

**County of Kane**  
**2016 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 <sup>1</sup>	State's Attorney <sup>2</sup>	Sheriff <sup>3</sup>	County Recorder <sup>4</sup>
Auditor <sup>5</sup>	Circuit Clerk	Coroner <sup>6</sup>	Treasurer <sup>7</sup>

---

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> 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.

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

#### 2016 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.

**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.

**2016** - In 2016, the number of Kane County employees totaled 1399. The percentage of females and males employed by the County remains consistent with last year, 55% females and 45% males. The racial/ethnicity percentages remain the same in 2016.

#### **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.

7/2016

## **DESCRIPTION OF JOB CATEGORIES**

**Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division and fire chief and inspectors, examiners (*bank, hearing, motor vehicle, warehouse*), inspectors (*construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation*), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized postsecondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (*medical, dental, electronic, physical sciences*), police and fire sergeants, inspectors (*production or processing inspectors, testers and weighers*), and kindred workers.

**Protective Service Workers (Sworn & Non-Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (*except maintenance*), and kindred workers.

**Administrative Support (Office/Clerical):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, kindred workers.

**Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers, (*maintenance*), farm workers (*except managers*), craft apprentices/trainees/helpers, and kindred workers.

**PART II. KANE COUNTY - COMMUNITY LABOR STATISTICS**

**MALE**

**FEMALE**

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		35625 100%	570 1.6%	19430 54.54%	1655 4.646%	655 1.839%	20 .056%	460 1.291%	10985 30.835%	1345 3.775%	480 1.347%	25 .07%
Professionals		43334 100%	635 1.465%	15900 36.691%	1640 3.785%	1565 3.611%	20 .046%	625 1.442%	19875 45.865%	1880 4.338%	1190 2.746%	4 .01%
Technicians		5425 100%	215 3.963%	2100 38.71%	340 6.267%	235 4.332%	0 0%	80 1.475%	2030 37.419%	285 5.253%	140 2.581%	0 0%
Protective Services	Sworn	3175 100%	245 7.717%	1875 59.056%	365 11.496%	60 1.89%	0 %	110 3.465%	350 11.024%	170 5.354%	0 %	0 %
	Non-Sworn	355 100%	0 %	185 52.113%	0 %	0 %	0 %	0 %	140 39.437%	30 8.451%	0 0%	0 0%
Office/Clerical		72325 100%	1295 1.72%	20770 27.574%	5750 7.95%	755 1.044%	45 .062 %	2885 3.989%	30745 42.51%	9060 12.527%	965 1.334%	55 .076%
Skilled Craft		23150 100%	405 1.749%	13645 58.942%	6960 30.065%	440 1.901%	45 .194%	125 .54%	735 3.175%	675 2.916%	120 .518%	0 0%
Service/Maintenance		76805 100%	2465 3.209%	16765 21.828%	25680 33.435%	875 1.139 %	25 .033%	2315 3.014%	12970 16.887%	14720 19.165%	950 1.237%	40 .052%

**KEY**

B - Black

W - White

H-Hispanic

A/PI - Asian or Pacific Islander

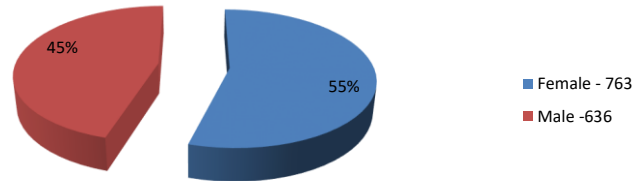
AI/AN - American Indian or Alaskan Native



## 2016 Total County of Kane Departments by Gender and Race

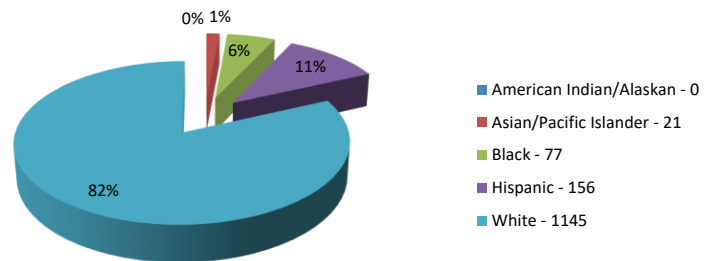
2016 Total County of Kane Departments by Gender	Count	%age
Female - 763	763	55%
Male - 636	636	45%
Total	1399	100%

2016 County of Kane Departments by Gender



2016 Total County of Kane Departments by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 21	21	2%
Black - 77	77	6%
Hispanic - 156	156	11%
White - 1145	1145	82%
Total	1399	100%

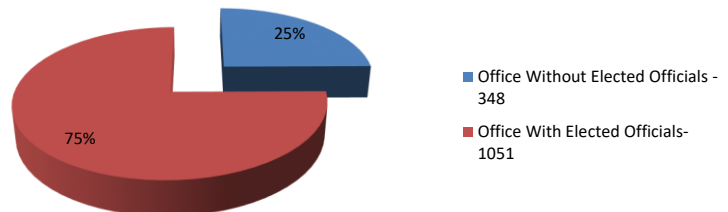
2016 County of Kane Employees by Race



## 2016 Total County of Kane Elected Officials and Departments without Elected Official

2016 County of Kane Total Employees	Count	%age
Office Without Elected Officials - 348	348	25%
Office With Elected Officials- 1051	1051	75%
Total	1399	100%

2016 County of Kane



**PART I. COUNTY OF KANE – 2016 KANE COUNTY WORKFORCE**

**MALE**

**FEMALE**

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		67 100%	3 4.48%	23 34.33%	0 0%	0 0%	0 0%	6 8.95%	32 47.76%	2 2.99%	1 1.49%	0 0%
Professionals		468 100%	13 2.78%	167 35.68%	19 4.06%	2 0.43%	0 0%	20 4.27%	220 47.01%	23 4.91%	4 0.86%	0 0 %
Technicians		33 100%	0 0%	22 66.67%	1 3.03%	1 3.03%	0 0%	0 0%	7 21.21%	0 0%	2 6.06%	0 0%
Protective Services	Sworn	280 100%	15 5.36%	186 66.43%	22 7.86%	6 2.14%	0 0%	5 1