) 208-8112
Website: www.co.kane.il.us

May 13, 2016

To: Susan Brown, Assistant Director – Human Resources Management

From: Tom Sherwin, Financial Analyst – County Clerk's Office

Re: 2015 Equal Opportunity Plan Update (July 1, 2014 through June 30, 2015)

Dear Susan:

Per your request, we have attached a list of employees who worked in the County Clerk's office at any time between July 1, 2014 and June 30, 2015.

As mandated by the U. S. Department of Labor, we have addressed required additional reports as follows:

1. There were no disciplinary actions taken against employees of any race, sex or national origin between July 1, 2014 and June 30, 2015.
2. There were no applications for job transfer during that same period.
3. Two new employees were hired during the specified time frame: Donna VanEvercooren on January 26, 2015 and Deborah L. Ruchti on June 22, 2015. Each position had been vacant and each hiring followed the prescribed policy and practice guidelines as defined in 42.202c in that the vacancies had been posted in our office per the union contract. No testing was done in either case. Ms. Ruchti had worked in the Clerk's office before moving out of town several years ago and has rehired when she moved back based on the abilities she had previously shown. Ms. VanEvercooren applied for her job through word of mouth from a friend.

Thanks very much for the help you gave me in completing this information.

Respectfully submitted,

Tom Sherwin, Financial Analyst

Kane County Clerk Office Personnel July 1, 2014 Through June 30, 2015

<u>P/F</u> <u>Time</u>	<u>Empl ID</u>	<u>Employees</u>	<u>Position</u>	<u>Hrs</u> <u>Cycle</u>	<u>M/F</u>	<u>Wht/Hisp</u> <u>Race</u>	<u>EEO</u> <u>#</u>	<u>EEO</u> <u>Category</u>	<u>Hire</u> <u>Date</u>	<u>Term.</u> <u>Date</u>
F	20040211	Becker, Shauna	Supr. Vital Records	70	F	White	6	Adm. Support	10/15/04	
F	20110094	Bond, Stanton	Deputy Clerk	70	M	White	1	Official/Adm	12/01/11	02/15/15
F	20100035	Doreado, Leo	Vital Records Clerk V	70	M	Hispanic	6	Adm. Support	06/01/10	
F	20100050	Emerson, John R.	Supr. Tax Extension/Passports	70	M	White	6	Adm. Support	08/09/10	
F	20040004	Erickson, Tracy A.	Librarian Clerk V	70	F	White	6	Adm. Support	08/14/03	
F	20040166	Ericson, Susan M.	Chief Dep & Dir. Tax Ext & Vital Records	70	F	White	1	Official/Adm	08/11/04	
F	20000174	Esquivel, Raymond C.	Supervisor Elections	70	M	Hispanic	6	Adm. Support	08/16/00	
F	19970223	Everhart, Judith A.	Vital Records Clerk V	70	F	White	6	Adm. Support	11/17/97	
F	20070195	Fahnstock, Suzanne	Chief Dep & Dir. of Elections	70	F	White	1	Official/Adm	06/11/12	05/13/16
F	19890041	Fakroddin, Zahida	Accountant	70	F	Asian	6	Adm. Support	08/28/89	
F	20120004	Feltes, Barbara	Automation Clerk I	40	F	White	6	Adm. Support	02/01/12	
P	20120004	Feltes, Barbara	Automation Clerk I	40	F	White	6	Adm. Support	02/01/12	
F	20140067	Feltes, Brett	Warehouse Foreman	70	M	White	6	Adm. Support	06/09/14	09/17/14
F	20140017	Franco, Fabyan	Elections Clerk V	70	M	Hispanic	6	Adm. Support	02/03/14	
F	19950193	Homan, Diane	Tax Extension Clerk VI	70	F	White	6	Adm. Support	10/30/95	
F	19980208	Klimczak, Antoinette	Elections Clerk V	70	F	White	6	Adm. Support	10/09/98	
P	20130010	McShane, Georgina L.	Election Clerk II	40	F	White	6	Adm. Support	01/14/13	
F	19980126	Mitchell, Jane	Tax Extension Clerk VI	70	F	White	6	Adm. Support	07/13/98	09/01/15
F	20050240	Morefield, James H.	Elections Clerk VI	70	M	White	6	Adm. Support	08/05/08	
F	20100055	Nelson, Matthew	Vital Records Clerk V	70	M	White	6	Adm. Support	08/16/10	
F	20150062	Ruchti, Deborah L.	Election Clerk IV	70	F	White	6	Adm. Support	06/22/15	
F	20130034	Sargent, Terri	Vital Records Clerk V	70	F	White	6	Adm. Support	04/29/13	
P	20120050	Sherwin, Thomas K.	Financial Analyst	40	M	White	1	Official/Adm	08/06/12	
F	20120075	Steinkellner, Pamela	Vital Records Clerk V	70	F	White	6	Adm. Support	09/24/12	
F	20020044	Tague, Ayesha	Vital Records Clerk VI	70	F	Asian	6	Adm. Support	03/26/01	
F	20120017	Tavison, Yuri	Election Clerk V	70	F	Hispanic	6	Adm. Support	03/27/12	
F	20150014	VanEvercooren, Donna	Election Clerk V	70	F	White	6	Adm. Support	01/26/15	04/25/15
F	20010216	Voss, Nada	Elections Clerk VI	70	F	White	6	Adm. Support	09/04/01	05/29/15
F	20080139	Weilandt, Celeste	Executive Assistant	70	F	White	6	Adm. Support	04/27/14	
F	20110078	Wiggins, Kelly	Vital Records Clerk V	70	F	White	6	Adm. Support	10/03/11	

Total employees: 29

Ethnic Detail for Court Services/Court Services Administration-Employees between 7/1/2014 and 6/30/2015

Court Services/Court Services Administration

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20080022	ALVERIO	DEANIN		F	Hispanic or Latino	02	Professionals	1/28/2008	2/5/2016
FT	20010186	AUST	LISA	J	F	White	01	Official/Administration	8/16/2001	
FT	20030162	BECK	WHITNEY	P	F	White	02	Professionals	9/8/2003	
FT	20010232	BELLEVAGE	EDWARD	R	M	White	02	Professionals	10/1/2001	
FT	20050249	BRACH	DAVID	M	M	White	02	Professionals	12/1/2005	
FT	20070123	BRODHEAD	STEPHEN	R	M	White	02	Professionals	7/2/2007	12/30/2015
FT	20130029	BRUMMEL	KERRI	M	F	White	06	Administrative Support	12/9/2013	
FT	19990166	BUCHMAN	RENEE	M	F	White	02	Professionals	8/16/1999	
FF	20140005	BYERS	BRYANNA	L	F	White	02	Professionals	4/7/2014	Sheriff during this date range
FT	20110058	CADA	DEANNA	L	F	White	01	Official/Administration	8/22/2011	12/12/2014
FT	20070149	CARDENAS	MARIA	D	F	Hispanic or Latino	06	Administrative	4/15/2013	
FT	20100047	CHO VALLDEJULI	JULIE	K	F	Asian	02	Professionals	7/26/2010	
FT	20140068	CHURCHILL	THERESA	M	F	White	06	Administrative Support	6/9/2014	
FT	19930096	CIRA-FITZGERALD	ROSANNE		F	White	06	Administrative Support	10/18/1993	
FT	20100091	CNOTA BOYD	REBECCA	J	F	White	02	Professionals	12/6/2010	
FT	20040041	COERS	TRACI	M	F	White	02	Professionals	3/1/2004	
FT	20020106	COOMER	KATHRYN		F	White	06	Administrative Support	8/5/2002	
FT	20040134	DOMINGUEZ	YVONNE	L	F	Hispanic or Latino	06	Administrative Support	11/16/2007	
FT	20100059	DORANZO	BRIAN	J	M	White	02	Professionals	8/30/2010	7/23/2015
FT	20140074	EMANUEL JR	WILLIAM	J	M	Black	02	Professionals	7/1/2014	
FF	20140074	EYRE	ELIZABETH	L	F	White	02	Professionals	7/7/2014	Circuit Clerk during this date range
FT	20110017	FAIR	SARA	E	F	White	02	Professionals	2/8/2011	
FF	20130112	GARCIA	DIANA		F	Hispanic or Latino	04	Official/Administration	9/9/2013	SAO during this date range
FT	20070054	GARCIA	MAGDALENA		F	Hispanic or Latino	06	Administrative Support	11/7/2011	9/19/2014
FT	20060218	GARCIA	MARIA	C	F	Hispanic or Latino	06	Administrative Support	12/18/2006	
FT	20090001	GATES	DANIEL	P	M	White	02	Professionals	1/5/2009	3/19/2015
FT	20060198	GILLES	RUTH	E	F	White	06	Administrative Support	11/6/2006	
FT	19880037	GOODWICK	JULIE	J	F	White	02	Professionals	10/5/1988	
FT	20130005	GREENE-HOOPER	ANGELA	A	F	Black	02	Professionals	1/7/2013	
FT	20140141	GRENFELL	KYLE	A	M	White	02	Professionals	12/1/2014	
FT	20150070	GRIFFIN	MERLYNETTE	V	F	Black	02	Professionals	7/6/2015	1/28/2016
PT	19990023	GROUT	REBECCA	L	F	White	02	Professionals	1/16/1999	
FT	20070130	GULLANG	JENNIFER	A	F	White	02	Professionals	7/16/2007	
FT	20060185	HARNACK	JONATHON	D	M	White	02	Professionals	10/2/2006	
FT	20110084	HARWOOD	STACY	A	F	White	06	Administrative Support	11/7/2011	
FT	20000094	HEATHCOAT	LEE	ANN	F	White	02	Professionals	6/1/2000	
FT	20140009	HEATHER	PHOEBE	M	F	White	02	Professionals	1/12/2014	
FT	20050015	HILL	LATANYA		F	Black	01	Official/Administration	1/10/2005	

FT	19990264	HOFF	SARAH	I	F	White	02	Professionals	11/16/1999	
FT	19900052	JEFKO	JEFFERY	R	M	White	01	Official/Administration	11/1/1990	
FT	20010108	JENKINS	SOUSIE	S	F	Asian	02	Professionals	5/16/2001	
FT	20130035	JOHNSON	CARRON	S	F	Black	01	Official/Administration	4/29/2013	
FT	20120003	JOHNSON	DARNAS	E	F	Black	02	Professionals	1/30/2012	
FT	20070145	JOHNSON	LYDIA	N	F	White	02	Professionals	8/1/2007	
FT	20130047	KASKI	CHARLES	C	M	White	02	Professionals	5/13/2013	12/1/2015
FT	20000075	KEEF	SARAH	L	F	White	02	Professionals	5/16/2000	
FT	20110076	KINKADE	TODD	K	M	White	02	Professionals	9/20/2011	3/12/2015
FT	20130087	KLATT	COURTNEY	K	F	White	06	Administrative Support	8/12/2013	
FT	20000203	KOLBERG	JENNIFER	M	F	White	02	Professionals	9/16/2000	
FT	20000076	KOLLWELTER	JENNIFER	L	F	White	02	Professionals	5/16/2000	
FT	20060031	KOSTERS	MARY	E	F	White	02	Professionals	1/23/2006	
FT	20040115	KUHNLOHE	DAWN	M	F	White	02	Professionals	6/1/2004	
FT	20070172	LARSON	KRISTA	M	F	White	02	Professionals	9/17/2007	
PT	19950103	LEDERMAN	CYNTHIA	A	F	White	02	Professionals	6/26/1995	
FT	20070191	LEETCH	SARA	A	F	White	02	Professionals	10/19/2007	
FT	20110075	LIDDICOATT	LINDSEY	S	F	White	02	Professionals	9/19/2011	
FT	20120036	LISSON	SARAH	M	F	White	02	Professionals	6/19/2012	
FT	19890042	LUSK	JANET	A	F	White	06	Administrative Support	8/28/1989	
FT	20060217	MARTINEZ	JONATHON	J	M	White	02	Professionals	12/18/2006	
FT	20030031	MATHENY	RESHELLE	L	F	Black	02	Professionals	2/18/2003	
FT	20050005	MATHIS	JASON	W	M	White	02	Professionals	10/15/2013	
FT	20030194	MAURER	STACEY	L	F	White	02	Professionals	11/3/2003	
FT	20060114	MAVIGLIANO	PATRICIA	M	F	White	06	Administrative Support	6/1/2006	8/29/2014
FT	20020054	MAZZA	JEFFREY	S	M	White	02	Professionals	4/16/2002	
FT	20110055	MCCADAM	KATHLEEN	S	F	White	02	Professionals	8/12/2013	10/24/2014
FT	20060118	MCWILLIAMS	ELIZABETH	S	F	White	02	Professionals	6/1/2006	
FT	20120109	MUNOZ	JASMINE		F	Hispanic or Latino	02	Professionals	12/3/2012	
FT	20120010	MURILLO	ROCIO		F	Hispanic or Latino	02	Professionals	2/6/2012	
FT	20120009	MURRAY	KEVIN	M	M	White	02	Professionals	2/14/2012	
FT	20120027	NAVARRO	ARIANNA		F	White	02	Professionals	5/7/2012	
FT	19840017	NELSON	IRA	D	M	Black	02	Professionals	8/25/1984	
FT	20110066	NEVAREZ	IVETTE		F	Hispanic or Latino	02	Professionals	9/12/2011	
FT	20120018	NOREN	CODY	J	M	White	02	Professionals	3/26/2012	9/19/2014
FT	20120007	NOVAK	JENNIFER	L	F	White	02	Professionals	2/6/2012	7/24/2015
FT	20090088	OCON	ISABEL		F	Hispanic or Latino	02	Professionals	12/1/2009	
FT	19860022	OFFUTT GRUBER	MARTHA	A	F	White	02	Professionals	11/3/1986	
FT	20150065	PARRA	ANTHONY		M	Hispanic or Latino	02	Professionals	6/29/2015	
FT	20120078	PATTISON	RUE	A	F	White	02	Professionals	10/1/2012	7/7/2014
FT	20130161	PAULL	ALEXIS	J	F	White	02	Professionals	11/18/2013	

FT	20120073	PEISERT	GARY	E	M	White	02	Professionals	9/24/2012	5/28/2015
FT	19970179	PETERSON	MATTHEW	A	M	White	02	Professionals	9/10/1997	
FT	20120084	PICKENS	MOLLY	L	F	White	02	Professionals	10/9/2012	
FT	20070177	POXSON	KACEE	L	F	White	02	Professionals	10/1/2007	
FT	20140010	RAMIREZ	JOEL		M	Hispanic or Latino	02	Professionals	1/12/2014	9/10/2014
FT	20140008	RECCHIA	DEANNA	M	F	White	02	Professionals	1/12/2014	9/11/2015
FT	20100039	RIVERA	SERGIO		M	Hispanic or Latino	02	Professionals	6/14/2010	
FT	20000124	ROBINSON	NICOLE	M	F	White	02	Professionals	7/5/2000	
FT	20000050	ROHLER	MEGAN	M	F	White	02	Professionals	4/5/2000	
FT	20110039	ROSA	RAMON	L	M	Hispanic or Latino	02	Professionals	5/9/2011	
FT	20030063	SAYLOR	EMILY	M	F	White	02	Professionals	4/16/2003	
FT	20090087	SCHAIBLY	RAECHEL	L	F	White	02	Professionals	11/30/2009	
FT	19860003	SMITH	MARY		F	White	01	Official/Administration	3/26/1986	
FT	20120092	SNEEDEN	MARK	N	M	White	02	Professionals	11/7/2012	
FT	20150041	SOMMERFIELD	KATHLEEN	J	F	White	02	Professionals	4/27/2015	6/18/2015
FT	20010037	STARKOVICH	CHRISTOPHER	J	M	White	02	Professionals	2/16/2001	
FT	20050151	STEVENS	RACHAEL	M	F	White	02	Professionals	7/1/2005	
FT	19900027	STUTZ	ELIZABETH		F	White	02	Professionals	5/24/1990	
FT	20110074	SUMMERS	CARRIE	B	F	White	02	Professionals	9/19/2011	
FT	20090016	TARQUINIO	LISA		F	White	02	Professionals	2/23/2009	2/18/2015
FT	19990058	TERESE	MICHAEL	R	M	White	02	Professionals	3/1/1999	
FT	19820015	TORRES	GEORGE	R	M	Hispanic or Latino	02	Professionals	10/25/1982	
FT	19880005	TUCKER	DALE	J	M	White	02	Professionals	12/17/1984	
FT	20140146	VARGAS	GUADALUPE		F	Hispanic or Latino	06	Administrative Support	12/1/2014	
FT	20010039	VAUGHN	LOIS	R	F	Black	06	Administrative Support	2/16/2001	
FT	20140131	VEGA	ZULAY	C	F	Hispanic or Latino	02	Professionals	10/20/2014	
FT	20070097	VOGT	INGRID	R	F	White	02	Professionals	6/5/2007	
FT	20140060	WESSEL	PHILIP	A	M	White	02	Professionals	5/22/2014	
FT	19890012	WICKENS	KATHERINE	L	F	White	02	Professionals	2/7/1989	
FT	20110025	WINTERBERGER	BRADLEY	R	M	White	02	Professionals	3/1/2011	
FT	20010129	ZACCAGNINI	AMY	L	F	White	02	Professionals	6/1/2001	

Ethnic Detail for Court Services/Adult Drug Court - Employees between 7/1/2014 and 6/30/2015

Court Services/Adult Drug Court

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20050192	COLE	TOYYA	M	F	Black	02	Professionals	9/1/2005	
FT	20040016	COPHER	DAVID	C	M	White	02	Professionals	1/16/2004	
FT	19900129	KLIMPKE	ALICIA	L	F	White	02	Professionals	8/1/1995	
FT	20060196	KLING	LAUREL		F	White	02	Professionals	11/1/2006	
FT	19950102	KUNSTMAN	DONNA		F	White	06	Administrative Support	6/19/1995	
FT	19820014	REUSCH	RANDY	L	M	White	02	Professionals	9/3/1982	
FT	20000007	ROMAN	MICHAEL	A	M	Hispanic or Latino	02	Professionals	1/6/2000	
FT	20090040	THOMAS	CARRIE	A	F	White	02	Professionals	7/6/2009	

Ethnic Detail for Court Services/Diagnostic Center-Employees between 7/1/2014 and 6/30/2015

Court Services/Diagnostic Center

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20140106	ANDREWS	CARYN	P	F	White	02	Professionals	9/2/2014	
FT	20100063	BIDAWID	DIANA	M	F	White	02	Professionals	9/16/2013	8/19/2015
FT	20140107	BONZA	STEPHANIE	L	F	White	02	Professionals	9/2/2014	8/31/2015
FT	20130109	DICKERSON	NERAK	A	F	Black	02	Professionals	9/3/2013	8/29/2014
FT	20090086	DOUGLAS	ANN	E	F	White	06	Administrative	12/7/2009	7/22/2015
FT	20130108	JUNEAU	JESSICA	M	F	White	02	Professionals	9/3/2013	8/28/2015
FT	20010215	KUZIA	MARK	J	M	White	02	Professionals	9/4/2001	5/13/2015
FT	19900010	MIKA	BARBARA		F	White	06	Administrative	2/22/1990	
FT	20130106	ROSENLOF	SHAWN	T	M	White	02	Professionals	9/3/2013	8/28/2015
FT	20120067	SANTORO	KATHRYN	A	F	White	02	Professionals	9/4/2012	9/25/2015
FT	20090051	SCHOENBACH	KRISTIN	E	F	White	02	Professionals	12/10/2010	4/21/2015
FT	20140108	THOMAS	JAIME	M	F	White	02	Professionals	9/2/2014	
FT	19990200	TSANG	ALEXANDRA	A	F	White	01	Official/Administration	9/1/1999	

Ethnic Detail for Court Services/Juvenile Justice Center-Employees between 7/1/2014 and 6/30/2015

Court Services/Juvenile Justice Center

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term	
FT	19860014	ANSELME	RICK	E	M	White	01	Official/Administration	9/12/1986		
FT	20140049	BAROCIO	CHRISTINA	M	F	White	02	Professionals	5/5/2014		
FT	20130030	BEHM	MOLLY	E	F	White	02	Professionals	4/1/2013		
FT	20010077	BIGGIAN	NANCY	S	F	White	08	Service/Maintenance	4/16/2001		
FT	20080008	CAPLAN	DURIN	K	M	White	02	Professionals	1/2/2008		
FT	20140033	CASTROVILLO	MELISSA	R	F	White	02	Professionals	3/17/2014		
FT	20100058	CATE	MELISSA	S	F	White	02	Professionals	8/30/2010	8/28/2015	
FT	20010175	CHLOPEK	MONIKA	A	F	White	02	Professionals	8/10/2001		
FT	20130128	CORTEZ	ALEJANDRA		F	Hispanic or Latino	02	Professionals	10/15/2013	8/8/2014	
FT	19970165	COSMA	JOHN		M	White	02	Professionals	9/1/1997		
FT	20140085	COSTIGAN	ZACHARY	J	M	White	02	Professionals	7/14/2014	2/14/2015	
FT	19980020	DAVIS	MICHAEL	J	M	White	02	Professionals	2/16/1998		
FT	20130102	DAVIS	WESLEY	J	M	Black	02	Professionals	8/29/2013		
FF	20150074	DEXTER	BRITTANY	A	F	White	02	Professionals	7/13/2015	10/23/2015	not in date range
FT	20010034	DITTMER	AMY	A	F	White	02	Professionals	2/16/2001		
FT	20060177	DREWS	PATRICK		M	White	02	Professionals	9/18/2006		
FT	20070053	ESTATE OF WALKER	LATONYA	D	F	Black	02	Professionals	4/2/2007	8/1/2015	
FT	20140151	GRANA	MARIA	L	F	White	02	Professionals	12/1/2014	6/28/2015	
FT	20120062	GREGG	COREY	M	M	White	02	Professionals	8/24/2012		
FF	20150076	GREGORY	ASHLEY	E	F	White	02	Professionals	7/13/2015	7/14/2015	not in date range
FT	20130014	GUYTON	RACHEL	A	F	Black	02	Professionals	1/22/2013		
FT	20060033	HARRIS	COREY	D	M	Black	02	Professionals	2/1/2006		

FT	20080139	HERRMANN	NICOLE	C	F	Hispanic or Latino	02	Professionals	9/2/2008	
FT	20140136	HICKMAN	DOMINIQUE		F	Black	02	Professionals	11/17/2014	11/24/2014
FT	20060164	HOWES	BRIAN	W	M	White	02	Professionals	9/1/2006	
FT	20140150	HUMPHRIS	SAMANTHA	A	F	White	02	Professionals	12/1/2014	
FT	20140130	JACOBS	SARAH	A	F	White	02	Professionals	10/14/2014	
FT	20140059	JAMES	ALEXANDER	R	M	Hispanic or Latino	02	Professionals	5/22/2014	
FT	20080071	JANOVSKY	CHRISTOPHER	C	M	White	02	Professionals	5/6/2008	
FT	19890028	JONES	ALICE		F	Black	02	Professionals	5/27/1989	
FT	20090032	KINKADE	DANIKA	E	F	White	02	Professionals	4/19/2009	
FT	20010192	KORTE	MELISSA	A	F	White	02	Professionals	8/16/2001	
FT	20140034	LITWILER	SCOTT	R	M	White	02	Professionals	3/17/2014	
FT	20120014	LYNCH	ERIN	R	F	White	02	Professionals	2/21/2012	
FT	20090031	MACK	PETER	J	M	White	02	Professionals	4/19/2009	10/30/2014
FT	20140121	MAGANA	ADRIAN		M	Hispanic or Latino	02	Professionals	9/22/2014	
FT	20120095	MAGANA	BRAULIO	P	M	Hispanic or Latino	02	Professionals	11/5/2012	
FT	20140112	MAREK	KATARZYNA		F	White	02	Professionals	9/4/2014	8/6/2015
FT	20130171	MARTINEZ	CLIFTON	D	M	Black	02	Professionals	12/16/2013	
FT	20030052	MCGOWAN	MARCUS	D	M	Black	02	Professionals	4/1/2003	
FT	20010179	MORRELL	CHARLES	J	M	White	02	Professionals	8/10/2001	
FT	20140035	MOY	KATRINA	J	F	Asian	02	Professionals	3/17/2014	4/8/2015
FT	20140100	OROZCO	VERONICA		F	Hispanic or Latino	02	Professionals	8/26/2014	
FT	20080146	POORE	KEVIN	D	M	White	02	Professionals	9/8/2008	
FT	20060151	REINERT	AMY	L	F	White	02	Professionals	8/16/2006	
FT	20140084	RENNER	MICHAEL	W	M	White	02	Professionals	7/14/2014	
FT	20120069	RICE	BEVERLY	A	F	White	08	Service/Maintenance	9/11/2012	6/30/2015
FT	19950070	RICE	GENA	J	F	White	08	Service/Maintenance	5/12/1995	
FT	19950147	RIVERA	VICTOR	L	M	Hispanic or Latino	02	Professionals	9/1/1995	
FT	20110079	ROEHR	MICHAEL	D	M	White	02	Professionals	9/20/2011	
FT	20140148	ROSS	KEITH	E	M	Black	02	Professionals	12/1/2014	2/26/2015
FT	20140036	ROWE	JAYMIE	M	F	White	02	Professionals	3/17/2014	
FT	20100044	SAURIOL	STEPHANIE	R	F	White	02	Professionals	7/19/2010	
FT	20140149	SCHMITZ	MATTHEW	W	M	White	02	Professionals	12/1/2014	
FT	20140050	SHERMAN	CLAIRE	E	F	White	02	Professionals	5/5/2014	7/17/2015
FT	20150005	SHOCK	ERIK	M	M	White	02	Professionals	1/6/2015	
FT	20120117	SODERDAHL	SHELLIE	S	F	White	08	Service/Maintenance	12/11/2012	
FT	20020108	STEHLIN	KIMBERLY	A	F	White	06	Administrative Support	8/5/2002	
FT	20140122	SUIRE	JONATHAN	M	M	White	02	Professionals	9/22/2014	12/12/2014
FT	20050224	SVEC	GEORG	W	M	White	02	Professionals	10/3/2005	6/5/2015
FT	19910037	SWIERKOSZ-BRICK-S	AMY	L	F	White	02	Professionals	7/1/1991	
FT	20140073	SZABO	JESSICA	L	F	White	02	Professionals	6/30/2014	
FT	20140037	TUCKER	ANTONIO	M	M	Hispanic or Latino	02	Professionals	3/17/2014	

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 COURT SERVICES WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	8 100%	0 0%	2 25%	0 0%	0 0%	0 0%	2 25%	4 50%	0 0%	0 0%	0 0%
Professionals (02)	163 100%	8 4.91%	45 27.61%	12 7.36%	0 0%	0 0%	9 5.52%	76 46.63%	10 6.13%	3 1.84%	0 0%
Technicians (03)	Court Services does not have employees in this job category.										
Protective Services	Sworn (04)	Court Services does not have employees in this job category.									
	Non-Sworn (05)	Court Services does not have employees in this job category.									
Office/Clerical (06)	20 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 5.0%	13 65.0%	6 30.0%	0 0%	0 0%
Skilled Craft (07)	Court Services does not have employees in this job category.										
Service/Maintenance (08)	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	4 100%	0 0%	0 0%	0 0%

4/21/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 COURT SERVICES UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		25% 54.5% -29.5%	0% 1.6% -1.64%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	50% 30.8% 19.2%	25% 1.2% 23.8%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		27.61% 36.7% -9.09%	4.91 % 1.5% 3.41%	7.36% 3.8% 3.56%	0% 3.6% -3.6%	0% 0% 0%	46.63% 45.9% 0.73%	5.52% 1.4% 4.12%	6.13% 4.3% 1.83%	1.84% 2.7% -0.86%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		Court Services does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	Court Services does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	Court Services does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	65% 42.5% 22.50 %	5 % 4% 1%	30% 12.5% 17.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		Court Services does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.8% -21.8%	0% 3.2% -3.2%	0% 33.4% -33.4%	0% .1.1% -1.1%	0% 0% 0%	100% 16.9% 83.1%	0% 3% -3%	0% 19.2% -19.2%	0% 1.2% -1.2%	0% 0% 0%

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 for official/executive category indicates underutilization of males in the White (34.5%), Hispanic (4.6%) and Asian/Pac. Islander (1.8%) categories with an over utilization of male blacks of 8.4%. In the female categories there is an underutilization in the Asian/Pac. Islander (1.3%) and an over utilization of White females (9.2%) Black females (18.8%) and Hispanic females (6.2%). There are only ten (10) positions in this category with 2 male whites, one black male, 4 female whites, two black females and 1 hispanic female.

The professional category shows underutilization of White males (-9.60 %.) and Asian/Pac. Islander males (-3.6%) This has decreased slightly from the previous plan. 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. Female staff do not show a significant either underutilization or overutilization in any of the categories. 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. By actively recruiting minority staff who can serve as role models to the offenders we serve and by hiring staff with which 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 (-27.6%) and Hispanic males (8%). At present, 100% of the clerical staff throughout the Department is female. 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, males and non-white females continue to be underutilized, with Hispanic males and females showing the most significant underutilization (-33.4% and -19.2%, respectively.) It is unknown when a position will be open within this group so that opportunity is provided to improve in this area. All four positions are cooks at the Juvenile Justice Center and are white females.

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.

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 two years, positions in upper management will be open. Court Services will endeavor to promote females and minorities to upper management positions. At present, there is one male Hispanic, one male Black and one Female Asian supervisors in the Department, making 27% of the supervisory staff minority. In addition, six 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.

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.

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.

Job Postings

Job openings are posted on the Kane County Internet website, are posted in all of the Court Services offices in the 16th Judicial Circuit and at the Government Center in Kane County. Job postings are also sent to DeKalb, Kendall and DuPage County probation departments as well as the Illinois Probation and Court Services Association’s website. In addition, job openings are sent to the following Universities web sites, Aurora University, Western Illinois University, Justin College, University of Chicago, University of Illinois (Chicago) Judson College, University of Illinois and Wheaton College.

Court Services employment and hiring policies-I have attached three policies regarding hiring practices that were implemented in March, 2015.

COURT SERVICES SUPERVISOR MANUAL	POLICY NUMBER 3.02	PAGES 1 to 1
CHAPTER HIRING AND TRAINING	STANDARDS	
SUBJECT JOB POSTINGS/RESUMES	APPROVED/DATE LJA 3/26/15	

POLICY:

Court Services will post in a public forum any position openings within the department. All interviews will be conducted by minimally two individuals who will jointly forward for consideration applicants who best meet the needs of the department or the position without regard to race, gender, religion or other prohibited criteria.

PROCEDURE:

Upper management will direct the Payroll Coordinator to post any open job positions. The openings are posted on the Kane County website, internally within the department on designated bulletin boards as well as distributed to local institutions of higher learning and other Court Services Departments. The Payroll Coordinator will then submit copies of the job postings to the designated Hiring and Training Supervisors and a designated Administrative Assistants (AA).

Resumes and cover letters will be collected, reviewed and rated by the designated AA. Resumes can be collected by the county level H.R. department and forwarded to Court Services, or accepted in person, or via mail etc. As long as resumes are received by, or post marked by, the last day of the posting, they are eligible for consideration. The designated AA will record every resume that is received and "score" them based on pre-set criteria, including but not limited to; highest degree achieved, relevance of work history, relevance of course of study, special skill sets, etc. The AA will ensure that there is no consideration at all given to prohibited criteria such as gender, race, country of origin, etc.

Once the resumes are collected and scored, the AA will compose a memo to be forwarded to the hiring Supervisors containing a listing of the names of the applicants with their rated score and listed in order from highest score to lowest score. This memo will be sent with the resumes to the hiring Supervisors and a copy kept on file by the AA, together with the resumes that were not forwarded, as a record.

Depending on the volume of resumes collected, the AA will confer with the Executive Director and interviewing supervisors about the number of candidates to be forwarded for consideration for each position.

There will be minimally two Supervisors will share and coordinate responsibilities for evaluating the resumes and interviewing prospective candidates and submitting recommendations to a Director or other designated manager. The Supervisors will need to be aware of equity issues surrounding use of time and distribution of responsibility for the hiring process.

Interviews will be done in accordance with policy 3.01. Each Supervisor will separately score the applicants during the interview process and then tally the scores at the end of the process. The highest scoring candidates will be forwarded for further consideration.

Information to be forwarded includes a memo outlining the position being interviewed for, how many resumes were received, how many resumes are being forwarded (and attached) and any other relevant information needed, such as a brief synopsis of the candidate's outstanding skills or disappointing qualities, any interesting information gathered from references, etc. The candidates should be listed in order of preference along with their rated scores.

Preference will be given to internal candidates, those with training in evidence based or best practices in the criminal justice field or experience in a human services field.

All candidates must meet the minimum requirements as established by the Administrative Office of the Illinois Courts.

NOTE: The resulting scores from the interview will be given to the designated AA who will update the log of applicants

COURT SERVICES SUPERVISOR MANUAL	POLICY NUMBER 3.03	PAGES 1 to 2
CHAPTER MAKING RECOMMENDATIONS/OFFERING EMPLOYMENT	STANDARDS	
SUBJECT HIRING	APPROVED/DATE LJA 3/26/15	

Policy:

Only the most qualified candidates will be recommended for hire.

Procedure:

This policy follows policy 3.02.

Written recommendations for consideration of employment for newly interviewed candidates will be submitted in the form of a memo to the designated manager(s). The recommendations will list the selected candidates in order of preference as described in policy 3.02 and will also include the following;

- Resumes
- Cover letters
- Interview Questions and Notes
- Scoring Sheet – if separate from the interview notes
- Reference Checks
- Written Exercise(s)
- AOIC Approved Hiring List or AOIC Letter of Eligibility
- Kane County Application

All of the interview material will be forwarded for all of the applicants interviewed, regardless of whether the applicant is recommended for the job. The recommendation will list the number of applications received, how many individuals were interviewed and of those interviewed how many were internal applicants. The recommendation will also include the reasoning behind why the applicants were chosen and what makes the top candidate stand out. When hiring for two separate positions, they must be submitted individually, although it is acceptable for the separate submissions to reference one another. The Directors will review the information and forward it to the Executive Director, who will then forward it to the Chief Judge.

Once the recommendations are approved, then the Supervisor will offer employment to the top candidate(s) as approved by the Chief Judge. If the top candidate refuses the offer, then the next candidate in line will be offered the position, and so on working down the list. Once the offer has been accepted by a candidate, then the remainder of candidates on the list will be notified using language similar to, "I have not been authorized by the Chief Judge to offer you the position at this time." If the candidate is an external applicant then s/he will be instructed that the offer is contingent upon the completion of a criminal background check, and any information that may be found.

Once an external candidate accepts the offer of employment, he or she will be asked for

their date of birth and a criminal history will be run using LEADS. (Per law, LEADS can only be run for candidates who have at least conditionally been offered employment.) The candidate will be instructed to begin the fingerprinting process through Court Services. The DCFS/CANTS form must be completed and sent to DCFS as part of the background check. If the LEADS check, the CANTS check and the finger printing do not reveal a criminal history, then the candidate remains eligible for hire. Should an offense be discovered then the information will be forwarded to the Directors.

Once the criminal history has been cleared, a start date for employment will be given. The candidate will be sent a letter confirming the start date, starting salary and reminder of the list of needed approved documents for employment. The letter will also confirm who they should report to and how to dress on the first day of employment.

Once a start date has been established, a memo will be written to the designated Court Services Payroll Coordinator informing her of the name of the new hire, the start date and any other necessary information. Attached to the memo will be the interview materials including, the written interview responses, the written reference responses, the applicant scoring sheet, the original Kane County Employment Application, the results of the LEADS and CANTS, the one page of the AOIC hiring list with new employee name or the AOIC eligibility letter, the resume and cover letter.

An electronic copy of the memo will also be e-mailed to all members of the Kane County Court Services Management Team without the attachments as a form of announcement of the new employee.

NOTE: All applications, interview and background materials will be held by the hiring supervisor(s) for one (1) calendar year. The original memo signed off on by the Chief Judge approving the hire will be retained by the Executive Director. The packet of the chosen applicant will be given to the Court Services Payroll Coordinator to begin the new employee's personnel file.

NOTE: All internal Court Services candidates will be interviewed regardless of the amount of time they have been on the job. All internal candidates, who are recommended for the position will have a LEADS check run on them before their names are submitted.

NOTE: Criteria used to evaluate the candidates will include, for internal candidates; any material in the individual's personnel file and the immediate supervisor's input. Criteria used for both internal and external candidates will include responses to the reference questions, educational and employment background as well as performance in the interview.

NOTE: The employment start date is determined by the needs of the department. If they are an internal applicant, the supervisor will work with the other office a start date that would have as minimally as possible any adverse impact on that office, including between probation and detention.

NOTE: New hires will not be eligible to receive their identification badges until they have been entered into the county payroll system.

SUPERVISOR'S PROCEDURE MANUAL	PAGES 5
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CHAPTER COURT SERVICES	SECTION 8.11
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SUBJECT JJC Interview & Hiring Process	APPROVED/DATE LJA 3/26/15
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PROCEDURE: The JJC will maintain a hiring list of eligible candidates who have been approved by the Chief Judge. The JJC will employee candidates without regard to gender, race, religion or other prohibited criteria as set by federal law.

POLICY:

1. When there is a need for new employees the Superintendent will contact the Executive Director and ask that the job opening be posted. The postings will list the Executive Director's Administrative Assistant (AA) as the recipient of the resumes. Postings will be on the Kane County website (by contacting the H.R. department) as well as distributing employment information to local universities and colleges and contacting eligible candidates who may be on the AOIC approved hiring list if needed.
2. Applications and resumes will be received by the Executive Director's AA who will maintain a comprehensive list and score of each applicant by a set criteria.
3. Once scoring has been completed, the AA will forward the resumes of the eligible candidates to the AA assigned to the Juvenile Justice Center who will contact the selected applicants and e-mail them a questionnaire. The applicants will be asked to complete this questionnaire, which will assist in determining the list of candidates for interview. ALL applicants who score in the acceptable range will be screened for employment. If there is an exceedingly large amount of applicants, then it will be staffed with the Executive Director how many actual candidates will be interviewed.
4. The Supervisors will evaluate and score the written questionnaire. Interviews will be done by ranking of score, so that the highest ranking candidates are interviewed first.

5. Once the interview pool has been established, the JJC AA will contact the applicants and schedule an interview date and time. At that time, the AA will remind candidates to bring their driver's license and, if applicable, an updated list of at least three (3) references. The references preferably should be one (1) professional, one (1) educational and one (1) personal.
6. Prior to the interview, the JJC AA will create an interview packet for the designated supervisor(s). The folder will contain the following documents: Applicants completed Kane County Application, AOIC Hiring List Application (if received), Interview Checklist, Interview Questions, Insurance Information, written exercise, job description and an interview applicant rating form for each interviewer.
7. At the time of interview, ask the applicant for their driver's license number and expiration date. Do **NOT** physically touch or view the license. We are not allowed to do this. Once the applicant reads off their license number and expiration date, also have them validate their address and phone number as listed, on their Kane County application. Write their driver's license down on the Interview Checklist form that was included in the applicant packet. Other updates and changes can also be made at this time.
8. A team of two supervisors will conduct the interview(s) as well as discuss other employment information in the assembled binder marked, "INTERVIEW BINDER" and fill out the Interview Checklist for each candidate.
9. Once the verbal portion of the interview is complete, have the applicant complete the written scenarios exercise. This should be completed in the Homebound Office. Once completed, have the applicant return their written exercise sheet to the JJC receptionist prior to the start of their building tour. Arrangements should be made with a senior staff (if available) to complete the applicant tour.
10. The interviewing supervisors will score the individual interview question sheet and applicant rating form. If time allows, and following the applicant's interview, both interviewers should review the applicant's answers to the written exercise. The interviewers will then compile an average applicant score based on each interviewer's applicant scoring sheet. (For example, Interviewer 1 scores the applicant with a 28 out of 30 and Interviewer 2 scores the applicant with a 26 out of 30; their scoring totals would be added and divided by 2 (in this case, $28 + 26/2 = 27$.) This same process would be completed for all applicants to assist with the applicant recommendation write up.
11. Both interviewers should then decide, based on the applicant scoring system and overall review, which applicants will be recommended for hire and/or inclusion on the approved hiring list.
12. Once the interviewers have decided on a pool of candidates for hire and/or inclusion on the approved hiring list; forward each candidate's references to the

Administrative Assistant, along with 3 reference notation forms for each applicant. The AA will make the contact calls and forward the completed forms to the designated supervisor(s).

13. Once selected applicant reference calls have been completed, and have been deemed acceptable, the interviewing supervisors should reconvene and collaborate on the completion of a recommendation memo (write up). Once the recommendation letter has been penned, it should be forwarded, along with each applicant's interview packet and all accompanying forms as stated above, to the JJC Administrators for review.
14. Preference will be given to internal Court Services candidates, those with training in evidence based practices or best practices in the criminal justice field or experience in a human services field.
15. All candidates must meet the minimum requirements as established by the Administrative Office of the Illinois Courts.
16. Once JJC Administrators have approved the recommendations, they will pass them on to the Executive Director for review.
17. Once the Executive Director gives the approval, the recommendations will then be given to the Chief Judge, who makes the final decision.

NOTE: If applicants are only being recommended for inclusion on the approved hiring list, then **STOP** at this point. The Administrative Assistant will mail a letter to approved applicants advising them of their status. Once a position becomes open, then proceed as follows below.

18. Once a decision is made on the candidate(s) who have been approved for the position(s), an offer of employment can be made. You will add the date to the Interview Checklist under the Exec. Dir. Appl. Section. When offering the position(s), if accepted, you will need to obtain the applicant's date of birth and add it to the interview checklist. The applicant's DOB will be needed to run a LEADS check on them. You will also set a tentative start date for the new hire. Please remind them that the position is contingent based on results from their complete criminal background check (LEADS & FBI), validation from AOIC that they are on the hiring list, results of the DCFS/CANTS background check and eventual TB results. It is best to coordinate the new employee's start date with the Administrative Assistant and training supervisor.
 - a) E-mail, fax or mail a copy of the "Hiring Contingencies" memo to the employee. Advise them that they must acknowledge these contingencies either via e-mail or verbally to you. If they verbally acknowledge the contingencies, the designated supervisor must notate this acknowledgment in an e-mail to the Assistant Superintendent.

- b) E-mail, fax or mail a copy of the DCFS/CANTS form and Fingerprint form to the employee and advise them to fill out the applicable sections of each form. Emphasize that their completed DCFS/CANTS form must be returned to you as soon as possible.
 - c) Once you receive the completed DCFS/CANTS form, forward it to the JJC receptionist for appropriate mailing to DCFS.
- 19. Give the new employee Julie Goodwick's phone number so that they can schedule a date and time to be fingerprinted. Her number is 630-444-3164. Julie will send you an email when the new employee has a date set. She will also call or email you within a few days to let you know the results of the fingerprints. Once you receive this information, contact the AA to scoring spreadsheet with the results. Also, advise JJC Administration and the AA of the results.
- 20. A LEADS check will be run at this time by the Administrative Assistant and or designated supervisor with LEADS access. The LEADS information must be reviewed by the designated supervisor(s) for any discrepancies or unannounced criminal adjudication. **IF THERE IS AN ISSUE, PLEASE CONSULT WITH JJC ADMINISTRATION BEFORE MOVING FORWARD IN THE PROCESS.**
- 21. If no problems arise as a result of the employee's LEAD check, the Interview Checklist can be completed. The Administrative Assistant will distribute the completed Interview Checklist forms accordingly. A copy of said form; along with the originals of the following documents are sent inter-office to Maria Cardenas in Court Services: cover letter, resume, application, hiring recommendation, written exercise and references. A copy of the Interview Checklist, along with copies of the other documents as listed above, will be kept on file at the JJC.
- 22. The Administrative Assistant will notify Matt Peterson of the new employee(s) start date. The AA will provide names, password preferences and any other pertinent information so that Mr. Peterson may begin the process of assigning them a computer sign-in profile and e-mail address.
- 23. The designated supervisor will send out a mass email, to a predetermined list of Court Services management and administrative personnel, regarding the new hire(s) and their start date.
- 24. On their first day of employment the employee(s) will arrive at 8:30 a.m. and meet with the AA to complete HR paperwork. At that time, the AA and will copy the new employee(s) driver's license, social security card, and automobile insurance information. The AA will provide copies of these documents for inclusion into the new employee(s) Court Service's file.
- 25. The AA will obtain a four (4) digit code from the new employee(s) and forward it to the designated supervisor. The supervisor will enter the codes into the

system so that the new employee(s) can have entrance access through the Staff Prep door.

26. The designated training supervisor, or his proxy, will begin the orientation process with the new employee(s). Said supervisor will also set up a tentative work schedule for the new employee(s).
27. Once the new employee(s) are in the payroll system, the AA arrange for the employee(s) go to the Government Center to obtain their County ID.

NOTE: Color coded cells
indicate applications of
the same individual.

Fiscal Year July 1, 2014 - June 30, 2015

Transfers / Promotions

Prepared May 2015 by: Jeffery R. Jefko, Sr.

		Sex	Race	National Origin	Applications for Promotion	Applications for Transfer	Promotion Granted	Transfer Granted	Original Job Category	New Job Category
1		F	White	USA		1		1	Hybrid PO	APO
2		F	White	USA	2		1		Juv SO PO	Supervisor
3		F	White	USA		1		1	ARI PO	Juv SO PO
4		F	White	USA		2		0	Youth Counselor	
5		F	White	USA		1		0	Youth Counselor	
6		F	White	USA	2		0		Homebound PO	
7		F	White	USA	1		0		JPO	
8		F	White	USA	1		0		Admin. Officer	
9		F	White	USA	1		0		Pre-Trial Officer	
10		F	White	USA	1		0		Youth Counselor	
11		F	White	USA		1		0	Supervisor	
12		F	White	USA	1		0		APO	
13		F	White	USA		1		0	Youth Counselor	
		Totals	Female White		9	7	1	2		
		F	Black	USA	1		1		Supervisor	Deputy Director
		Totals	Female Black		1	0	1	0		
1		F	Hispanic	USA		3		1	Youth Counselor	APO
2		F	Hispanic	USA		2		1	APO	IPS PO
3		F	Hispanic	USA		1		1	EM PO	Homebound PO
4		F	Hispanic	USA		1		0	Hybrid PO	
5		F	Hispanic	USA	1		0		APO-Drug Court	
		Totals	Female Hispanic		1	7	0	3		
1		M	White	USA		1		1	Youth Counselor	EM PO
2		M	White	USA	1		1		APO	Supervisor
3		M	White	USA	1		1		Youth Counselor	Juv DRC Coordinator
4		M	White	USA		1		1	JPO	Hybrid PO
5		M	White	USA		3		0	Youth Counselor	
6		M	White	USA		3		0	Youth Counselor	
		Totals	Male White		2	8	2	2		
		Totals	Male Black		0	0	0	0		
1		M	Hispanic	USA		6		0	Youth Counselor	
2		M	Hispanic	USA		1		0	Youth Counselor	
3		M	Hispanic	USA		1		0	JPO	
4		M	Hispanic	USA		1		0	Youth Counselor	
		Totals	Male Hispanic		0	9	0	0		
GRAND TOTALS:					13	31	4	7		

Fiscal Year July 1, 2014 - June 30, 2015
Disciplinary Actions

Prepared May , 2015 by: Jeffery R. Jefko, Sr,

	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
	M	W	USA	1	1		5 Days	Yes			
	M	W	USA	1	1				X		
	M	W	USA	1	1		4 Days	Yes			
	Totals:	Male White		3	3				1		
1	M	B	USA	1	1						Termination
	Totals:	Male Black		1	1						
1	F	B	USA	1	1		3 Days	Yes			
	Totals:	Female Black		1	1						
1	F	H	USA	1	1					X	
	Totals:	Female Hispanic		1	1					1	
1	F	W	USA	2	2				X	X	
2	F	W	USA	1	1				X		
	F	W	USA	1	1				X		
	F	W	USA	1	1					X	
	F	W	Polish	1	1					X	
	Totals:	Female White		6	6				3	3	
	GRAND TOTALS:			12	12		3		4	4	1

Ethnic Detail for Judiciary and Courts /Law Library- Employees between 7/1/2014 and 6/30/2015

Judiciary and Courts/Law Library

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20130122	FERNANDEZ	JULIA	E	F	Hispanic or Latino	06	Administrative Support	10/7/2013	
FT	20130119	GUZMAN	FAVIOLA	G	F	Hispanic or Latino	06	Administrative Support	9/25/2013	
FT	20060135	MCSHANE	GRISELDA	M	F	Hispanic or Latino	06	Administrative Support	3/23/2007	
FT	20130050	ULLOA	LIZETTE		F	Hispanic or Latino	06	Administrative Support	5/22/2013	
FT	19820005	BIDDLE	BARBARA	J	F	White	06	Administrative Support	4/1/1982	
PT	20130145	HAENISCH	KERRY	A	F	White	06	Administrative Support	10/29/2013	
FT	19890023	LILLY	DIANE	L	F	White	06	Administrative Support	4/24/1989	
FT	20120001	LINDSEY	SUZANNA	M	F	White	06	Administrative Support	1/16/2012	
FT	20130049	LYDAY	JUDY	M	F	White	06	Administrative Support	5/20/2013	
FT	19920003	MOORE	MARI	M	F	White	06	Administrative Support	1/13/1992	
FT	20120056	OSBORN	KATHIE	J	F	White	06	Administrative Support	8/15/2012	
FT	20040009	WILLEY	SUSAN	E	F	White	06	Administrative Support	1/2/2001	
PT	19990238	BROWNE	NANCY	L	F	White	06	Administrative Support	4/1/2014	
FT	20140027	FULTZ-SCHMID	ELLEN	R	F	White	06	Administrative Support	3/10/2014	
FT	20080170	LORENZO	CYNTHIA	A	F	White	06	Administrative Support	11/25/2008	
FT	20110045	SZOPINSKI	SUSANNE	E	F	White	06	Administrative Support	6/1/2011	7/24/2015
FT	20130120	PAXTON	JEFFREY	R	M	White	06	Administrative Support	9/25/2013	
OT	19970231	DOWNS	CHRISTINE	A	F	White	01	Official/Administration	12/3/2012	
OT	19880025	KARAYANNIS	KATHRYN	D	F	White	01	Official/Administration	12/3/2012	
FT	20000005	O'BRIEN	ANDREA		F	White	01	Official/Administration	1/3/2000	
FT	19880018	SEIFRID	KATHRYN		F	White	01	Official/Administration	7/1/1988	
FT	19940004	COX	HALLE	D	F	White	01	Official/Administration	1/3/1994	
OT	19940140	KLIMENT	DAVID	P	M	White	01	Official/Administration	12/1/1994	
FT	19830019	NAUGHTON	DOUGLAS	J	M	White	01	Official/Administration	12/12/1983	
OT	20130132	BROWN	F. KEITH		M	Black	02	Professionals	12/3/2012	7/5/2014
OT	20130135	CRUZ	RENE		M	Hispanic or Latino	02	Professionals	12/3/2012	
OT	20130130	BAURLE	LINDA	A	F	White	02	Professionals	12/3/2012	
OT	20130131	BRAWKA	JUDITH	M	F	White	02	Professionals	12/3/2012	
OT	20130134	CLANCY BOLES	SUSAN		F	White	02	Professionals	12/3/2012	
OT	20040258	FLOOD	ELIZABETH		F	White	02	Professionals	1/25/2013	
FT	20140021	JEAMBEY	KATHLEEN	M L	F	White	02	Professionals	2/18/2014	
OT	20130140	KOSTELNY	MARMARIE	J	F	White	02	Professionals	12/3/2012	
OT	20040017	MORAN	MARY	K	F	White	02	Professionals	1/17/2001	
OT	20130149	SIMPSON	MARY	KAREN	F	White	02	Professionals	12/3/2012	10/6/2014
OT	20050037	TRACY	ALICE	C	F	White	02	Professionals	1/25/2013	

FT	20140123	VOUROS	ALEXANDRA	E	F	White	02	Professionals	9/22/2014	
OT	20130129	AKEMANN	DAVID	R	M	White	02	Professionals	12/3/2012	
OT	20040235	BARSANTI	JOHN	A	M	White	02	Professionals	12/3/2012	
OT	20130133	BUSCH	KEVIN	T	M	White	02	Professionals	12/3/2012	
OT	20130136	DALTON	JOHN	G	M	White	02	Professionals	12/3/2012	
OT	20130137	GRADY	JOSEPH	M	M	White	02	Professionals	12/3/2012	
OT	20130138	HALLOCK	JAMES	C	M	White	02	Professionals	12/3/2012	
OT	20130139	HUDSON	DONALD	C	M	White	02	Professionals	12/3/2012	
OT	20040240	HULL III	THOMAS	C	M	White	02	Professionals	12/3/2012	
FT	20120011	MAHONEY	NEIL	T	M	White	02	Professionals	2/16/2012	
FT	20000077	MARSZALEK	PETER	J	M	White	02	Professionals	2/20/2007	
OT	20130141	MORROW	ROBERT	J	M	White	02	Professionals	12/3/2012	
OT	20130142	MUELLER	THOMAS	E	M	White	02	Professionals	12/3/2012	
OT	20130143	MURPHY	JAMES	R	M	White	02	Professionals	12/3/2012	
OT	20020192	NOVERINI	JOHN	A	M	White	02	Professionals	12/1/2002	
OT	20130146	PARKHURST	WILLIAM	J	M	White	02	Professionals	12/3/2012	
OT	20130147	PHEANIS	MARK	A	M	White	02	Professionals	12/3/2012	
OT	20130148	SCHREIBER	EDWARD	C	M	White	02	Professionals	12/3/2012	
OT	20130150	SPENCE	ROBERT	B	M	White	02	Professionals	12/3/2012	
OT	20130151	STANFA	THOMAS	J	M	White	02	Professionals	12/3/2012	
OT	20150123	TEGELER	DONALD	M	M	White	02	Professionals	12/1/2014	
OT	20130152	VILLA	ROBERT	K	M	White	02	Professionals	12/3/2012	
OT	20130153	WOJTECKI	LEONARD	J	M	White	02	Professionals	12/3/2012	
FT	20040024	JOHNSON	JOHNNIE	L	M	Black	04	Protective Services: Sworn	2/1/2004	
FT	20130107	JONES	DAVID	L	M	Black	04	Protective Services: Sworn	9/4/2013	
FT	20110010	MATTHEWS	OTIS	B	M	Black	04	Protective Services: Sworn	2/1/2011	
FT	20110009	SMITH	HENRY		M	Black	04	Protective Services: Sworn	1/31/2011	
PT	20110014	TAYLOR	ELLIOT	R	M	Black	04	Protective Services: Sworn	1/31/2011	
FT	20110011	FEELY	NANCY	L	F	White	04	Protective Services: Sworn	2/1/2011	
FT	20070131	KURKJIAN	CATHY	L	F	White	04	Protective Services: Sworn	7/16/2007	
PT	20080105	MALONE	MARIANNE	Y	F	White	04	Protective Services: Sworn	6/30/2008	
FT	20100007	SCHIMMEL-YOUNG	JUDY	M	F	White	04	Protective Services: Sworn	1/19/2010	
FT	19870031	SMITH	SHIRLEY	C	F	White	04	Protective Services: Sworn	10/26/1987	
FT	19900039	WARFEL	SUSAN	M	F	White	04	Protective Services: Sworn	8/27/1990	
FT	19930095	ZAESKE	MARY	JO	F	White	04	Protective Services: Sworn	10/4/1993	11/3/2014
FT	20010055	BARTELT	CLIFTON	O	M	White	04	Protective Services: Sworn	3/13/2001	
FT	19990230	BRACKETT	ROBERT		M	White	04	Protective Services: Sworn	10/18/1999	
FT	20110015	CHILDRESS	ERNEST	A	M	White	04	Protective Services: Sworn	1/31/2011	

FT	19960247	DIAMOND	WILLIAM		M	White	04	Protective Services: Sworn	12/4/1996
FT	20040207	GIRMSCHIED	LLEWELLYN	E	M	White	04	Protective Services: Sworn	10/4/2004
FT	19960248	GREGORY	DONALD	G	M	White	04	Protective Services: Sworn	12/6/1996
FT	20110016	HENRY	JAMES	M	M	White	04	Protective Services: Sworn	1/31/2011
FT	20130004	KEANE	JAMES	E	M	White	04	Protective Services: Sworn	1/9/2013
FT	20070169	KEARNEY	ROBERT	M	M	White	04	Protective Services: Sworn	8/27/2007
PT	20150066	KRUSE	RICHARD	G	M	White	04	Protective Services: Sworn	6/29/2015
PT	20090075	LAWRENCE	CHARLES	A	M	White	04	Protective Services: Sworn	11/1/2009
FT	20150059	MCGRATH	DANIEL	J	M	White	04	Protective Services: Sworn	6/15/2015
FT	20050006	NIELSEN	LOUIS	A	M	White	04	Protective Services: Sworn	1/1/2005
FT	20130099	NORDWIND	BURTON	E	M	White	04	Protective Services: Sworn	8/28/2013
PT	20150058	RAY	JOSEPH	M	M	White	04	Protective Services: Sworn	6/15/2015
FT	20130096	REYNOLDS	MICHAEL	P	M	White	04	Protective Services: Sworn	8/26/2013
FT	48								
PT	3								
Total	51								

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 JUDICIARY WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		3 100%	0 0%	1 33.33%	0 0%	0 0%	0 0%	0 0%	2 66.67%	0 0%	0 0%	0 0%
Professionals (02)		4 100%	0 0%	2 50%	0 0%	0 0%	0 0%	0 0%	2 50%	0 0%	0 0%	0 0%
Technicians (03)		The Judiciary does not have employees in this job category.										
Protective Services	Sworn (04)	28 100%	5 17.86%	16 57.14%	0 0%	0 0%	0 0%	0 0%	7 25%	0 0%	0 0%	0 0%
	Non-Sworn (05)	0 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Office/Clerical (06)		16 100%	0 0%	1 6.25%	0 0%	0 0%	0 0%	0 0%	11 68.75%	4 25%	0 0%	0 0%
Skilled Craft (07)		The Judiciary does not have employees in this job category.										
Service/Maintenance (08)		The Judiciary does not have employees in this job category.										

4/25/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 JUDICIARY UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		33.33% 54.5% -21.17%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	66.67% 30.8% 35.87%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		50% 36.7% 13.3%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	50% 45.9% 4.1%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Judiciary does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	57.14% 59.1% -1.96%	17.86 % 7.7% 10.16%	0% 11.5% -11.5%	0% 1.9% -1.9%	0% 0% 0%	25% 11% 14%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	0% 52.1% -52.1%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 39.4% -39.4%	0% 0% 0%	0% 8.4% -8.4%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		6.25% 27.6% -21.35%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -.1%	68.75% 42.5% 26.25%	0% 4% -4%	25% 12.5% 12.5%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Judiciary does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Judiciary does not have employees in this job category.									

2015 JUDICIARY AND COURTS
EEOP REPORT

Number of Disciplinary Actions

1 Written Reprimand for code 04 Black Male

Number of Applications for Promotion or Transfer

0 applications for promotions or transfers

Employment Policies

We do not have our own employment policies. We follow the policies of Kane County.

Websites that Job Openings are Posted On

Chicago Area Law Schools for Staff Attorneys and Law Student Interns

Waubonsee Community College and Elgin Community College Paralegal Programs

Kane County Website

Ethnic Detail for Merit Commission - Employees between 7/1/2014 and 6/30/2015

Merit Commission										
Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
PT	20080047	KONEN	KATHLEEN	M	F	White	06	Administrative Support	3/24/2008	9/11/2015
OT	20090055	WAGNER Jr	DAVID	E	M	White	01	Official/Administration	9/15/2009	
OT	19970218	WEBER	ELMER	J	M	White	01	Official/Administration	11/12/1997	
OT PT	19990062 1	WENNMACHER	STEPHEN	W	M	White	01	Official/Administration	3/9/1999	

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 MERIT COMMISSION WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		The Merit Commission does not have employees in this job category.										
Professionals (02)		The Merit Commission does not have employees in this job category.										
Technicians (03)		The Merit Commission does not have employees in this job category.										
Protective Services	Sworn (04)	The Merit Commission does not have employees in this job category.										
	Non-Sworn (05)	The Merit Commission does not have employees in this job category.										
Office/Clerical (06)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		The Merit Commission does not have employees in this job category.										
Service/Maintenance (08)		The Merit Commission does not have employees in this job category.										

3/11/2015

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 (OFFICE OF ELECTED OFFICIAL) – 2015 MERIT COMMISSION UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	0% 30.8% -30.8%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		The Merit Commission does not have employees in this job category.									
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Merit Commission does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Merit Commission does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Merit Commission does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 27.6% -27.6%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1%	100% 42.5% 57.5%	0% 4% -4%	0% 12.5% -12.5%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Merit Commission does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Merit Commission does not have employees in this job category.									

3/11/2015

SHERIFF'S MERIT COMMISSION

KANE COUNTY GOVERNMENT BUILDING
Building A Room 103

Stephen W. Wennmacher, Chairman
Elmer J. Weber, Vice Chairman
Peter J. Burgert, Secretary
konenkathleen@co.kane.il.us



719 S Batavia Ave
Geneva, IL 60134
Phone: (630) 232-3558
Fax: (630) 208-6643

TO: *SUSAN BROWN*

FROM: *KATHY KONEN*

SUBJECT: *EEOP report 2014-2015-2016*

DATE: *MAY 20, 2015*

CC:

As this office has not had any changes in staff over the past several years our Demographic reports will remain the same as past years.

Enclosed you will find the requested EEOP information.

2012 one administrative assistant W/F
2013 one administrative assistant W/F
2014 one administrative assistant W/F
2015 one administrative assistant W/F

Ethnic Detail for Public Defender - Employees between 7/1/2014 and 6/30/2015

Public Defender

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	19960020	ADAM	MONA	M	F	White	06	Administrative Support	2/13/1996	
PT	19970008	AMATO	JENNIE	S	F	White	02	Professionals	1/6/1997	
FT	20030218	ARCHULETA	JUANITA	M	F	Hispanic or Latino	02	Professionals	12/15/2003	
FT	20040206	BENJAMIN	MELYNDA	L	F	White	02	Professionals	12/4/2006	
FT	20080051	BILBREY	KIMBERLY	R	F	White	02	Professionals	3/24/2008	
FT	20130167	BLAKE	SANDRA	M	F	White	02	Professionals	12/5/2013	
FT	19940027	BROWN	GREGORY	A	M	White	02	Professionals	4/1/1994	
PT	20120043	BRUMMEL	MORGAN		F	White	02	Professionals	7/11/2012	seasonal
FT	20120022	CARLIN	CECILY	A	F	White	02	Professionals	4/16/2012	
FT	19990143	CHAPA	MARIA	A	F	Hispanic or Latino	06	Administrative Support	7/19/1999	
FT	20070028	CHOATE	JILL	R	F	White	06	Administrative Support	2/15/2007	
FT	19960143	CONANT	RACHELE	A	F	White	02	Professionals	8/5/1996	
FT	20000205	COVEY	BRENDA	V	F	White	02	Professionals	9/18/2000	
FT	20130060	DOLAK	RONALD	D	M	Hispanic or Latino	02	Professionals	6/10/2013	
FT	20140041	ESCOBEDO	DORA	G	F	Hispanic or Latino	06	Administrative Support	4/7/2014	
FT	19910064	FAHNESTOCK	TRACIE	N	F	White	04	Sworn	12/9/1991	
FT	20130024	FEDA	NICHOLAS	J	M	White	02	Professionals	3/4/2013	
FT	20050018	GAVINA	MARIA	I	F	Hispanic or Latino	06	Administrative Support	1/13/2014	
FT	19960101	HAWKINS	BRITT		F	White	02	Professionals	6/3/1996	
FT	20150139	KALANGES	SHAINA	S	F	White	02	Professionals	12/7/2015	1/5/2016
FT	19990276	KEMMERLING	KATHLEEN	M	F	White	02	Professionals	12/1/1999	
FT	20110013	KERELUK	MICHAEL	F	M	White	02	Professionals	1/31/2011	
FT	20030215	KRUSE	ANNE	M	F	White	06	Administrative Support	12/8/2003	
FT	20040259	KULLENBERG	JUDITH	M	F	White	02	Professionals	12/16/2004	
FT	20030163	LEDER	JACQUELINE	J	F	White	02	Professionals	1/7/2008	
FT	19910041	LEE	SALLY	L	F	White	06	Administrative Support	7/16/1991	
PT	19790004	LOREK	DONALD	E	M	White	02	Professionals	5/9/1979	seasonal
FT	20130061	MCLEAN	BETHANY	A	F	White	02	Professionals	6/10/2013	
FT	20110090	MEYERS	PAUL	C	M	White	02	Professionals	11/28/2011	

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 PUBLIC DEFENDER WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		The Public Defender’s Office does not have employees in this job category.										
Professionals (02)		34 100%	0 0%	8 23.53%	1 2.94%	1 2.94%	0 0%	0 0%	22 64.71%	1 2.94%	1 2.94%	0 0%
Technicians (03)		The Public Defender’s Office does not have employees in this job category.										
Protective Services	Sworn (04)	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
	Non-Sworn (05)	The Public Defender’s Office does not have employees in this job category.										
Office/Clerical (06)		9 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	5 55.56%	4 44.44%	0 0%	0 0%
Skilled Craft (07)		The Public Defender’s Office does not have employees in this job category.										
Service/Maintenance (08)		The Public Defender’s Office does not have employees in this job category.										

3/25/2016

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 (OFFICE OF ELECTED OFFICIAL) – 2015 PUBLIC DEFENDER UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		The Public Defender's Office does not have employees in this job category.									
PROFESSIONALS Workforce #/% CLS #/% Utilization %		23.53%	0%	2.94%	2.94%	0%	64.70%	0%	2.94%	2.94%	0%
		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
		-13.17%	-1.5%	-0.86%	-0.66%	0%	18.8%	-1.4%	-1.36%	0.24%	0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Public Defender's Office does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	59.1%	7.7%	11.5%	1.9%	0%	11.0%	3.5%	5.4%	0%	0%
		-59.1%	-7.7%	-11.5%	-1.9%	0%	89%	-3.5%	-5.4%	0%	0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0%	0%	0%	0%	0%	55.56%	0%	44.44%	0%	0%
		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
		-27.6%	-1.7%	-8%	-1%	-1%	13.06%	-4%	31.94%	-1.3%	-1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Public Defender's Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Public Defender's Office does not have employees in this job category.									

3/26/2016

Kane County Public Defender's Office

1. The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year (FY 15). Please include the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.

Answer: None

The number of employees in each job category by race, sex, and national origin who made application for promotion or transfer within the preceding fiscal year (FY 14).

Answer: 0

The number in each job category by race, sex and national origin who were promoted or transferred.

Answer: 0

2. A detailed narrative statement setting forth your office/departments existing employment policies and practices as defined in 42.202(c). So, for example, where testing is issued in the employment of selection process, it is not sufficient for the office/department to simply note the fact. The office/department should identify the test, describe the procedures followed in the administering and scoring the test, state what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures, and practices used by the applicant.

Answer: All employees subject to statutory appointment at the pleasure of the Public Defender and the Rules of Professional Conduct annual performance evaluations are conducted by the hands on supervisory staff.

3. Lastly, please provide a list of publications and/or websites that job openings can be posted to or published in to assist in recruitment efforts that may be specific to your office/department. These may include professional publications, trade magazines, newsletters, etc.

Answer: County website, Chicagoland law schools, ISBA, KCBA, and Chicago Daily Law Bulletin

Ethnic Detail for Recorder - Employees between 7/1/2014 and 6/30/2015

Recorder[illegible]

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 RECORDER WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		3 100%	0 0%	2 66.67%	0 0%	0 0%	0 0%	0 0%	1 33.33%	0 0%	0 0%	0 0%
Technicians (03)		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	The Recorder’s Office does not have employees in this job category.										
	Non-Sworn (05)	The Recorder’s Office does not have employees in this job category.										
Office/Clerical (06)		12 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	9 75%	2 16.67%	1 8.33%	0 0%
Skilled Craft (07)		The Recorder’s Office does not have employees in this job category.										
Service/Maintenance (08)		The Recorder’s Office does not have employees in this job category.										

3/25/2016

KEY

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

PART I. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 RECORDER UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-54.5%	-1.6%	-4.6%	-1.8%	0%	-30.8%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #%		66.67%	0%	0%	0%	0%	33.33%	0%	0%	0%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		29.97%	-1.5%	-3.8%	-3.6%	0%	-12.57%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.7%	4.0%	6.3%	4.3%	0%	37.4%	1.5%	5.3%	2.6%	0%
Utilization %		61.3%	-4.0%	-6.3%	-4.3%	0%	-37.4%	-1.5%	-5.3%	-2.6%	0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Recorder's Office does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Recorder's Office does not have employees in this job category.									
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	75%	0%	16.67%	8.33%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-.1%	32.5%	-4%	4.17%	7.03%	-.1%
SKILLED CRAFT		The Recorder's Office does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											
SVCS/MAINTENANCE		The Recorder's Office does not have employees in this job category.									
Workforce #/%											
CLS #/%											
Utilization %											

3/25/2016

FY2015 Equal Opportunity Plan for the Recorder's Office

- 1) The Utilization Analysis has remained the same throughout the year. (One Hispanic or Latino female retired in June 2015 and was still included in the 2015 figures.)
- 2) There were no disciplinary actions within the 2015 EEOP time guides.
- 3) There were no promotions or transfers within the FY2015.

2015 Workforce:

- Professionals: 1 white female, 2 white males
 - Technicians: 1 white male
 - Administrative Support: 9 white females, 2 Hispanic female, 1 A/P (India/Africa subcontinent) female
- 4) We have not hired anyone since 2005. Recruitment efforts will be posted and handled through the HR department, if and when necessary. Applicants would be given a typing test, recommendations reviewed and interviewed by a minimum of two supervisors.

Ethnic Detail for Recorder- Employees**BETWEEN 7/1/2014 - 6/30/20****Recorder** 20000251 WEGMAN **SANDY** **F**

Type	Employee number	Employee Name	First	MI	Gender
FT	20030066	ANTCZAK	MAJA	U	F
FT	20010268	BROWN	CARREN	M	F
FT	19980052	COLTON	LYNDA	M	F
FT	19980166	DOOLITTLE	SHELLEY	J	F
FT	20000114	FERNOW	LYNDA	A	F
FT	2003.0042	HEYOB	ELIZABETH	A	F
FT	19990253	HOLA	MAUREEN		F
FT	20050055	IBARRA	MARIA	M	F
FT	19980223	KING	DAVID	C	M
FT	19870023	MARWAHA	INDERPAL		F
FT	20020159	MITCHELL	CARRIE	L	F
FT	19900012	SCHOLES	DAVID	J	M
FT	20020019	SCHONBACK	JUDY	A	F
FT	20030072	SMITH	RENE	M	F
FT	20040180	VILLACORTA	AMALIA	E	F
FT	20030144	WEIGAND	SCOTT	M	M

White 1 Official/ Administration 12/1/2000

Race	EEO	EEO/Category	Hire	Term
White	06	Administratvice Support	4/28/2003	
White	06	Administratvice Support	12/1/2001	
White	06	Administratvice Support	4/1/1998	
White	06	Administratvice Support	8/18/1998	
White	02	Professionals	6/26/2000	
White	06	Administratvice Support	3/17/2003	
White	06	Administratvice Support	11/8/1999	
Hispanic or Latino	06	Administratvice Support	3/7/2005	
White	02	Professionals	11/2/1998	
White	06	Administratvice Support	9/8/1987	
White	06	Administratvice Support	10/1/2002	
White	02	Professionals	3/5/1990	
White	06	Administratvice Support	1/30/2002	
White	06	Administratvice Support	8/23/2004	
Hispanic or Latino	06	Administratvice Support	12/1/2000	6/2/2015 retired
White	03	Technicians	8/18/2003	

Ethnic Detail for Regional Office of Education - Employees between 7/1/2014 and 6/30/2015

Regional Office of Education

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20140093	AXELSEN	JOSHUA	C	M	White	02	Professionals	8/12/2014	
FT	20000009	BALDERAS	SHARON		F	White	06	Administrative Support	1/14/2000	7/25/2014
FT	20050036	BOIES	JOSHUA	J	M	White	02	Professionals	2/7/2005	7/11/2014
OT	19980133	DAL-SANTO	PATRICIA	A	F	White	01	Official/Administration	8/1/1998	
FT	20050180	DEMPSEY	DEBORAH	A	F	White	02	Professionals	8/22/2005	
PT	20130105	DIORIO	MICHELLE	M	F	White	06	Administrative Support	9/3/2013	seasonal
PT	20120044	FETZER	MARGARET	R	F	White	01	Official/Administration	7/16/2012	
PT	20130104	FITZGERALD	NICOLE	T	F	White	06	Administrative Support	9/3/2013	5/27/2015
FT	20030167	GLENN	KARI	M	F	White	02	Professionals	9/15/2003	
PT	20130103	GODINA	KAI	S	F	White	06	Administrative Support	8/29/2013	8/7/2014
FT	19990169	GRENDAL	RICHARD	A	M	White	02	Professionals	8/16/1999	
PT	20130062	HASLEY	MACKENZIE	A	F	White	06	Administrative Support	6/12/2013	seasonal
PT	20040178	HELGESON	LEANNE	K	F	White	06	Administrative Support	8/23/2004	
FT	20050201	HURLEY	ERIN	M	F	White	02	Professionals	9/7/2005	
PT	20070124	JARMAN	BRADLEY		M	White	02	Professionals	7/2/2007	8/14/2015
PT	20140099	JOHNSON	AMBER	L	F	White	06	Administrative Support	8/25/2014	
FT	20020136	JORDAN	BELVIN	A	F	Black	02	Professionals	9/3/2002	
FT	20140087	KAMPS	ELLEN	J	F	White	02	Professionals	7/24/2014	
FT	19970216	KNORR	ANGELA	J	F	White	06	Administrative Support	11/10/1997	
FT	19890053	KOESSL	DANIEL	E	M	White	02	Professionals	9/25/1989	
FT	20150006	KURKOWSKI	RACHEL	M	F	White	02	Professionals	1/4/2015	
FT	19970407	LABOUFF	PATRICK	F	M	White	02	Professionals	2/24/1997	
FT	20120015	LAWSON	KATHERINE		F	White	02	Professionals	3/19/2012	
FT	20070127	LECLERE	SHIRLEY		F	White	01	Official/Administration	7/2/2007	
PT	20140088	MARTHALER	KRISTEN	P	F	White	06	Administrative Support	7/25/2014	11/19/2015
FT	20130093	MCLEOD	DANA	L	F	White	02	Professionals	8/14/2013	8/29/2014
OT	20140075	MCNULTY	PAIGE	E	F	White	01	Official/Administration	7/1/2014	1/31/2015

FT	19950132	MORRIS	ELEANOR	B	F	Hispanic or Latino	06	Administrative Support	5/16/2007
FT	19960227	MORRIS	PHILLIP	C	M	White	01	Official/Administration	11/18/1996
FT	20140057	PAWOLA	JAMES	M	M	White	02	Professionals	5/19/2014
FT	20050041	PINNAU	MARTIN	U	M	Asian	03	Technicians	2/14/2005
FT	20040243	RISSINGER	VICKI	J	F	White	06	Administrative Support	12/1/2004
FT	20020021	SEARS	GARY	H	M	White	03	Technicians	2/1/2002
FT	20140077	SHUMWAY	PAMELA	J	F	White	06	Administrative Support	7/3/2014
FT	19990258	SPALIS	IVARS		M	White	02	Professionals	11/8/1999
FT	20140001	STEFFES	ZACHARY	A	M	White	02	Professionals	1/6/2014
FT	20080160	WEBSTER	ALISSA	A	F	White	02	Professionals	10/22/2008 8/21/2014
FT	20140134	WEIL	STEFFANIE	A	F	White	02	Professionals	10/27/2014
FT	20140065	WICKLUND	SUSAN	M	F	White	06	Administrative Support	6/5/2014
FT	28								
PT	7								
Total	35								

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 REGIONAL OFFICE OF EDUCATION WORKFORCE

		MALE					FEMALE				
Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)	3 100%	0 0%	1 33.33%	0 0%	0 0%	0 0%	0 0%	2 66.67%	0 0%	0 0%	0 0%
Professionals (02)	18 100%	0 0%	9 50%	0 0%	0 0%	0 0%	1 5.56%	8 44.44%	0 0%	0 0%	0 0%
Technicians (03)	2 100%	0 0%	1 50%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	The Regional Office of Education does not have employees in this job category.									
	Non-Sworn (05)	The Regional Office of Education does not have employees in this job category.									
Office/Clerical (06)	12 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	11 91.67%	1 8.33%	0 0%	0 0%
Skilled Craft (07)	The Regional Office of Education does not have employees in this job category.										
Service/Maintenance (08)	The Regional Office of Education does not have employees in this job category.										

05/09/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 REGIONAL OFFICE OF EDUCATION UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		33.33%	0%	0%	0%	0%	66.67%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-21.17%	-1.6%	-4.6%	-1.8%	0%	35.87%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #%		50%	0%	0%	0%	0%	44.44%	5.56%	0%	0%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		13.30%	-1.5%	-3.8%	-3.6%	0%	-1.46%	4.16%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		50%	0%	0%	50%	0%	0%	0%	0%	0%	0%
CLS #/%		38.7%	4.0%	6.3%	4.3%	0%	37.4%	1.5%	5.3%	2.6%	0%
Utilization %		11.30%	-4.0%	-6.3%	45.7%	0%	-37.4%	-1.5%	-5.3%	-2.6%	0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Regional Office of Education does not have any employees in this category									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Regional Office of Education does not have any employees in this category									
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	91.67%	0%	8.33%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-27.6%	-1.7%	-8%	-1%	-1%	49.17%	-4%	-4.17%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		The Regional Office of Education does not have any employees in this category									
CLS #/%											
Utilization %											
SVCS/MAINTENANCE											
Workforce #/%		The Regional Office of Education does not have any employees in this category									
CLS #/%											
Utilization %											

Date: April 8, 2016

To: Susan Brown
From: Meg Fetzer

Re: Equal Employment Opportunity Plan

Responses to Items from EEOP Letter

1. For FY15 the Regional Office of Education did have one employee that received disciplinary action for the reasons indicated below.

<u>Race</u>	<u>Sex</u>	<u>Sanction</u>
W	M	Written Reprimand (sent home) July 2014
W	M	Written Reprimand (sent home) January 2015

2. In FY15 there was ZERO employees at the Regional Office of Education who were promoted or transferred that was listed on the attached job categories from your EEOP letter.

<u>Race</u>	<u>Sex</u>	<u>Change</u>
N/A	N/A	N/A

3. The Regional Office of Education posts job openings through Kane County's website and also through the Kane County Human Resources Consortium.

It is the Regional Superintendent's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, creed, religion, sex, age, national origin, ancestry, physical or mental handicap or disability, marital status, military status, or veteran status. This policy applies to all aspects of employment, including, but not limited to, selection, promotions, compensation, assignments, benefits, training and termination. To the extent required by receipt of grant funds or other laws, any employment or discrimination policy required to be adopted by such grant agreement or law is hereby adopted by reference as if fully set forth herein.

The Regional Superintendent is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, and as a condition of employment, each new employee must properly complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Before commencing work, newly rehired employees must also complete the form if they have not previously filed an I-9 with this office or if their previously completed I-9 is more than 3 years old.

It is the Regional Superintendent policy that no qualified individual with a disability shall be discriminated against because of such disability in regard to job application procedures, hiring or discharge, compensation, advancement opportunities, training, or any other term or condition of employment. A disability is defined as: (1) a physical or mental impairment that substantially limits one or more major life activities of an individual; (2) a record of such impairment; or (3) being regarded as having such impairment.

A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the job such person holds or desires. Any qualified employee or applicant who believes that he or she has been discriminated against because of a disability should promptly report the complaint to a Manager or the Associate Superintendent. Complaints of discrimination on the basis of disability will be promptly investigated.

Ethnic Detail for Sheriff/Adult Corrections - Employees between 7/1/2014 and 6/30/2015

Sheriff/Adult Corrections

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20000152	AGUIRRE	LUIS	X	M	Hispanic or Latino	04	Protective Services: Sworn	8/1/2000	
FT	20150017	ALBERTSEN-KNAUB	JOHN	D	M	White	04	Protective Services: Sworn	2/2/2015	
FT	20060142	AZEMI	MERGIM		M	White	04	Protective Services: Sworn	7/31/2006	
FT	20110029	BAILEY	AMANDA	E	F	White	04	Protective Services: Sworn	3/14/2011	7/15/2015
FT	20020110	BARNAT	ROBERT	B	M	White	04	Protective Services: Sworn	8/12/2002	
FT	20060129	BARRERA	SUSAN		F	Hispanic or Latino	06	Administrative Support	6/21/2006	8/4/2014
FT	20080020	BECK	DARREN	J	M	White	04	Protective Services: Sworn	1/21/2008	
FT	19930034	BOMMELMAN	CHRISTIAN	W	M	White	04	Protective Services: Sworn	5/24/1993	
FT	20130077	BORNEMANN	TIMOTHY	J	M	White	04	Protective Services: Sworn	7/8/2013	
FT	20140080	BORUTA	KENNETH	E	M	White	04	Protective Services: Sworn	7/7/2014	1/29/2015
FT	20070216	BREDLAU	JOHN	P	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20080048	BRIGUGLIO	LENORE	P	F	White	04	Protective Services: Sworn	3/24/2008	
FT	20010042	CAJIC	LEONARD		M	White	04	Protective Services: Sworn	2/26/2001	
FT	19910020	CAMPBELL	RICHARD	J	M	White	04	Protective Services: Sworn	5/5/1991	7/1/2015
FT	19910021	CARTER	WAYNE	A	M	White	02	Professionals	5/1/1991	
FT	20040028	CAWVEY	SHERDELL	G	M	White	04	Protective Services: Sworn	2/9/2004	
FT	19930035	CONKLIN	CHARLES	K	M	Asian	04	Protective Services: Sworn	5/16/1993	
FT	20080148	CROSS	KHARI	L	M	Black	04	Protective Services: Sworn	9/16/2008	
FT	19960047	CROSS	TANIKA	M	F	Black	04	Protective Services: Sworn	4/1/1996	
FT	20100026	DAVIS	JANEL	L	F	White	04	Protective Services: Sworn	3/29/2010	
FT	20080050	DAVIS	NICHOLAS	P	M	White	04	Protective Services: Sworn	3/24/2008	
FT	20090062	DEATON	DANIEL		M	White	04	Protective Services: Sworn	10/5/2009	
FT	20020030	DELGADO	DARREN	G	M	Hispanic or Latino	04	Protective Services: Sworn	2/25/2002	
FT	20110081	DELINE	MATTHEW	J	M	White	04	Protective Services: Sworn	10/11/2011	
FT	19870014	DES JARDINE	MICHAEL	A	M	White	04	Protective Services: Sworn	6/8/1987	
FT	20020031	DESHARNAIS	MARCUS	H	M	White	04	Protective Services: Sworn	2/25/2002	
FT	20040029	DIRECTO	JOEL	G	M	Asian	04	Protective Services: Sworn	2/9/2004	
FT	20080043	DOMINGUEZ	ALICIA		F	Hispanic or Latino	06	Administrative Support	3/17/2008	
FT	19950043	DUCAY	CHRIS	V	M	Asian	04	Protective Services: Sworn	3/26/1995	
FT	20010182	DUNAWAY	PAUL	D	M	White	04	Protective Services: Sworn	8/13/2001	
FT	20090011	DURAN CANCINO	LUIS	F	M	Hispanic or Latino	04	Protective Services: Sworn	2/2/2009	
FT	19910023	EISENMAN	FRANCISCO	S	M	Asian	04	Protective Services: Sworn	5/16/1991	
FT	19890008	FLOWERS	GREGORY	M	M	White	02	Professionals	2/16/1989	
FT	19940089	FLOWERS	SCOTT	A	M	White	04	Protective Services: Sworn	8/16/1994	
FT	20050181	FRANZEN	NICOLE	A	F	White	06	Administrative Support	8/22/2005	
FT	20130123	FROULA	KARA	K	F	White	04	Protective Services: Sworn	10/7/2013	
FT	20040030	GATS	MARK	G	M	White	04	Protective Services: Sworn	2/9/2004	

FT	20080155	GIBBONS	JOHN	F	M	White	04	Protective Services: Sworn	10/6/2008
FT	20050157	GILLUM	DEVON	S	M	White	04	Protective Services: Sworn	7/18/2005
FT	20080027	GULANCZYK	GREG		M	White	04	Protective Services: Sworn	2/4/2008
FT	20070214	HANCZAR	MARISA	A	F	White	04	Protective Services: Sworn	12/10/2007
FT	20140047	HANKES	BRITTNEY	R	F	White	06	Administrative Support	4/29/2014 4/23/2015
FT	19980124	HANSON	DONALD	D	M	White	04	Protective Services: Sworn	7/13/1998
FT	20070088	HARDEKOPF	ADAM	T	M	White	04	Protective Services: Sworn	5/29/2007
FT	20010043	HAYES	PHILIP	L	M	White	04	Protective Services: Sworn	2/26/2001
FT	20070219	HEINZ	BRET	M	M	White	04	Protective Services: Sworn	12/10/2007
FT	20030118	HELLER	KATIE	A	F	White	04	Protective Services: Sworn	7/14/2003
FT	19960081	HEWITT	CHRISTOPHER	R	M	White	04	Protective Services: Sworn	5/13/1996
FT	19920016	HICKEY	JOHN	V	M	White	02	Professionals	5/1/1992
FT	19950155	HOFFMAN	JOHN	P	M	White	04	Protective Services: Sworn	9/29/1995
FT	19920001	HOLLOWAY	DANIEL	D	M	White	04	Protective Services: Sworn	1/16/1992
FT	20050039	HUGHES	KELLY	M	F	White	04	Protective Services: Sworn	2/14/2005
FT	19990071	HUGHES	RANDY	A	M	White	04	Protective Services: Sworn	3/29/1999
FT	19950060	HUNGER	COREY	J	M	White	02	Professionals	4/16/1995
FT	20120085	HUNT	JUSTIN	J	M	White	04	Protective Services: Sworn	10/1/2012
FT	19910043	HUSTON	MICHAEL	E	M	White	04	Protective Services: Sworn	8/18/1991
FT	19900031	JOHNSON	ALAN	R	M	White	04	Protective Services: Sworn	7/1/1990
FT	20040032	JOHNSON	JOHN	H	M	Black	04	Protective Services: Sworn	2/9/2004
FT	20010044	JOHNSON	JOHNNY	L	M	Black	04	Protective Services: Sworn	2/26/2001 12/1/2014
FT	20150016	KEATY	ANTHONY	P	M	White	04	Protective Services: Sworn	2/2/2015
FT	19920018	KEATY	PATRICK	M	M	White	02	Professionals	5/24/1992
FT	20080028	KHOLLMAN	CORY	S	M	White	04	Protective Services: Sworn	2/4/2008
FT	20060187	KMIECIAK	BRETT	M	M	White	04	Protective Services: Sworn	10/10/2006
FT	20090014	KOBALD JR	RAYMOND	C	M	White	04	Protective Services: Sworn	2/2/2009
FT	20010081	KOMES	DIANE	K	F	White	06	Administrative Support	4/16/2001
FT	20140055	KRASOWSKI	ARTUR	M	M	White	04	Protective Services: Sworn	5/12/2014 5/4/2015
FT	20010183	KRAWCZYK	JERRY		M	White	04	Protective Services: Sworn	8/13/2001
FT	20000021	LAMBERT	SUSAN	A	F	White	04	Protective Services: Sworn	2/22/2000
FT	19950044	LANG	DONALD	J	M	White	04	Protective Services: Sworn	3/26/1995
FT	20060105	LARRY	BRADLEY	J	M	White	04	Protective Services: Sworn	12/10/2007
FT	20090008	LAURIA	JOSEPH	C	M	White	04	Protective Services: Sworn	2/2/2009 1/15/2015
FT	20080060	LAVIGNE	JASON	R	M	White	04	Protective Services: Sworn	4/14/2008
FT	19910026	LAWRENCE	STEPHEN	C	M	White	04	Protective Services: Sworn	5/3/1991 11/24/2014
FT	20080129	LETSINGER	DANIELLE	D	F	White	06	Administrative Support	8/18/2008
FT	19910033	LEWIS	JAMES	C	M	White	02	Professionals	6/1/1991
FT	19990255	LOOMIS	SHAWN	M	M	White	04	Protective Services: Sworn	11/8/1999
FT	20110028	LUCANIA	TANYA	R	F	White	04	Protective Services: Sworn	3/14/2011

FT	20070138	LUNGREN	KEVIN	M	M	White	04	Protective Services: Sworn	7/23/2007	
FT	20060106	MANN	BRYAN	W	M	White	04	Protective Services: Sworn	5/30/2006	
FT	19950173	MARCRUM	GREGORY	A	M	White	04	Protective Services: Sworn	9/29/1995	
FT	19920020	MARCRUM	LARRY	S	M	White	04	Protective Services: Sworn	5/12/1992	
FT	20080031	MCCLANAHAN	NICOLE	G	F	White	04	Protective Services: Sworn	2/4/2008	
FT	20070136	MC GILL	RYNE	E	M	White	04	Protective Services: Sworn	7/23/2007	
FT	20040102	MCKANNA	SCOTT	A	M	White	04	Protective Services: Sworn	5/24/2004	
FT	19960159	MCKINESS	RANDIE	S	M	White	04	Protective Services: Sworn	9/1/1996	
FT	20080154	MEZA	JUAN	G	M	Hispanic or Latino	04	Protective Services: Sworn	10/6/2008	
FT	20070215	MEZA	ROSENDO	Jr	M	Hispanic or Latino	04	Protective Services: Sworn	12/10/2007	
FT	20010173	MILLER	BLYTHE	A	F	White	04	Protective Services: Sworn	8/6/2001	
FT	20070218	MILLER	PHILIP	W	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20090009	MILNER	ERIK	A	M	White	04	Protective Services: Sworn	2/2/2009	
FT	20000138	MONTAVON	STEVEN	D	M	White	04	Protective Services: Sworn	7/17/2000	
FT	20030123	MONTAVON	VICTORIA	J	F	White	04	Protective Services: Sworn	7/14/2003	
FT	20050211	MORRISON	GARRY	J	M	White	04	Protective Services: Sworn	9/19/2005	
FT	20110042	MULDER	ERIN	L	F	White	06	Administrative Support	5/17/2011	
FT	20000016	NALLY	JAMES	P	M	White	04	Protective Services: Sworn	2/7/2000	
FT	20030037	NELSON	MARK	A	M	White	04	Protective Services: Sworn	3/3/2003	
FT	19980127	NORRIS	RUSSEL	H	M	White	04	Protective Services: Sworn	7/13/1998	
FT	20000139	O'CONNOR	HUGH	G	M	White	04	Protective Services: Sworn	7/17/2000	
FT	20140064	O'DONNELL	JEANNE	M	F	White	04	Protective Services: Sworn	5/27/2014	12/15/2014
FT	19960218	OLALDE	MANUEL	E	M	Hispanic or Latino	04	Protective Services: Sworn	11/4/1996	
FT	20020036	OSMANI	PERPARIM		M	White	04	Protective Services: Sworn	2/25/2002	
FT	20120088	PACK	CATHERINE	A	F	White	04	Protective Services: Sworn	10/9/2012	
FT	20140089	PALMER	JOHN		M	White	04	Protective Services: Sworn	7/28/2014	12/24/2014
FF	20150116	POULL	ALICIA		F	Hispanic or Latino	06	Administrative Support	9/29/2015	12/3/2015 not in date range
FT	19960058	REGNIER	KARL	R	M	White	04	Protective Services: Sworn	4/1/1996	
FT	19960087	RIEDL	GEORGE		M	White	04	Protective Services: Sworn	5/14/1996	
FT	19970029	ROBINSON	EVERETT	D	M	Black	04	Protective Services: Sworn	1/27/1997	
FT	19990074	RODRIGUEZ	YOLANDA	A	F	Hispanic or Latino	04	Protective Services: Sworn	3/29/1999	
FT	20020037	RYDER	JOSHUA	A	M	White	04	Protective Services: Sworn	2/25/2002	
FT	20070059	SALISBURY	RYAN	L	M	White	04	Protective Services: Sworn	4/2/2007	8/10/2015
FT	20040034	SCHNITZLER	THOMAS	J	M	White	04	Protective Services: Sworn	2/9/2004	
FT	20120002	SCOTT	SAMUEL	R	M	White	04	Protective Services: Sworn	1/17/2012	
FT	20080032	SEEGO JR	CARMINE	A	M	White	04	Protective Services: Sworn	2/4/2008	
FT	20070213	SHAFF	STEVEN	J	M	White	04	Protective Services: Sworn	12/10/2007	5/19/2015
FT	20140056	SINGER	RANDY	W	M	White	04	Protective Services: Sworn	5/12/2014	
FT	19970072	SMITH	DONALD	D	M	White	04	Protective Services: Sworn	4/7/1997	
FT	20070030	SMITH	JUSTIN	W	M	White	04	Protective Services: Sworn	2/13/2007	

FT	20080087	SODERDAHL	LINDSAY	M	F	White	06	Administrative Support	6/9/2008
FT	20080087	SODERDAHL	LINDSAY	M	F	White	06	Administrative Support	6/9/2008
FT	20000137	SPENCE	MARY	F	F	White	04	Protective Services: Sworn	7/17/2000
FT	19940018	STEBERL	KATHLEEN	A	F	White	06	Administrative Support	2/1/1994
FT	20060188	STROSSNER	DEL	D	M	White	04	Protective Services: Sworn	10/10/2006
FT	19890062	SWANSON	DANIEL	P	M	White	02	Professionals	11/1/1989
FT	20030038	SWICK	JAMES	A	M	White	04	Protective Services: Sworn	3/3/2003
FT	19910028	TANT	DOMI	L	F	White	04	Protective Services: Sworn	5/6/1991
FT	19980093	THOMAS SR	PRUE	C	M	Black	04	Protective Services: Sworn	6/3/1998
FT	20090013	TIERNEY	PATRICK	M	M	White	04	Protective Services: Sworn	2/2/2009
FT	20050160	TIMMERMAN	PAUL	S	M	White	04	Protective Services: Sworn	7/18/2005
FT	20070137	TOUSIGNANT	MARK	A	M	White	04	Protective Services: Sworn	7/23/2007
FT	19990212	TROTTIER	THOMAS	J	M	White	04	Protective Services: Sworn	9/20/1999
FT	20060189	TRYGAR	MATTHEW	J	M	White	04	Protective Services: Sworn	10/10/2006
FT	20010005	VANOVERMEIREN	MARILYN	J	F	White	04	Protective Services: Sworn	1/1/2001 12/2/2015
FT	20030040	WATSON	JACOB	S	M	White	04	Protective Services: Sworn	3/3/2003
FT	20140113	WHEELER	MARY	M	F	White	06	Administrative Support	9/8/2014
FT	20050161	WILLIAMS	DURRELL	E	M	Black	04	Protective Services: Sworn	7/18/2005
FT	20030124	WILLIAMS	PAMELA	M	F	Black	04	Protective Services: Sworn	7/14/2003
FT	20090012	WILSON	OLIVER	E	M	Black	04	Protective Services: Sworn	2/2/2009
FT	19980091	WOODS	WILLIAM	R	M	White	06	Administrative Support	6/1/1998
FT	20040035	ZILLGES	LAURA	A	F	White	04	Protective Services: Sworn	2/9/2004

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Sheriff/Court Security

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20080041	AGUIRRE	FRANCISCO	J	M	Hispanic or Latino	04	Protective Services: Sworn	3/12/2008	
FT	20100043	AGUIRRE	VANESSA		F	Hispanic or Latino	04	Protective Services: Sworn	7/12/2010	
FT	20050238	ANZELONE	JOSEPH		M	White	04	Protective Services: Sworn	11/1/2005	
FT	20110061	AUKSTOLIS	WILLIAM	F	M	White	02	Professionals	8/22/2011	1/3/2015
FT	20110098	BATTISAS	PETER	S	M	White	04	Protective Services: Sworn	8/18/2014	
FT	20030201	CALHOUN	CHAD	P	M	White	04	Protective Services: Sworn	11/12/2003	
FT	20110019	CHRISTENSON	PATRICK	B	M	White	04	Protective Services: Sworn	2/7/2011	
FT	19980246	DUDA	KIMBERLY	A	F	White	04	Protective Services: Sworn	12/14/1998	
FT	20110033	FEIZA	DEREK	J	M	White	04	Protective Services: Sworn	4/18/2011	
FT	20050058	FISHER	LINDA	A	F	White	04	Protective Services: Sworn	3/14/2005	
FT	20000102	FLETCHER	LLOYD		M	White	04	Protective Services: Sworn	6/6/2000	
FT	20140003	FLYNN	JESSICA	A	F	White	04	Protective Services: Sworn	1/6/2014	
FT	20080171	FRIEDRICH	JASON	T	M	White	04	Protective Services: Sworn	2/16/2014	7/3/2014
PT	19790007	FRIEDRICH	THOMAS	A	M	White	04	Protective Services: Sworn	6/9/2014	1/29/2015

FT	20050213	GABRIELSON	MATTHEW	J	M	White	04	Protective Services: Sworn	9/26/2005
FT	20130160	GODINHO Jr	PAULO	D	M	Hispanic or Latino	04	Protective Services: Sworn	11/18/2013
FT	20110044	GRANT	ROBERT	D	M	White	04	Protective Services: Sworn	6/6/2011
PT	19870003	GRIMES	WILLIAM	J	M	White	04	Protective Services: Sworn	4/21/2014 2/23/2015
FT	20130144	HAMMOND	JOHN	D	M	White	04	Protective Services: Sworn	10/28/2013
FT	20080074	HAYES	PAUL	V	M	White	04	Protective Services: Sworn	5/12/2008
FT	20150004	JACKSON	EDDIE	A	M	Black	01	Official/Administration	1/4/2015
FT	20130020	JOHNSTON	JAMES	W	M	White	04	Protective Services: Sworn	2/25/2013
FT	20080084	KRIEN	HERBERT	A	M	White	04	Protective Services: Sworn	6/2/2008 7/12/2014
FT	20060184	LANDBERG	KEITH	D	M	White	04	Protective Services: Sworn	10/2/2006
FT	20000256	LANG	EDWARD	F	M	White	04	Protective Services: Sworn	12/4/2000
FT	19980182	MADIGAN	SANDRA	A	F	White	04	Protective Services: Sworn	9/8/1998
FT	19990068	MEETERS	STEVEN	D	M	White	04	Protective Services: Sworn	3/22/1999
FT	20040021	NELMS	SHIRLEY	A	F	Black	04	Protective Services: Sworn	1/26/2004
FT	19970234	OESTERREICHER	CLAUDE	L	M	White	04	Protective Services: Sworn	12/1/1997
FT	20120079	PEARSON Jr	JACK	W	M	White	04	Protective Services: Sworn	10/1/2012 8/3/2015
FT	19990136	PILIPUF	RONALD	J	M	White	04	Protective Services: Sworn	7/12/1999
FT	20130175	PISZCZEK	RUSSELL	J	M	White	04	Protective Services: Sworn	12/30/2013
FT	20040173	POE	CHARLES	M	M	White	04	Protective Services: Sworn	8/16/2004 12/31/2014
FT	19970002	QUINN	HOLLY	A	F	White	04	Protective Services: Sworn	1/2/1997
FT	20100095	SCHWER	BOB	L	M	White	04	Protective Services: Sworn	12/20/2010
FT	20080114	SCOTT	STEPHAN	A	M	Hispanic or Latino	04	Protective Services: Sworn	3/25/2013
FT	20110032	SHEEHAN	GORDON	T	M	White	04	Protective Services: Sworn	4/19/2011
FT	20050017	VAN VLERAH	ROGER	A	M	White	04	Protective Services: Sworn	1/10/2005
FT	19930018	WAGNER	DAVID	E	M	White	04	Protective Services: Sworn	3/1/1993
FT	20120086	WEBSTER	WILLIAM	A	M	White	04	Protective Services: Sworn	10/9/2012
FT	20140092	WYATT	TYLER	F	M	White	04	Protective Services: Sworn	7/30/2014

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Sheriff/Sheriff

Type	Employee ID	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	19950153	ALBA	ALDO	A	M	Hispanic or Latino	04	Protective Services: Sworn	9/8/1995	
FT	20070016	ARDELAN	JANET	F	F	White	06	Administrative Support	1/16/2007	12/1/2015
FT	19890055	BALOUN	ROBERT	A	M	White	04	Protective Services: Sworn	10/16/1989	
FT	19960175	BARROWS	SHAWN	D	M	White	04	Protective Services: Sworn	9/9/1996	
FT	19930052	BEATUS	MICHAEL	J	M	White	04	Protective Services: Sworn	7/1/1993	
FT	20060067	BIDDLE	ANDREW	T	M	White	04	Protective Services: Sworn	4/4/2006	
FT	19920011	BJORNSON	CAROLINE	R	F	White	06	Administrative Support	3/16/1992	
FT	19870006	BLACKSMITH	EMILY	A	F	White	06	Administrative Support	3/1/1987	

FT	19950056	BOBER Jr	RAYMOND	M	M	White	05	Protective Services: Non Sworn	4/16/1995	
FT	20070058	BODIN	JEFFREY	M	M	White	04	Protective Services: Sworn	4/2/2007	
FT	20060081	BRAUER	DOUGLAS	P	M	White	04	Protective Services: Sworn	4/17/2006	
FT	20030110	BRUENING	STEVEN	L	M	White	04	Protective Services: Sworn	6/4/1998	
FT	19820013	BUMBAR	JEFFREY		M	White	07	Skilled Craft	9/1/1982	
FT	19790006	BUMGARNER	THOMAS	L	M	White	01	Official/Administration	6/10/1979	
FT	20140078	BURGERT	PETER	A	M	White	04	Protective Services: Sworn	7/7/2014	
FT	20140005	BYERS	BRYANNA	L	F	White	04	Protective Services: Sworn	1/7/2014	Sheriff in this date range
FT	19950195	CAMPBELL	CRAIG	K	M	Black	02	Professionals	11/1/1995	
FT	20050068	CATICH	EDWARD	K	M	White	04	Protective Services: Sworn	4/4/2005	
FT	20140079	CERVANTES	IGNACIO		M	Hispanic or Latino	04	Protective Services: Sworn	7/7/2014	1/20/2015
FT	19860004	COLE	COLLEEN	M	F	White	06	Administrative Support	4/1/1986	
FT	19930014	COLLINS	CHRISTOPHER	J	M	White	02	Professionals	3/17/1993	
FT	19980042	COLLINS	STEVEN	W	M	White	04	Protective Services: Sworn	3/16/1998	
FT	20110099	CONLEY	SARAH	L	F	White	04	Protective Services: Sworn	1/1/2012	
FT	19930036	CYZEN	KENNETH	J	M	White	04	Protective Services: Sworn	5/18/1993	
FT	19940067	DEMETER	BRIAN	W	M	White	04	Protective Services: Sworn	6/24/1994	
FT	20080061	DEUCHLER	SUSAN	J	F	White	04	Protective Services: Sworn	4/21/2008	
FT	20110021	DOUGLAS	JUSTIN	E	M	Black	04	Protective Services: Sworn	2/13/2011	
FT	20020149	DURHAM	THOMAS	A	M	White	04	Protective Services: Sworn	9/23/2002	
FT	20070118	DZAFERI CRAMER	LULE		F	White	06	Administrative Support	6/18/2007	
FT	19980195	EDWARDS	WALTER	F	M	Black	04	Protective Services: Sworn	9/18/1998	
FT	19980139	FEIZA	AARON	J	M	White	04	Protective Services: Sworn	8/3/1998	
FT	19940021	FISHER	ERIC	S	M	White	02	Professionals	2/16/1994	
FT	20030099	FLANNERY	MICHAEL	C	M	Hispanic or Latino	04	Protective Services: Sworn	6/9/2003	
FT	19940070	FLOWERS	TIMOTHY	W	M	White	04	Protective Services: Sworn	7/1/1994	
FT	20140004	FRANTZEN	BROOKE	K	F	White	04	Protective Services: Sworn	1/6/2014	
FT	20020186	FRIEDRICH	JANET	L	F	White	06	Administrative Support	11/25/2002	
FT	19960176	GARDNER	KEITH	A	M	White	04	Protective Services: Sworn	9/9/1996	
FT	19960158	GARTLAND	JAMIE		M	White	04	Protective Services: Sworn	9/1/1996	
FT	19990201	GAST	DAVID	D	M	White	04	Protective Services: Sworn	9/7/1999	
FT	19990125	GATSKE	WILLIAM	A	M	White	04	Protective Services: Sworn	6/21/1999	
FT	19960070	GENGLER	PATRICK	J	M	White	02	Professionals	4/19/1996	
FT	19970058	GENTRY	BRANDEN	W	M	White	04	Protective Services: Sworn	3/21/1997	
FT	20010146	GOMEZ	JOSE	C	M	Hispanic or Latino	05	Protective Services: Non Sworn	6/26/2001	
FT	19990145	GONCHER	MATTHEW	J	M	White	04	Protective Services: Sworn	7/19/1999	
FT	20030036	HAIN	RONALD	C	M	White	04	Protective Services: Sworn	3/3/2003	
FT	20070026	HAMBLIN	DENISE	E	F	White	06	Administrative Support	2/20/2007	
FT	19980086	HARRISON	GARY	W	M	White	07	Skilled Craft	6/1/1998	
FT	20050027	HOFFMAN	TERENCE	L	M	White	04	Protective Services: Sworn	2/1/2005	

FT	20120008	HOYT	TREVOR	L	M	White	04	Protective Services: Sworn	2/10/2012	
FT	20050215	HUMM	MATTHEW	A	M	White	04	Protective Services: Sworn	9/26/2005	
FT	20050088	JOHANNESSEN	ASHLEIGH	N	F	White	06	Administrative Support	5/16/2005	
FT	20030155	JOHNSON	AMY	R	F	White	04	Protective Services: Sworn	9/2/2003	
FT	19980046	JOHNSON	KENNETH	E	M	White	04	Protective Services: Sworn	3/30/1998	
FT	19980047	JONES	STEVEN	W	M	Hispanic or Latino	04	Protective Services: Sworn	3/30/1998	
FT	20050069	KAUS	KRYSTA	M	F	White	04	Protective Services: Sworn	4/4/2005	
FT	19890001	KLEVENO	KEVIN	W	M	White	04	Protective Services: Sworn	1/9/1989	3/27/2015
FT	20120028	KOFFENBERGER	DEANNA	V	F	White	04	Protective Services: Sworn	4/29/2012	
FT	20110020	KOPF	DIANA		F	White	04	Protective Services: Sworn	2/13/2011	
OT	19790008	KRAMER	DONALD	E	M	White	04	Official/Administration	12/1/2014	
FT	19900029	KRUSE	NATALIE	A	F	White	06	Administrative Support	6/11/1990	12/4/2015
FT	20130164	LARKIN	JACQUELYN	R	F	White	05	Protective Services: Non Sworn	12/2/2013	
FT	20010092	LENTZ	JENNIFER	A	F	White	05	Protective Services: Non Sworn	5/1/2001	
FT	19980201	LEWIS	BRIAN	T	M	White	04	Protective Services: Sworn	9/28/1998	
FT	19950001	LYNE	CHERYL	A	F	White	04	Protective Services: Sworn	1/1/1995	
FT	19830006	MANCILLA	JUAN	J	M	Hispanic or Latino	04	Protective Services: Sworn	6/16/1983	12/31/2015
FT	20080056	MARQUEZ	JUAN	A	M	Hispanic or Latino	04	Protective Services: Sworn	4/3/2008	
FT	19920021	MAYES	WILLIE	M	M	Black	02	Professionals	5/13/1992	
FT	19960257	MCCARTY	BRIAN	J	M	White	02	Professionals	12/16/1996	
FT	20050159	MCKINESS	BRANDON	S	M	White	04	Protective Services: Sworn	7/18/2005	
FT	20150038	MEEKS	ANTHONY	R	M	White	02	Professionals	4/13/2015	
FT	20120019	MONAGHAN	RYAN	J	M	White	04	Protective Services: Sworn	3/25/2012	
FT	20060078	MORAVEC	NATHAN	M	M	White	04	Protective Services: Sworn	4/17/2006	
FT	19870016	NELSON	DARLENE	M	F	White	06	Administrative Support	6/29/1987	9/1/2015
FT	19870017	O'HARA	DANIEL	T	M	White	04	Protective Services: Sworn	7/20/1987	
FT	20110041	PARKER	DEBORAH	A	F	White	06	Administrative Support	5/19/2011	
FT	19930104	PEELER	CHRISTOPHER	T	M	White	04	Protective Services: Sworn	11/16/1993	
FT	20120023	PEREZ	GABRIEL	P	M	Hispanic or Latino	04	Protective Services: Sworn	4/23/2012	
FT	20130170	PEREZ	KIMBERLY	M	F	Hispanic or Latino	06	Administrative Support	12/16/2013	1/3/2015
OT	19920007	PEREZ	PATRICK	B	M	Hispanic or Latino	04	Official/Administration	3/16/1992	11/30/2014
FT	20150088	PISARSKI	ASHLEY	M	F	White	06	Administrative Support	8/19/2015	8/25/2015 not in this date range
FT	19790012	POE	MARTHA	L	F	White	06	Administrative Support	8/13/1979	11/20/2015
FT	19970099	POGORZELSKI	EDWARD	A	M	White	04	Protective Services: Sworn	5/19/1997	
FT	19960160	RAY	ORLANDO	T	M	Black	05	Protective Services: Non Sworn	9/1/1996	
FT	20100042	RECKINGER	DEBRA	L	F	White	06	Administrative Support	6/17/2010	
FT	19940090	REITMEYER	STEVEN	E	M	White	04	Protective Services: Sworn	8/16/1994	
FT	19950154	ROBERTS	DAWN	M	F	White	04	Protective Services: Sworn	9/8/1995	
FT	19950002	RODRIGUEZ	SALVADOR		M	Hispanic or Latino	04	Protective Services: Sworn	1/1/1995	
FT	20040057	ROGAWSKI	RONALD	P	M	White	05	Protective Services: Non Sworn	4/1/2004	

FT	19880034	ROSEBUSH	THOMAS	F	M	White	04	Protective Services: Sworn	10/3/1988
FT	20080065	RUBIO	SONIA		F	Hispanic or Latino	06	Administrative Support	4/28/2008
FT	19970024	RUCHAJ	CHRISTOPHER	M	M	White	04	Protective Services: Sworn	1/24/1997
FT	20040105	SAENZ PESINA	EVER		M	Hispanic or Latino	04	Protective Services: Sworn	5/24/2004
FT	20140126	SALINAS	JOSEPH		M	Hispanic or Latino	04	Protective Services: Sworn	9/28/2014
FT	20030120	SALINAS	RAUL		M	Hispanic or Latino	04	Protective Services: Sworn	7/14/2003
FT	19970015	SCHURING	PHILLIP	P	M	White	04	Protective Services: Sworn	1/10/1997
FT	20120077	SCHWAB	ANDREW	C	M	White	04	Protective Services: Sworn	9/28/2012
FT	19970180	SEIDELMAN	JAMES	A	M	White	04	Protective Services: Sworn	9/12/1997
FT	20130067	SENESE	HAYDEN	D	M	White	07	Skilled Craft	6/24/2013
FT	19840003	SMITH	ANDREW	K	M	Black	04	Protective Services: Sworn	2/1/1984 6/30/2015
FT	20080005	STAMMET	YVONNE	R	F	White	06	Administrative Support	12/26/2007 4/1/2015
FT	19980006	STRIKE	MITZI	A	F	White	02	Professionals	1/5/1998
FT	19930006	THOMPSON	CRYSTAL	M	F	White	06	Administrative Support	1/16/1993
FT	19940116	THORGESEN	DAVID	A	M	White	04	Protective Services: Sworn	10/9/1994
FT	19900037	TINDALL	KEVIN	W	M	White	04	Protective Services: Sworn	8/20/1990
FT	20010147	TOWERS	STANLEY		M	White	04	Protective Services: Sworn	11/1/1995
FT	19970225	TYLER	WILLIE	J	M	Black	05	Protective Services: Non Sworn	11/17/1997
FT	20030112	VELAZQUEZ	JUAN	G	M	Asian	04	Protective Services: Sworn	6/30/2003
FT	20130055	VILLWOCK	ABBIE	M	F	White	06	Administrative Support	6/3/2013 10/9/2015
FT	20060007	WALLACE	DENNY	L	M	White	04	Protective Services: Sworn	1/4/2006
FT	19890011	WALLACE	KOREY	A	M	White	04	Protective Services: Sworn	2/7/1989
FT	19980175	WARREN	PAUL	K	M	White	04	Protective Services: Sworn	9/1/1998
FT	20120038	WEIBLER	JENNIFER	A	F	White	06	Administrative Support	6/25/2012
FT	20030102	WIDLARZ	MICHAEL	J	M	White	04	Protective Services: Sworn	6/9/2003
FT	20080049	WILGOSIEWICZ	MICHAEL		M	White	04	Protective Services: Sworn	3/24/2008
FT	19920022	WILLIAMS	KEVIN	E	M	White	02	Professionals	5/5/1992
FT	19970017	WOLF	DAVID	R	M	White	04	Protective Services: Sworn	1/10/1997
FT	20000006	WOLF	NICHOLAS	G	M	White	04	Protective Services: Sworn	1/3/2000
FT	20100045	WOODS	BRITTANY	M	F	Hispanic or Latino	06	Administrative Support	7/19/2010
FT	19930019	ZENTMYER	BRAD		M	White	04	Protective Services: Sworn	3/16/1993
FT	20080112	ZINKE	KIMBERLY	J	F	White	04	Protective Services: Sworn	7/3/2008
FT	20140012	ZYDZIK	CHRISTOPHER	L	M	White	04	Protective Services: Sworn	1/19/2014

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 SHERIFF WORKFORCE

		MALE						FEMALE				
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		2 100%	1 50%	1 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		17 100%	2 11.77%	14 82.35%	0 0%	0 0%	0 0%	0 0%	1 5.88%	0 0%	0 0%	0 0%
Technicians (03)		The Sheriff's Office does not have employees in this job category.										
Protective Services	Sworn (04)	234 100%	10 4.27%	162 69.23%	20 8.55%	5 2.14%	0 0%	3 1.28%	32 13.68%	2 0.85%	0 0%	0 0%
	Non-Sworn (05)	7 100%	2 28.57%	2 28.57%	1 14.29%	0 0%	0 0%	0 0%	2 28.57%	0 0%	0 0%	0 0%
Office/Clerical (06)		34 100%	0 0%	1 2.94%	0 0%	0 0%	0 0%	0 0%	28 82.35%	5 14.71%	0 0%	0 0%
Skilled Craft (07)		3 100%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance (08)		0 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%

4/21/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 SHERIFF UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE											
Workforce #/%		50%	50%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-4.5%	48.4%	-4.6%	-1.8%	0%	-30.8%	-1.2%	-3.8%	-1.3%	0%
PROFESSIONALS											
Workforce #%		82.35%	11.77%	0%	0%	0%	5.88%	0%	0%	0%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		45.65%	10.27%	-3.8%	-3.6%	0%	-40.02%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		The Sheriff's Office does not have employees in this job category.									
CLS #/%											
Utilization %											
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	69.23%	4.27%	8.55%	2.14%	0%	13.68%	1.28%	0.85%	0%	0%
	CLS #/%	59.1%	7.7%	11.5%	1.9%	0%	11.0%	3.5%	5.4%	0%	0%
	Utilization %	10.13%	-3.43%	-2.95%	0.24%	0%	2.68%	-2.22%	-4.55%	0%	0%
	NON-SWORN										
	Workforce #/%	28.57%	28.57%	14.29%	0%	0%	28.57%	0%	0%	0%	0%
		CLS #/%	52.1%	0%	0%	0%	39.4%	0%	8.4%	0%	0%
		Utilization %	-23.53%	28.57%	14.29%	0%	-10.83%	0%	-8.4%	0%	0%
OFFICE/CLERICAL											
Workforce		2.94%	0%	0%	0%	0%	82.35%	0%	14.71%	0%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-24.66%	-1.7%	-8%	-1%	-1%	39.85%	-4%	2.21%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.9%	1.7%	30%	1.9%	.2%	3.2%	.5%	2.9%	.5%	0%
Utilization %		41.1%	-1.7%	-30%	-1.9%	-.2%	-3.2%	-.5%	-2.9%	-.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.8%	3.2%	33.4%	1.1%	0%	16.9%	3%	19.2%	1.2%	0%
Utilization %		-21.8%	-3.2%	-33.4%	-1.1%	0%	-16.9%	-3%	-19.2%	-1.2%	0%

2015 Labor Analysis

Kane County Sheriff Donald Kramer
05/12/16

The Kane County Sheriff's Office is made up of seven (7) job group categories for the purposes of the 2015 EEO Utilization Analysis. These seven separate categories make up both the sworn and non-sworn protective services employees along with the Office's civilian work force.

An overview of the Office's Utilization Analysis indicates that the Office's workforce composition has mostly minor changes from 2014. Elected officials are not included in the reporting statistics, so the Sheriff is not included in this analysis. (He is however still included in the "Police Department breakdown" section of the report.)

This year there was a re-classification of positions that moved some individuals into the "Officials/Administrators" category (01). This change brought the male white representation closer to the Community Labor Statistics (CLS) leaving just a -4.5% deficit. The male black representation increased in the category as well, and while representing just a single individual, it represents utilization 48.4% above the CLS. The Professionals category (02) continued its representation by mostly male whites, and increased that representation from 71.42% in 2014 to 82.35% in 2015, due to the loss of two female whites and a male black in the category. The percentages of male blacks in the category still exceed the CLS percentages by 10.27 %, but female whites are under-represented by -40.02% from CLS.

The Office Clerical Job group is dominated by female employees, with white females making up over 82% of the workforce, and is nearly unchanged from 2014. Female blacks are underrepresented by -4% while the female Hispanic representation grew to 14.71%. Males continue to be underrepresented in this group which is somewhat expected since the clerical assignments have been typically filled by female employees.

The skilled craft and SVCS/maintenance are heavily male dominated groups. Each of these job groups contains an underrepresentation of females for every race. The categories currently contain only three (3) individuals, all male whites, making up 100% of the workforce.

Male whites still dominate the Sworn Protective Services workforce group, with a total Work force percentage of 69.53%, an over-representation of 10%. Male Blacks are under-represented by -3.41%, Male Hispanic by -2.92% (a slight improvement from -3.45%), Female Black by -2.2% and Female Hispanic by -4.55%. The category of Male Asian/Pacific Islander showed an over-representation of +.22%, and Female White by +3.83%, all nearly identical to 2014.

Males again dominate the Non-Sworn Protective Services group, however they are still under-represented by -23.53%, while Male Black representation was +28.57% (CLS is 0%), and Male Hispanic representation declined slightly to +14.29% (CLS is 0%). Females however continue to be under-represented, with white females being underrepresented by -10.83% (an improvement from -22.73%) and Female Hispanics by -8.4%. These figures are unchanged from 2014.

The Sheriff's Office continues to have variances in its workforce compared to the CLS; past (and continuing) efforts by the Office at more targeted recruiting, advertising and hiring are having mixed results with gains in some categories, but losses in others. Despite the mixed results the Office remains committed to a diversified workforce representing the community.

The following pages contain the requested information on the procedures used in selecting candidates for hire; and the breakdown of discipline, transfer and promotion. It is important to understand the two hiring dynamics the Sheriff must adhere to. For civilian positions the Sheriff follows a more traditional process of interviewing and selecting candidates for hire. For Sworn Peace Officers

and Corrections Officers the Sheriff must follow the Sheriff's Merit Commission Act (55ILCS5/3-8000). This act requires the Sheriff's Merit Commission to conduct pre-employment testing in order to establish an eligibility list the Sheriff must hire from.

RECRUITING SUMMARY

Unfortunately budget cutbacks have significantly curtailed attendance at recruitment and job fairs in recent years; however online recruiting efforts have continued to expand and evolve as the media changes including the Sheriff's website and social media accounts.

Advertising of openings for deputy and corrections officer positions are handled through the Sheriff's Merit Commission in cooperation with the Sheriffs' Office. The two entities have partnered in a collaborative effort to help recruit the highest quality candidates. The following list is a sample of where openings or test dates are advertised:

- Kane County Chronicle
- Courier News
- Beacon News
- Theblueline.com
- Corrections.com
- Militaryhire.com
- Illinois Department of Employment services
- County of Kane Human Resources Department
- Sheriffs' Office website
- Recruitment is also available at the National Night Out events hosted by the Sheriff's Office, as well as the Citizen's Police Academy which has introduced many qualified candidates to the job opportunities present at the Office

Pre-employment and Promotional Testing Procedure

The Kane County Sheriff's Office has both civilian and Merit Commission employees. The hiring of Merit Commission employees is governed by the Sheriff Merit Commission rules. Civilian employees are not covered by those rules; however pre-employment background investigations are conducted on these candidates according to Sheriff's Office Operational Procedure OP-02-06 "Pre-employment Background Investigation" (*Note: the Sheriff's Office is in the process of updating policies and procedures, however the basic process for pre-employment is not expected to change significantly*).

The Kane County Sheriff's Merit Commission is responsible for establishing an eligibility list for the positions of peace officer deputy and corrections officer. For both these positions the Merit Commission conducts a series of pre-employment tests that include:

- Orientation
- Written exam
- Physical agility test
- Oral interview

The following information has been provided directly from the Kane County Merit Commission:

Both hiring testing and promotional testing are done for the Commission by Resource Management Associates, 17037 Oak Park Ave., Suite 33, Tinley Park, Illinois 60477-2794. They have conducted this testing for the Commission for at least the last fifteen (15) years.

The exams are scored at the exam site the night of the exam by a representative of Resource Management Associates.

The promotional testing is broken down in the following way

- Written score 70%
- Oral Interview 20%
- Seniority 10%

The above scores are added together and then divided by three (3). A composite of 70% must be attained to be placed on the promotional list. Once the promotional list is established, it is sent to the Sheriff and a copy placed in the Merit Commission Office. Each person who is on the promotional list receives a letter from the Commission with their final score.

This is all in the Commission Rules & Regulations, and each member of the Sheriff's Office who are covered by the Merit Commission are given a copy when they are hired.

Whenever there is a change to the Commission Rules & Regulations, a copy is sent to each member of the Sheriff's Office along with a form they are required to sign and return to the Merit Commission acknowledging receipt of the new rule or regulation. The form is then placed in the deputy or correction officer personnel file in the Merit Commission Office.

Resource Management does the written exam for the hiring of both the Corrections Officers and Deputies. Again, exams are scored at the exam site by representative of Resource Management and a written score of 70% is required for both deputy and corrections officer. This is stated in the rules and regulations.

If the applicant passes the written test, they move onto the physical ability exam. The exam is conducted at Waubensee Community College or Marmion Academy by WCC Athletic Director David Randall. He uses the State of Illinois P.O.W.E.R. test. Those testing for deputy are required by the State of Illinois to attain the minimum on all four parts of the P.O.W.E.R. Test and are given a numerical score. Failure to attain the minimum standard results in the deputy applicant being dropped. Corrections officer applicants must attain a minimum score of 70% to pass.

If the applicant passes the physical ability test, they are then scheduled for an oral interview before the Commission. They receive a numerical score for this phase also.

The written score, physical ability score, and oral interview scores are then added together and divided by three (3) resulting in the applicant's final score. The eligibility list is sent to the Sheriff and also posted in the Merit Commission Office. Each applicant also receives a letter telling them their final score. Because Merit Commission rules state the Sheriff may choose anyone on the eligibility list, the applicants are listed in alphabetical order.

Currently the Merit Commission does not do a breakdown of applicants by race, sex or national origin.

Upon completion of the testing procedure the commission creates an eligibility list. Once they certify the list, it is sent to the Sheriff. It is the Sheriff's discretion to select any candidates from the list to proceed in the hiring process.

Once a candidate is chosen from the eligibility list the hiring process outlined in Sheriff's Office Operational Procedure, OP-02-06 Pre-employment Background Investigation is followed. Candidates are given a conditional offer of employment are subjected to the following:

- Polygraph exam
 - This is a pass or fail exam administered by a licensed polygraph examiner. A failure on this exam alone is not grounds for removal of consideration from the hiring process; however if deception is indicated background investigators will use that information to focus their investigation.
- Psychological exam is a pass fail test and includes the following parts:
 - Wonderlic Personnel Test
 - Minnesota Multi-phasic Personality Inventory-2
 - Substance Abuse Subtle Screening Inventory-3
 - Inwald Personality Inventory
 - Clinical Interview conducted by a mental health clinician under the direction of a Clinical Psychologist
 - Symptom Checklist 90-R
- In-depth background investigation results are reviewed to determine the candidate suitability for hire. Any detection of untruthfulness will automatically disqualify a candidate. Candidates are also disqualified if they have felony convictions or misdemeanor conviction of crimes such as domestic battery or theft.
- Medical exam to determine if the person can meet the essential functions of the job description
- 10 panel Drug screen; this is pass / fail
- Final interview with Sheriff

PROMOTIONS

Regarding the number of employees who made application for promotion in 2015 the Sheriff's Office does not keep on file the name, race, sex or national origin of those who are making application for promotion. The Sheriff's Merit Commission administers the promotional testing procedure and they have informed the Sheriff's Office that they do not have the information regarding those making application for promotion in 2015. They have provided the final eligibility lists for promotion. The following table reflects the information regarding actual promotions in each category.

MALE							FEMALE				
Promotions	total	b	w	h	A/PI	AI/A N	B	W	H	A/PI	AI/A N
Officials/Administrators	0		0								
Professionals	2	1	1								
Protective Services/ Sworn	2		2								
Protective Services/ Non-Sworn	0		0								
Office/Clerical	0		0								
Skilled Craft	0		0								
Service/Maintenance	0		0								
Total	4	1	3								

MALE							FEMALE				
Promotional candidates	total	b	w	h	A/PI	AI/A N	B	W	H	A/PI	AI/A N
Officials/Administrators	0										
Professionals	11	1	9	1							
Protective Services/ Sworn	41	1	34	1	1			4			
Protective Services/ Non-Sworn	0										
Office/Clerical	0										
Skilled Craft	0										
Service/Maintenance	0										
Total	52	2	43	2	1			4			

TRANSFERS

The below table reflects the information on transfers. During 2015 the Sheriff's Office did not retain information on requests for transfer. In compliance with the various Collective Bargaining Agreements the Sheriff's Office posts various openings as they occur through the year (*although this process will be changing for 2016*). Employees are required to submit a document declaring their interest in the vacant positions. After a period of 10 days passes the Sheriff has a committee schedule interviews and make recommendations. The Sheriff then makes his decision for filling the opening. The information below only contains statistics on those transferred; not those requesting a transfer to different job assignments.

		MALE					FEMALE				
Transfers	total	b	w	h	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	0										
Professionals	15	2	13								
Protective Services/ Sworn	33	0	22	6				5			
Protective Services/ Non-Sworn											
Office/Clerical	0		0								
Skilled Craft	0										
Service/Maintenance	0										
Total	48	2	35	6				5			

DISCIPLINE

The below table reflects the disciplinary actions taken in 2015 by the Sheriff's Department. Due to the different collective bargaining agreements in place for Sheriff Department personnel oral reprimands are not an option for all employees. According to the collective bargaining agreements the Sheriff follows a corrective and progressive disciplinary matrix. The chart lists discipline from the lowest formal level of oral reprimand to the highest, letter of termination.

		MALE					FEMALE				
Discipline	total	b	w	h	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Oral reprimand	4	1	1				1	1			
Written reprimand	12		7	1	1			3			
Letter of suspension	4		4								
Letter of termination	2		1						1		
Demotion	1		1								
total	23	1	14	1	1		1	4	1	N/A	N/A

POLICE DEPARTMENT BREAKDOWN

The below table is the required information for police departments. It is important to note the Kane County Sheriff's Office does not fit the typical definition of a police department. Besides being the primary 911 responder in the unincorporated areas of Kane County, the Sheriff runs the county jail and is required to serve all court papers in the county. The Sheriff is also required to provide security in all courtrooms in the county. In an effort to fit the rank structure for the analysis the job categories have

been changed to reflect those used by the Sheriff of Kane County. This table represents the **Public Safety Division**.

MALE							FEMALE				
Positions	total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Sheriff/Chief Deputy	2		2								
Commander											
Lieutenant	7	1	6								
Sergeant/Detective	27	3	21	2				1			
Total	36	4	29	2				1			

This table represents the **Corrections Division**.

MALE							FEMALE				
Positions	total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Director	1		1								
Lieutenant	8		7		1						
Sergeant	13		11	1	1						
Total	22		19	1	2						

This table represents the **Court Security Division**.

MALE							FEMALE				
Positions	total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Director	1	1									
Lieutenant											
Sergeant	4		3	1							
Total	5	1	3	1							



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Ethnic Detail for State's Attorney- Employees between 7/1/2014 and 6/30/2015

State's Attorney

Type	Employee ID No	Employee Name	First	MI	Gender	Race	EEO	EEO/Category	Hire	Term
FT	20080053	AMOS	FRENCHIE	S	F	Black	06	Administrative Support	3/24/2008	9/3/2015
FT	19990213	BRADLEY	PAMELA		F	Black	06	Administrative Support	9/27/1999	
FT	20120064	ALICEA	ANA	M	F	Hispanic or Latino	06	Administrative Support	8/28/2012	8/8/2014
FT	20090003	BOLDEN	ELISA		F	Hispanic or Latino	06	Administrative Support	1/5/2009	
FT	20030056	CAMACHO	ROSALVA		F	Hispanic or Latino	06	Administrative Support	4/8/2003	
FT	20130158	CONTRERAS	MICHELLE	A	F	Hispanic or Latino	06	Administrative Support	11/18/2013	
FT	20050188	ESCOBAR	JOANNA		F	Hispanic or Latino	06	Administrative Support	8/29/2005	8/15/2014
FT	19960004	FUENTES	MARIELENA		F	Hispanic or Latino	06	Administrative Support	1/11/1996	
FT	20130112	GARCIA	DIANA		F	Hispanic or Latino	06	Administrative Support	9/9/2013	SAO in this date range
FT	20130159	GONZALEZ	GABRIELA		F	Hispanic or Latino	06	Administrative Support	11/18/2013	2/5/2016
FT	20130008	GONZALEZ	YASMIN		F	Hispanic or Latino	06	Administrative Support	1/8/2013	
FT	20130098	LENZ	STELLA	A	F	Hispanic or Latino	06	Administrative Support	8/19/2013	
FT	20130101	LLAMAS	ROCIO	R	F	Hispanic or Latino	06	Administrative Support	8/26/2013	12/15/2015
FT	20080159	MONTOYA	NEOMI		F	Hispanic or Latino	06	Administrative Support	10/29/2008	
FT	20140042	SOSA	ALEJANDRA		F	Hispanic or Latino	06	Administrative Support	4/7/2014	
FT	20140098	VAZQUEZ NUNEZ	JENNIFER		F	Hispanic or Latino	06	Administrative Support	8/25/2014	
FT	20140052	CAMACHO	BENJAMIN	K	M	Native Hawaiian or Other Pacific Islander	06	Administrative Support	5/12/2014	11/20/2015 seasonal
FT	20070013	BERG	CAROL	J	F	White	06	Administrative Support	1/22/2007	
FT	19970044	BLAND	JUDITH	A	F	White	06	Administrative Support	2/24/1997	
FT	19690002	BYRUM	SUZANNE	M	F	White	06	Administrative Support	4/1/1969	1/5/2015
FT	20060094	CHINN	SHARON	A	F	White	06	Administrative Support	5/22/2006	
FT	20100029	DAY	DEBORAH	A	F	White	06	Administrative Support	4/5/2010	
FT	20040238	DE CHRISTOPHER	CHRISTY		F	White	06	Administrative Support	12/1/2004	
FT	20100071	DE CHRISTOPHER	SUSAN		F	White	06	Administrative Support	11/8/2010	
FT	20020009	DUET	JANET	L	F	White	06	Administrative Support	1/14/2002	
FT	20010022	ENGEL	SUSAN	E	F	White	06	Administrative Support	1/29/2001	
FT	19990251	FARA	ELOISE		F	White	06	Administrative Support	11/8/1999	
FT	20140118	FISHER	KAREN	M	F	White	06	Administrative Support	9/15/2014	
PT	19950014	FRYE	LISA		F	White	06	Administrative Support	1/30/1995	
FT	20130157	GOLZ	AMBER	R	F	White	06	Administrative Support	11/18/2013	2/18/2015
FT	19800002	HAGEMANN	LINDA		F	White	06	Administrative Support	2/1/1980	
FT	19930055	HALBESMA	MICHELLE	K	F	White	06	Administrative Support	8/1/1993	
FT	19700002	HALSEY	JANET		F	White	06	Administrative Support	11/23/1970	
FT	19970092	HARROD	SUSAN	S	F	White	06	Administrative Support	5/13/1997	
FT	20090005	HEATH	KRISTI	K	F	White	06	Administrative Support	1/22/2009	
FT	20150021	HENKE	BRITTANY	L	F	White	06	Administrative Support	2/23/2015	
FT	19910017	HESTER	NANCY	L	F	White	06	Administrative Support	4/22/1991	
FT	20150018	HOFFMAN	ALICIA	L M	F	White	06	Administrative Support	2/9/2015	
FT	19920061	HUGHES	MARY ELLEN		F	White	06	Administrative Support	12/1/1992	
OT	20110046	JONES	ALLISON	R	F	White	06	Administrative Support	6/6/2011	
PT	20140063	KARAYANNIS	KATHLEEN	A	F	White	06	Administrative Support	5/27/2014	seasonal
FT	19960066	KLIMOWSKI	JULIE	E	F	White	06	Administrative Support	4/8/1996	
FT	20060042	KOWALCZYK	KARINA		F	White	06	Administrative Support	2/16/2006	10/17/2014
PT	20060193	LANZARA	JULIE	L	F	White	06	Administrative Support	10/16/2006	
FT	20010059	MAVIGLIANO	KIMBERLY	A	F	White	06	Administrative Support	3/19/2001	
PT	20050050	MOON	MARY	M	F	White	06	Administrative Support	3/1/2005	12/31/2015
FT	20150011	OSTRANDER	JENNA	S	F	White	06	Administrative Support	1/26/2015	2/26/2016
FT	20110031	PATRICOSKI	AMANDA	K	F	White	06	Administrative Support	4/18/2011	
FT	20090019	PATTON	BRENDA	L	F	White	06	Administrative Support	3/2/2009	
FT	20140014	PETERSON	TAMMY	J	F	White	06	Administrative Support	1/21/2014	
FT	20060032	POHLMAN	JULIE	E	F	White	06	Administrative Support	1/30/2006	
FT	20060071	POMPA	LINDSAY	N	F	White	06	Administrative Support	4/3/2006	3/13/2015

FT	19900017	ROBOTHAM	SHERRIE	J	F	White	06	Administrative Support	3/12/1990	
FT	19920032	SCHAM	LINDA	J	F	White	06	Administrative Support	7/6/1992	3/15/2016
FT	20130118	SMETAK	ASHLEY	A	F	White	06	Administrative Support	9/23/2013	2/19/2016
FT	20060192	VAUGHN	GERALDINE	M	F	White	06	Administrative Support	10/17/2006	1/29/2016
FT	20130038	VOGELSBERG	D	D	F	White	06	Administrative Support	4/29/2013	
PT	20010104	VOIRIN	LINDA	R	F	White	06	Administrative Support	5/14/2001	
FT	20000192	WHITE	TONI	F	F	White	06	Administrative Support	9/1/2000	
FT	19970191	WILLIAMSON	ELIZABETH	A	F	White	06	Administrative Support	9/25/1997	
FT	19980029	WINTER	CAROL	A	F	White	06	Administrative Support	2/23/1998	
FT	20000117	BUMPUS	FRANK	J	M	White	06	Administrative Support	6/27/2000	
FT	20070119	NELSON	CHRISTOPHER	K	M	White	06	Administrative Support	6/16/2007	
FT	20140013	STEELE	JEFFREY	A	M	White	06	Administrative Support	1/21/2014	
FT	20000247	GLEASON	JODY	P	F	White	01	Official/Administration	12/1/2000	
OT	20100082	MCMAHON	JOSEPH	H	M	White	04	Official/Administration	12/4/2010	
FT	20100051	CAMARGO	BIANCA		F	Hispanic or Latino	02	Professionals	8/9/2010	
FT	20070011	MOLINA	NYDIA		F	Hispanic or Latino	02	Professionals	1/8/2007	
PT	19890004	BAXTER	HEIDI	D	F	White	02	Professionals	1/9/1989	
FT	20100067	BAXTER	MEGAN	L	F	White	02	Professionals	10/6/2010	
FT	19970138	BAYER	CHRISTINE	C	F	White	02	Professionals	7/21/1997	
FT	19970228	BELLARIO	CATHERINE	E	F	White	02	Professionals	12/1/1997	
FT	20000043	BREE	DEBRA	L	F	White	02	Professionals	4/3/2000	
FT	20010266	CONFORTI	DEBRA	L	F	White	02	Professionals	11/19/2001	
FT	20040061	COWART	MARINA	LARK	F	White	02	Professionals	4/5/2004	
FT	20110067	CRIMMINS	LORI		F	White	02	Professionals	9/4/2011	
FT	20120098	CURTISS	DANIELLE	A	F	White	02	Professionals	11/19/2012	
FT	20110049	DOYEN	KATHLEEN	R	F	White	02	Professionals	6/20/2011	8/26/2015
FT	20110056	FLINN	KELLEY	V	F	White	02	Professionals	3/5/2012	
FT	20110018	GAEKE	ERIN	M	F	White	02	Professionals	2/14/2011	
FT	20140132	GERDING	JULIANNE	M	F	White	02	Professionals	10/20/2014	
FT	20130094	GOOD	KRISTIN	G	F	White	02	Professionals	8/12/2013	11/21/2014
FT	20090052	HATZIS	LINDSAY	A	F	White	02	Professionals	9/8/2009	
FT	20130042	HOOGEWERF	ERICA	M	F	White	02	Professionals	5/6/2013	
FT	20140097	KERSTETTER	KAITLIN	E	F	White	02	Professionals	8/18/2014	
FT	20060154	LANG HOMCO	DEBORAH	A	F	White	02	Professionals	8/22/2006	
FT	20130036	MAGLIO	LAURA	R	F	White	02	Professionals	4/29/2013	
FT	20130168	MCGOWAN	AMY	M	F	White	02	Professionals	12/9/2013	
FT	20150023	MICHELIS	JESSICA	M	F	White	02	Professionals	3/9/2015	
FT	20050235	MOSSER	JAMIE	L	F	White	02	Professionals	11/1/2005	5/22/2015
FT	19950135	NIERMANN	MICHELE	L	F	White	02	Professionals	8/7/1995	
FT	20010198	ORLAND	KELLY	M	F	White	02	Professionals	8/20/2001	
FT	20050204	PITTMAN	REAGAN	M	F	White	02	Professionals	5/8/2006	
FT	20130091	SABBIA	BRIDGET	A	F	White	02	Professionals	8/12/2013	
FT	20030077	SCHMIDT	LORI	A	F	White	02	Professionals	5/14/2003	
FT	20130092	SEBERGER	SARAH	E	F	White	02	Professionals	8/13/2013	
FT	20120100	TROOST	DAWN		F	White	02	Professionals	11/19/2012	
FT	19970157	VAN DE BURGT	MARZENA	M	F	White	02	Professionals	8/18/1997	
FT	20130032	WATSON	KATHLEEN	K	F	White	02	Professionals	4/15/2013	
FT	20080140	BEDERKA	ALEXANDER	G	M	White	02	Professionals	9/1/2008	
FT	19990015	BELSHAN	DAVID	F	M	White	02	Professionals	1/11/1999	
FT	20000210	BROWN	STEPHEN	D	M	White	02	Professionals	9/25/2000	6/5/2015
FT	20110024	COYLE	VINCENT	M	M	White	02	Professionals	2/22/2011	
FT	20100016	CULLEN	JOSEPH		M	White	02	Professionals	2/8/2010	
FT	20010026	ENGERMAN	WILLIAM	G	M	White	02	Professionals	3/7/2011	
FT	20080017	GAEKE	NICHOLAS	R	M	White	02	Professionals	5/14/2012	
FT	20130037	GAY	JOSEPH	M	M	White	02	Professionals	4/29/2013	

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 STATE’S ATTORNEY WORKFORCE

		MALE						FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN	
Officials/Administrators (01)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	
Professionals (02)		58 100%	0 0%	25 43.10%	0 0%	0 0%	0 0%	0 0%	31 53.45%	2 3.45%	0 0%	0 0%	
Technicians (03)		The State’s Attorney does not have employees in this job category.											
Protective Services	Sworn (04)	5 100%	0 0%	4 80%	0 0%	0 0%	0 0%	0 0%	1 20%	0 0%	0 0%	0 0%	
	Non-Sworn (05)	The State’s Attorney does not have employees in this job category.											
Office/Clerical (06)		62 100%	0 0%	3 4.84%	0 0%	0 0%	0 0%	2 3.23%	43 69.35%	14 22.58%	0 0%	0 0%	
Skilled Craft (07)		The State’s Attorney does not have employees in this job category.											
Service/Maintenance (08)		The State’s Attorney does not have employees in this job category.											

4/25/2016-rev

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 (OFFICE OF ELECTED OFFICIAL) – 2015 STATE’S ATTORNEY’S UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	100% 30.8% 69.2%	0% 1.2% -1.2%	0% 3.8% -3.8%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		43.10% 36.7% 6.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	53.45% 45.9% 7.55%	0% 1.4% -1.4%	3.45% 4.3% -0.85%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The State’s Attorney does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	80% 59.1% 20.9%	0% 7.7% -7.7%	0% 11.5% -11.5%	0% 1.9% -1.9%	0% 0% 0%	20% 11.0% 9%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	The State’s Attorney does not have employees in this job category.									
OFFICE/CLERICAL Workforce CLS #/% Utilization		4.84% 27.6% -22.76%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -0.1%	69.35% 42.5% 26.85%	3.23% 4% -0.77%	22.58% 12.5% 10.08%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The State’s Attorney does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The State’s Attorney does not have employees in this job category.									

Female

Job Category	B	W	H	TOTAL
2015	1 Termination	1 Termination	2 3 - Written warnings	4

Treasurer/Collector[illegible]

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2015 TREASURER WORKFORCE

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators (01)		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	1 50%	0 0%	0 0%
Professionals (02)		3 100%	0 0%	0 0%	1 33.34%	0 0%	0 0%	0 0%	2 66.66%	0 0%	0 0%	0 0%
Technicians (03)		The Treasurer’s Office does not have employees in this job category.										
Protective Services	Sworn (04)	The Treasurer’s Office does not have employees in this job category.										
	Non-Sworn (05)	The Treasurer’s Office does not have employees in this job category.										
Office/Clerical (06)		3 100%	0 0%	1 33.34%	0 0%	0 0%	0 0%	0 0%	1 33.33%	1 33.33%	0 0%	0 0%
Skilled Craft (07)		The Treasurer’s Office does not have employees in this job category.										
Service/Maintenance (08)		The Treasurer’s Office does not have employees in this job category.										

4/6/2016

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 (OFFICE OF ELECTED OFFICIAL) – 2015 TREASURER UTILIZATION ANALYSIS

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian/ Pac. Islander	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.5% -54.5%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0% 0%	50% 30.8% 19.2%	0% 1.2% -1.2%	50% 3.8% 46.2%	0% 1.3% -1.3%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.7% -36.7%	0% 1.5% -1.5%	33.34% 3.8% 29.54%	0% 3.6% -3.6%	0% 0% 0%	66.66% 45.9% 20.76%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		The Treasurer's Office does not have employees in this job category.									
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	The Treasurer's Office does not have employees in this job category.									
	NON-SWORN Workforce #/% CLS #/% Utilization %	The Treasurer's Office does not have employees in this job category.									
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		33.34% 27.6% 5.74%	0% 1.7% -1.7%	0% 8% -8%	0% 1% -1%	0% .1% -1%	33.33% 42.5% -9.17%	0% 4% -4%	33.33% 12.5% 20.83%	0% 1.3% -1.3%	0% .1% -1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		The Treasurer's Office does not have employees in this job category.									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		The Treasurer's Office does not have employees in this job category.									

4/6/2016

County of Kane

David J. Rickert, CPA
County Treasurer



Telephone: (630) 232-3565
Fax: (630) 208-7549
KaneCountyTreasurer.org

Office of the County Treasurer
719 South Batavia Avenue, Bldg. "A"
Geneva Illinois 60134

To: Susan Brown
Assistant Director Human Resources

From: David J. Rickert

Date: May 10, 2016

Subject: Response to the Equal Employment Opportunity Plan

Dear Ms. Brown,

Listed below are my responses to the requested information in relation to the Equal Employment Opportunity Plan.

Sincerely,

David J. Rickert, CPA
Treasurer of Kane County

Interpretation of the utilization analysis, pointing out areas of concern:

The Kane County Treasurer's office believes that current employment practices have provided a diverse mix of qualified employees representing both genders as well as a mix of Caucasian and minority applicants.

1. *The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year (FY15). Please include the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.*

One Caucasian female who is a U.S. Citizen was dismissed for cause

2. *The number of employees in each job category by race, sex, and national origin who made application for promotion or transfer within the preceding fiscal year (FY 15) and the number in each job category by race, sex, and national origin who were promoted or transferred.*

One Hispanic female who is a U.S. Citizen applied for and was promoted to Senior Management

One Caucasian Male who is a U.S. Citizen applied for and was promoted to Management

3. *A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202(c). So, for example, where testing is used in the employment selection process, it is not sufficient for the office/department to simply note the fact. The office/department should identify the test, describe the procedures followed in the administering and scoring the test, state what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures, and practices used by the applicant.*

Positions for employment are advertised by the Kane County Human Resources Department. Initial screening of applicant suitability is first performed by Kane County Human Resources Department. A list of acceptable applicants is then forwarded to the Treasurer for review. Treasurer then conducts interviews of applicants with the assistance of Chief Deputy. Chief Deputy and Treasurer evaluate applicants based on job experience, interview skills and suitability for position in question. Once an applicant is selected Kane County Human Resources Department is notified of new hire along with terms of employment.

Information regarding publication to various newspapers and other media including the Internet can be obtained from the Kane County Human Resources Department.

Kane County New Hire Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
County Auditor	ABBATE, CHRISTINA M	ACTIVE	05/04/2015
Sheriff/Adult Corrections	ALBERTSEN-KNAUB, JOHN D	ACTIVE	02/02/2015
Building Management	ANDERSON, KENNETH G	INACTIVE	09/24/2014
Court Services/Juvenile Justice Center	ANDREWS, CARYN P	ACTIVE	09/02/2014
Regional Office of Education	AXELSEN, JOSHUA C	ACTIVE	08/12/2014
Animal Control	BARREIRO, CHRISTINA G	INACTIVE	07/12/2014
Sheriff/Court Security	BATITSAS, PETER S	ACTIVE	08/18/2014
Circuit Clerk	BERKELEY, BRIAN L	ACTIVE	09/22/2014
Health	BLOOM, LISA M	ACTIVE	04/06/2015
Circuit Clerk	BOENZI, AMANDA M	INACTIVE	10/20/2014
Court Services/Diagnostic Center	BONZA, STEPHANIE L	INACTIVE	09/02/2014
Sheriff/Adult Corrections	BORUTA, KENNETH E	INACTIVE	07/07/2014
Health	BOW, LINDSAY E	ACTIVE	02/23/2015
Circuit Clerk	BRIGGS, AMANDA E	ACTIVE	09/08/2014
Circuit Clerk	BRIGHT, JORDAN A	ACTIVE	06/01/2015
Transportation	BRUMUND, MACKENZIE M	INACTIVE	05/27/2015
Information Technologies	BRUSKY, LINDSEY S	ACTIVE	09/22/2014
Sheriff/Sheriff	BURGERT, PETER A	ACTIVE	07/07/2014
Information Technologies	BURRIS, ANNE M	INACTIVE	03/11/2015
Finance	CALAMIA, MARIA C	ACTIVE	03/02/2015
Workforce Development	CARTER-ERVES, JACQUELYN	ACTIVE	12/01/2014
Sheriff/Sheriff	CERVANTES, IGNACIO	INACTIVE	07/07/2014
Health	CHITRAGAR, MAMATHA	INACTIVE	04/06/2015
Circuit Clerk	CINTA, SYLVIA	ACTIVE	09/22/2014
Health	COOK, EMMA E	ACTIVE	10/07/2014
Court Services/Juvenile Justice Center	COSTIGAN, ZACHARY J	INACTIVE	07/14/2014
Treasurer/Collector	DEVINE, DENISE A	INACTIVE	03/18/2015
Finance	DOBERSZTYN, THERESA F	ACTIVE	10/01/2014

Kane County New Hire Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
County Board	DUFFY, CHRISTIE A	ACTIVE	09/02/2014
Health	DUHIG, ALYSSA M	INACTIVE	05/18/2015
Building Management	EARLE, WILLIAM C	ACTIVE	12/01/2014
Information Technologies	EGGERS, COLIN J	ACTIVE	11/17/2014
Court Services/Court Services Administration	EMANUEL, WILLIAM J Jr	ACTIVE	07/01/2014
Court Services/Court Services Administration	EYRE, ELIZABETH L	ACTIVE	07/07/2014
Circuit Clerk	FARBOTA, MATTHEW D	INACTIVE	04/06/2015
Information Technologies	FELDNER, PATRICK J	INACTIVE	09/11/2014
State's Attorney	FISHER, KAREN M	ACTIVE	09/15/2014
Health	FITZMAURICE, JEANINE	INACTIVE	06/16/2015
Transportation	FLOCK, BONNIE J	ACTIVE	01/26/2015
State's Attorney	GERDING, JULIANNE M	ACTIVE	10/20/2014
Building Management	GIESE, DAVID M	ACTIVE	12/05/2014
Community Reinvestment	GLASSFORD, TRACEY L	ACTIVE	06/08/2015
Workforce Development	GONZALEZ, JENNIFER M	ACTIVE	06/08/2015
Court Services/Juvenile Justice Center	GRANA, MARIA L	INACTIVE	12/01/2014
Court Services/Court Services Administration	GRENFELL, KYLE A	ACTIVE	12/01/2014
Building Management	GRIFFITH, RICHARD J	ACTIVE	04/20/2015
Building Management	GRIFFITH, RICHARD J Jr	ACTIVE	11/17/2014
Information Technologies	HAMPEL, BROOKE L	ACTIVE	04/14/2015
Transportation	HANKINS, TWOPONY J	ACTIVE	06/01/2015
Development/Water Resources	HAWK, SIMONA M	INACTIVE	05/13/2015
Information Technologies	HEMESATH, CHRISTOPHER R	ACTIVE	09/08/2014
State's Attorney	HENKE, BRITTANY L	ACTIVE	02/23/2015
Court Services/Juvenile Justice Center	HICKMAN, DOMINIQUE	INACTIVE	11/17/2014
State's Attorney	HOFFMAN, ALICIA L M	INACTIVE	02/09/2015
Court Services/Juvenile Justice Center	HUMPHRIS, SAMANTHA A	ACTIVE	12/01/2014
Circuit Clerk	INNOCENTI, LORI M	INACTIVE	07/07/2014

Kane County New Hire Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
County Board	ISHMAEL, DONALD	ACTIVE	12/01/2014
Circuit Clerk	ISMAILI, KUSHTRIM	INACTIVE	07/07/2014
Human Resource Management	JACKLOW, BARBARA L	ACTIVE	04/13/2015
Sheriff/Court Security	JACKSON, EDDIE A	ACTIVE	01/04/2015
Regional Office of Education	JOHNSON, AMBER L	INACTIVE	08/25/2014
Regional Office of Education	KAMPS, ELLEN J	ACTIVE	07/24/2014
Health	KARGOL, JACOB J	INACTIVE	01/20/2015
Sheriff/Adult Corrections	KEATY, ANTHONY P	ACTIVE	02/02/2015
State's Attorney	KERSTETTER, KAITLIN E	ACTIVE	08/18/2014
Animal Control	KLECZ, SAMANTHA J	ACTIVE	05/18/2015
Sheriff/Sheriff	KRAMER, DONALD E	ACTIVE	12/01/2014
Building Management	KREGG, LILLIAN	ACTIVE	12/02/2014
Development/County Development	KRIENS, MICHAEL A	ACTIVE	07/21/2014
Judiciary and Courts	KRUSE, RICHARD G	ACTIVE	06/29/2015
Regional Office of Education	KURKOWSKI, RACHEL M	ACTIVE	01/04/2015
Circuit Clerk	KURTH, ASHLEY E	ACTIVE	09/08/2014
Coroner	LAKER, STEVEN P	ACTIVE	03/30/2015
Circuit Clerk	LEMO, ROSE M	INACTIVE	09/08/2014
County Board	LENERT, WILLIAM E	ACTIVE	12/01/2014
Court Services/Juvenile Justice Center	MAGANA, ADRIAN	ACTIVE	09/22/2014
Information Technologies	MALIS, COREY W	ACTIVE	02/15/2015
Building Management	MARCHESCHI, RYAN N	INACTIVE	01/05/2015
Court Services/Juvenile Justice Center	MAREK, KATARZYNA	INACTIVE	09/04/2014
Regional Office of Education	MARTHALER, KRISTEN P	INACTIVE	07/25/2014
County Board	MARTIN, JOHN P	ACTIVE	12/01/2014
State's Attorney	MATEKAITIS, JAKE G	ACTIVE	09/17/2014
Judiciary and Courts	MCGRATH, DANIEL J	ACTIVE	06/15/2015
Regional Office of Education	MCNULTY, PAIGE E	INACTIVE	07/01/2014

Kane County New Hire Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
Sheriff/Sheriff	MEEKS, ANTHONY R	ACTIVE	04/13/2015
Health	MENDEZ, ARACELLI	ACTIVE	05/11/2015
Animal Control	METZEL, TECLA L	ACTIVE	03/30/2015
State's Attorney	MICHELS, JESSICA M	ACTIVE	03/09/2015
Animal Control	MORGAN, BRENDAN E	ACTIVE	08/02/2014
Circuit Clerk	MUELLER, MICHAEL F	INACTIVE	09/29/2014
County Board	NAGEL, RICHARD R	ACTIVE	12/01/2014
Building Management	NAVARRETE DE ECHEVER, CECILIA	ACTIVE	03/16/2015
Information Technologies	OMALLEY, EVERETT T	INACTIVE	06/09/2015
Court Services/Juvenile Justice Center	OROZCO, VERONICA	ACTIVE	08/26/2014
State's Attorney	OSTRANDER, JENNA S	INACTIVE	01/26/2015
Circuit Clerk	PADOUR, JAROSLAV E III	INACTIVE	04/13/2015
Sheriff/Adult Corrections	PALMER, JOHN	INACTIVE	07/28/2014
Court Services/Court Services Administration	PARRA, ANTHONY	ACTIVE	06/29/2015
Transportation	PATRICK, SEIRRA A	INACTIVE	01/05/2015
Transportation	PAVER, JOSEPH	ACTIVE	06/01/2015
Transportation	PAWLAK, LISA M	ACTIVE	08/18/2014
Information Technologies	PETERS, BLAIR A	ACTIVE	01/12/2015
Court Services/Juvenile Justice Center	PETTINATO, SARAH A	ACTIVE	10/14/2014
Health	PLATTOS, ALYSE M	ACTIVE	06/01/2015
Other- Countywide Expenses/Aurora Election Expense	QASIM, ASSAD	INACTIVE	01/19/2015
Finance	RAMER HOLMES, AMY M	ACTIVE	06/01/2015
Judiciary and Courts	RAY, JOSEPH M	ACTIVE	06/15/2015
Circuit Clerk	REFORMADO, KATRYNA	ACTIVE	02/09/2015
Court Services/Juvenile Justice Center	RENNER, MICHAEL W	ACTIVE	07/14/2014
Circuit Clerk	RICHERT, AMITY	ACTIVE	02/09/2015
Animal Control	ROMAN ANONALES, MARIA J	ACTIVE	08/11/2014
Health	ROOP, DIANA S	ACTIVE	06/08/2015

Kane County New Hire Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
Court Services/Juvenile Justice Center	ROSS, KEITH E	INACTIVE	12/01/2014
County Clerk	RUCHTI, DEBORAH L	ACTIVE	06/22/2015
Treasurer/Collector	RUHDE, WENDY S	ACTIVE	07/24/2014
Sheriff/Sheriff	SALINAS, JOSEPH	ACTIVE	09/28/2014
Transportation	SCARDAMAGLIA, SHAWN M	INACTIVE	12/01/2014
Court Services/Juvenile Justice Center	SCHMITZ, MATTHEW W	ACTIVE	12/01/2014
Transportation	SCHUMACHER, MATTHEW J	ACTIVE	06/01/2015
Health	SHANNON, JILLIAN R	ACTIVE	06/29/2015
Court Services/Juvenile Justice Center	SHOCK, ERIK M	ACTIVE	01/06/2015
Regional Office of Education	SHUMWAY, PAMELA J	ACTIVE	07/03/2014
Health	SILLITTI, SHARON M	ACTIVE	02/09/2015
Health	SLIVKA, ALEXIS M	ACTIVE	10/14/2014
Court Services/Court Services Administration	SOMMERFIELD, KATHLEEN J	INACTIVE	04/27/2015
State's Attorney	STEGER, RYAN D	ACTIVE	11/24/2014
Building Management	STOVER, SUSAN M	ACTIVE	05/11/2015
Development/County Development	TANSLEY, MATTHEW T	ACTIVE	07/10/2014
Judiciary and Courts	TEGELER, DONALD M	ACTIVE	12/01/2014
Transportation	THOMAS, CANDANCE D	ACTIVE	06/01/2015
Court Services/Diagnostic Center	THOMAS, JAIME M	ACTIVE	09/02/2014
Building Management	THOMAS, TYLER J	ACTIVE	08/18/2014
Circuit Clerk	TIERNEY, MICHAEL E	ACTIVE	02/02/2015
Development/County Development	TOTH, CHRISTOPHER J	ACTIVE	04/06/2015
Information Technologies	URDANETA, JORGE I	ACTIVE	09/15/2014
County Clerk	VAN EVERCOOREN, DONNA R	INACTIVE	01/26/2015
Court Services/Court Services Administration	VARGAS, GUADALUPE	ACTIVE	12/01/2014
State's Attorney	VAZQUEZ NUNEZ, JENNIFER	ACTIVE	08/25/2014
County Board	VAZQUEZ, MARIA M	ACTIVE	03/10/2015
Court Services/Court Services Administration	VEGA, ZULAY C	ACTIVE	10/20/2014

Kane County New Hire Report

7/1/2014 - 6/30/2015

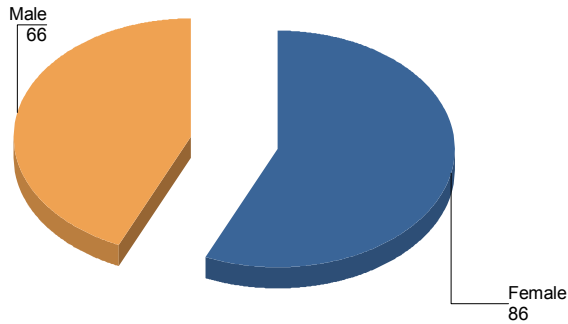
<u>Department</u>	<u>Employee Name</u>	<u>Status</u>	<u>HireDate</u>
Circuit Clerk	VELASQUEZ, CHERYL R	ACTIVE	11/03/2014
Judiciary and Courts	VOUROS, ALEXANDRA E	ACTIVE	09/22/2014
Health	WAMHOFF, BRANDI L	ACTIVE	06/22/2015
Animal Control	WEALS, MEGHANN E	INACTIVE	04/06/2015
Regional Office of Education	WEIL, STEFFANIE A	INACTIVE	10/27/2014
Sheriff/Adult Corrections	WHEELER, MARY M	ACTIVE	09/08/2014
Sheriff/Court Security	WYATT, TYLER F	ACTIVE	07/30/2014
Animal Control	YOUNGSTEADT, BRETT J	ACTIVE	09/02/2014
Transportation	ZBINDEN, TODD E	INACTIVE	12/01/2014
Health	ZENTMYER, MICHELLE A	INACTIVE	05/26/2015
Transportation	ZULKOWSKI, STEPHEN D	ACTIVE	10/14/2014
Court Services/Juvenile Justice Center	ZYNDA, CRYSTAL L	ACTIVE	08/26/2014

152 *New Hire Employees*

Kane County New Hires EEO Report

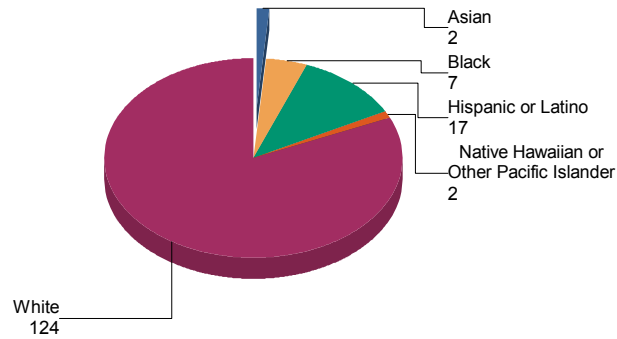
7/1/2014 - 6/30/2015

Gender



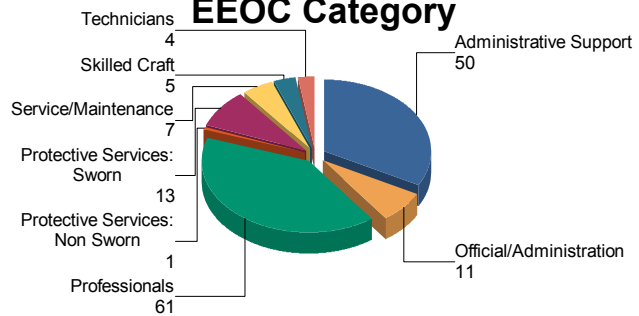
Female	86	56.6%
Male	66	43.4%
Total:	152	100.0%

Race



Asian	2	1.3%
Black	7	4.6%
Hispanic or Latino	17	11.2%
Native Hawaiian or Other Pacific Islander	2	1.3%
White	124	81.6%
Total:	152	100.0%

EEOC Category

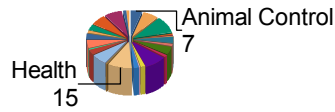


Administrative Support	50	32.9%
Official/Administration	11	7.2%
Professionals	61	40.1%
Protective Services: Non Sworn	1	0.7%
Protective Services: Sworn	13	8.6%
Service/Maintenance	7	4.6%
Skilled Craft	5	3.3%
Technicians	4	2.6%
Total:	152	100.0%

Kane County New Hires EEO Report

7/1/2014 - 6/30/2015

Department



Animal Control	7	4.6%
Building Management	10	6.6%
Circuit Clerk	16	10.5%
Community Reinvestment	1	0.7%
Coroner	1	0.7%
County Auditor	1	0.7%
County Board	6	3.9%
County Clerk	2	1.3%
Court Services/Court Services Administration	7	4.6%
Court Services/Diagnostic Center	2	1.3%
Court Services/Juvenile Justice Center	14	9.2%
Development/County Development	3	2.0%
Development/Water Resources	1	0.7%
Finance	3	2.0%
Health	15	9.9%
Human Resource Management	1	0.7%
Information Technologies	10	6.6%
Judiciary and Courts	5	3.3%
Other- Countywide Expenses/Aurora Election Expense	1	0.7%
Regional Office of Education	8	5.3%
Sheriff/Adult Corrections	5	3.3%
Sheriff/Court Security	3	2.0%
Sheriff/Sheriff	5	3.3%
State's Attorney	10	6.6%
Transportation	11	7.2%
Treasurer/Collector	2	1.3%
Workforce Development	2	1.3%
Total:	152	100.0%

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Animal Control	CRUZ, NASTANCIA N	11/7/2014
Animal Control	LELAND, BRIANNA N	4/1/2015
Animal Control	ZACHARY, RICHARD L	1/2/2015
Building Management	ANDERSON, KENNETH G	10/17/2014
Building Management	CLARK, JOHN T	2/9/2015
Building Management	DAVID, JOHN E	8/28/2014
Building Management	DILLER JR, GLENN G	2/9/2015
Building Management	GARLITS, THERESA M	2/25/2015
Building Management	HINKLE, JAMES	6/22/2015
Building Management	KONSTANTINIDIS, GUS	9/26/2014
Building Management	PHILIPS, ROBERT D	12/29/2014
Building Management	WINTER, RANDALL A	11/14/2014
Circuit Clerk	BARREIRO, DANIELLE E	8/15/2014
Circuit Clerk	COX, JESSICA R	8/7/2014
Circuit Clerk	HARTWELL, DAVID T	8/15/2014
Circuit Clerk	INNOCENTI, LORI M	7/14/2014
Circuit Clerk	ISMAILI, KUSHTRIM	8/15/2014
Circuit Clerk	JON, EUGENE S	6/5/2015
Circuit Clerk	JURS-LAUDERDALE, RACHEL	7/18/2014
Circuit Clerk	KRUEGER, TAMMY K	12/17/2014
Circuit Clerk	LEMONS, ROSE M	9/10/2014

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Circuit Clerk	MARCYNIUK, TONYA J	8/19/2014
Circuit Clerk	MUELLER, MICHAEL F	3/27/2015
Circuit Clerk	OROZCO, KATHLEEN A	2/2/2015
Circuit Clerk	PADOUR, JAROSLAV E III	6/12/2015
Circuit Clerk	PEARSON, JESSICA	10/21/2014
Circuit Clerk	PIGGOTT, RENEE N	8/21/2014
Circuit Clerk	VAN TREECK, ANDREW M	8/8/2014
Circuit Clerk	WHEELER, LADONNA J	7/8/2014
Coroner	LOPEZ, SONIA M	5/15/2015
Coroner	TOMANEK, JOSEPH W	1/29/2015
County Board	DONAHUE, MICHAEL J	11/30/2014
County Board	ESTATE OF VAZQUEZ, JESUS B	1/12/2015
County Board	FORD, RONALD	5/22/2015
County Board	LAESCH, JENNIFER A	11/30/2014
County Board	MCKINNEY, SANDRA S	1/5/2015
County Board	TAYLOR, MELISA A	11/30/2014
County Clerk	FELTES, BRETT J	9/17/2014
County Clerk	VAN EVERCOOREN, DONNA R	4/24/2015
County Clerk	VOSS, NADA	5/29/2015
Court Services/Court Services Administration	CADA, DEANNA L	12/12/2014
Court Services/Court Services Administration	GARCIA, MAGDALENA	9/19/2014
Court Services/Court Services Administration	KINKADE, TODD K	3/12/2015

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Court Services/Court Services Administration	MAVIGLIANO, PATRICIA M	8/29/2014
Court Services/Court Services Administration	MCCADAM, KATHLEEN S	10/24/2014
Court Services/Court Services Administration	NOREN, CODY J	9/19/2014
Court Services/Court Services Administration	PATTISON, RUE A	7/7/2014
Court Services/Court Services Administration	PEISERT, GARY E	5/28/2015
Court Services/Court Services Administration	RAMIREZ, JOEL	9/10/2014
Court Services/Court Services Administration	SOMMERFIELD, KATHLEEN J	6/18/2015
Court Services/Court Services Administration	TARQUINIO, LISA	2/18/2015
Court Services/Diagnostic Center	DICKERSON, NERAK A	8/29/2014
Court Services/Diagnostic Center	KUZIA, MARK J	5/13/2015
Court Services/Diagnostic Center	SCHOENBACH, KRISTIN E	4/21/2015
Court Services/Juvenile Justice Center	CORTEZ, ALEJANDRA	8/8/2014
Court Services/Juvenile Justice Center	COSTIGAN, ZACHARY J	2/14/2015
Court Services/Juvenile Justice Center	GRANA, MARIA L	6/28/2015
Court Services/Juvenile Justice Center	HICKMAN, DOMINIQUE	11/24/2014
Court Services/Juvenile Justice Center	MACK, PETER J	10/30/2014
Court Services/Juvenile Justice Center	MOY, KATRINA J	4/8/2015
Court Services/Juvenile Justice Center	RICE, BEVERLY A	6/30/2015
Court Services/Juvenile Justice Center	ROSS, KEITH E	2/26/2015
Court Services/Juvenile Justice Center	SVEC, GEORG W	6/5/2015
Development/County Development	CRODDY, DAVID E	4/24/2015
Development/County Development	HANLON, BRETT V	2/20/2015

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Development/Water Resources	HAJEK, SCOTT R	3/27/2015
Finance	DAVIES, LAMAR C	2/6/2015
Finance	ROSSMAN, CHRISTOPHER M	1/2/2015
Health	AZHER, MUNEEZA	8/12/2014
Health	CHITRAGAR, MAMATHA	4/7/2015
Health	EIDE, KASSIA L	5/12/2015
Health	HICKS, MICHELLE D	4/17/2015
Health	MACKEY, DEBORAH M	7/16/2014
Health	MARISHTA, ALKETA L	8/22/2014
Health	PREIHS, KRISTIN L	1/9/2015
Health	RYNDAK, ARLENE M	11/14/2014
Health	SCHLEICHER, MARY E	11/17/2014
Health	SPANGLER, KATHLEEN A	1/5/2015
Health	SYLEJMANI, ARBEN	5/7/2015
Health	TIJERINA, SILVIA	1/30/2015
Health	ZAWACKI, JEANETTE M	5/8/2015
Human Resource Management	THOMAS, PAULA J	9/5/2014
Information Technologies	BURRIS, ANNE M	3/20/2015
Information Technologies	FELDNER, PATRICK J	12/19/2014
Information Technologies	RADMAN, EDWARD M	8/15/2014
Judiciary and Courts	BROWN, F. KEITH	7/5/2014
Judiciary and Courts	SIMPSON, MARY KAREN	10/6/2014

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Judiciary and Courts	ZAESKE, MARY JO	11/3/2014
Kane Comm	JONES, NINA	3/12/2015
Recorder	VILLACORTA, AMALIA E	6/2/2015
Regional Office of Education	BALDERAS, SHARON	7/25/2014
Regional Office of Education	BOIES, JOSHUA J	7/11/2014
Regional Office of Education	FITZGERALD, NICOLE T	5/27/2015
Regional Office of Education	GODINA, KAI S	8/7/2014
Regional Office of Education	MCLEOD, DANA L	8/29/2014
Regional Office of Education	MCNULTY, PAIGE E	1/31/2015
Regional Office of Education	WEBSTER, ALISSA A	8/21/2014
Sheriff/Adult Corrections	BARRERA, SUSAN	8/4/2014
Sheriff/Adult Corrections	BORUTA, KENNETH E	1/29/2015
Sheriff/Adult Corrections	HANKES, BRITTNEY R	4/23/2015
Sheriff/Adult Corrections	JOHNSON, JOHNNY L	12/1/2014
Sheriff/Adult Corrections	KRASOWSKI, ARTUR M	5/4/2015
Sheriff/Adult Corrections	LAURIA, JOSEPH C	1/15/2015
Sheriff/Adult Corrections	LAWRENCE, STEPHEN C	11/24/2014
Sheriff/Adult Corrections	O'DONNELL, JEANNE M	12/15/2014
Sheriff/Adult Corrections	PALMER, JOHN	12/24/2014
Sheriff/Adult Corrections	SHAFF, STEVEN J	5/19/2015
Sheriff/Court Security	AUKSTOLIS, WILLIAM F	1/3/2015
Sheriff/Court Security	FRIEDRICH, JASON T	7/3/2014

Kane County Termination Report

7/1/2014 - 6/30/2015

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Sheriff/Court Security	FRIEDRICH, THOMAS A	1/29/2015
Sheriff/Court Security	GRIMES, WILLIAM J	2/23/2015
Sheriff/Court Security	KRIEN, HERBERT A	7/12/2014
Sheriff/Court Security	POE, CHARLES M	12/31/2014
Sheriff/Sheriff	CERVANTES, IGNACIO	1/20/2015
Sheriff/Sheriff	KLEVENO, KEVIN W	3/27/2015
Sheriff/Sheriff	PEREZ, KIMBERLY M	1/3/2015
Sheriff/Sheriff	PEREZ, PATRICK B	11/30/2014
Sheriff/Sheriff	SMITH, ANDREW K	6/30/2015
Sheriff/Sheriff	STAMMET, YVONNE R	4/1/2015
State's Attorney	ALICEA, ANA M	8/8/2014
State's Attorney	BROWN, STEPHEN D	6/5/2015
State's Attorney	BYRUM, SUZANNE M	1/5/2015
State's Attorney	ESCOBAR, JOANNA	8/15/2014
State's Attorney	GOLZ, AMBER R	2/18/2015
State's Attorney	GOOD, KRISTIN G	11/21/2014
State's Attorney	KOWALCZYK, KARINA	10/17/2014
State's Attorney	MOSSER, JAMIE L	5/22/2015
State's Attorney	POMPA, LINDSAY N	3/13/2015
Supervisors of Assessment	BARRETT, LEE	4/25/2015
Supervisors of Assessment	BECKER, CHAD S	4/9/2015
Supervisors of Assessment	HALL, KATHLEEN A	4/8/2015

Kane County Termination Report

7/1/2014 - 6/30/2015

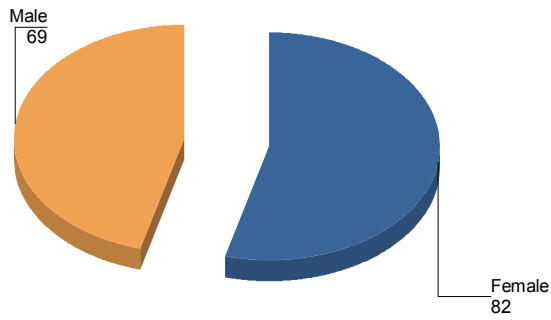
<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Supervisors of Assessment	ORIN, JOHN S	4/8/2015
Supervisors of Assessment	SCHOENGART, CAROL J	8/3/2014
Supervisors of Assessment	WINTER, RACHEL L	4/9/2015
Supervisors of Assessment	WOLFE, DONALD S	5/26/2015
Transportation	BEART, THOMAS C	4/2/2015
Transportation	BRENDEL, ASHLEY L	12/5/2014
Transportation	HAINES, LINDA K	11/14/2014
Transportation	LAFLEUR, PAUL S	4/17/2015
Transportation	MEIER, JOSEPH T	4/23/2015
Transportation	MOWERS, LUCAS J	4/3/2015
Transportation	PHILIPS, MARY M	12/29/2014
Transportation	SCARDAMAGLIA, SHAWN M	3/31/2015
Transportation	STARCEVICH, GLENDA J	8/15/2014
Transportation	SZABO, THOMAS F	9/8/2014
Transportation	ZBINDEN, TODD E	3/31/2015
Transportation	ZILLER, CHASE M	2/20/2015
Treasurer/Collector	DUNLOP, LUELLEN	10/28/2014
Workforce Development	GONZALEZ-FONSECA, TERESA M	2/13/2015
Workforce Development	PFISTER, GWENDOLYN	4/10/2015
Workforce Development	RITCHEY, CRYSTAL M	10/16/2014

151 Terminated Employees

Kane County Terminations EEO Report

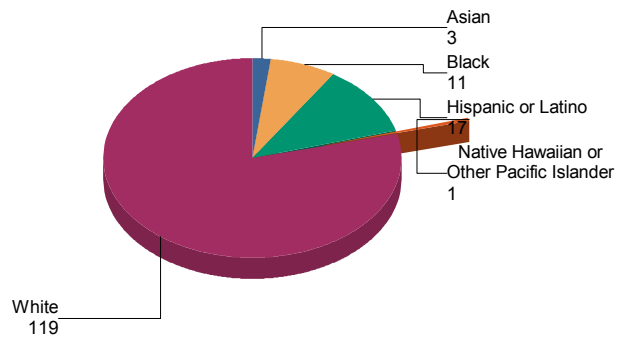
7/1/2014 - 6/30/2015

Gender



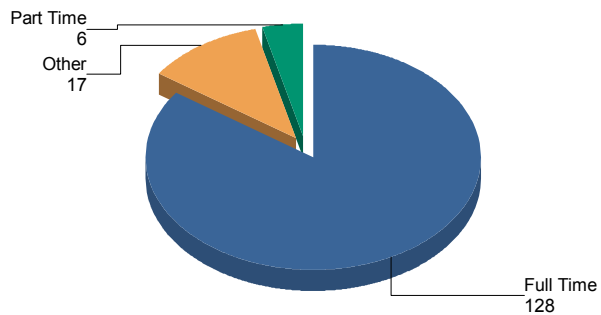
Female	82	54.3%
Male	69	45.7%
Total:	151	100.0%

Race



Asian	3	2.0%
Black	11	7.3%
Hispanic or Latino	17	11.3%
Native Hawaiian or Other Pacific Islander	1	0.7%
White	119	78.8%
Total:	151	100.0%

EEOC Category

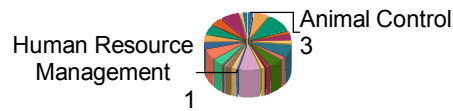


Full Time	128	84.8%
Other	17	11.3%
Part Time	6	4.0%
Total:	151	100.0%

Kane County Terminations EEO Report

7/1/2014 - 6/30/2015

Department



Animal Control	3	2.0%
Building Management	9	6.0%
Circuit Clerk	17	11.3%
Coroner	2	1.3%
County Board	6	4.0%
County Clerk	3	2.0%
Court Services/Court Services Administration	11	7.3%
Court Services/Diagnostic Center	3	2.0%
Court Services/Juvenile Justice Center	9	6.0%
Development/County Development	2	1.3%
Development/Water Resources	1	0.7%
Finance	2	1.3%
Health	13	8.6%
Human Resource Management	1	0.7%
Information Technologies	3	2.0%
Judiciary and Courts	3	2.0%
Kane Comm	1	0.7%
Recorder	1	0.7%
Regional Office of Education	7	4.6%
Sheriff/Adult Corrections	10	6.6%
Sheriff/Court Security	6	4.0%
Sheriff/Sheriff	6	4.0%
State's Attorney	9	6.0%
Supervisors of Assessment	7	4.6%
Transportation	12	7.9%
Treasurer/Collector	1	0.7%
Workforce Development	3	2.0%
Total:	151	100.0%

Kane County Termination Report

7/1/2014 - 6/30/2015

	Female						Male					Total
	Asian	Black	Hispanic o	Native Ha	White	Total	Asian	Black	Hispanic o	White	Total	
DECEASED	0	0	0	0	2	2	0	0	1	2	3	5
LAYOFF	0	0	1	0	0	1	0	0	0	0	0	1
NOT RE-ELECT	0	0	0	0	2	2	0	0	0	1	1	3
RESIGNED	2	3	6	1	35	47	1	1	1	33	36	83
RETIRED	0	1	1	0	10	12	0	3	1	6	10	22
TERMINATED	0	2	5	0	11	18	0	1	1	17	19	37
Total	2	6	13	1	60	82	1	5	4	59	69	151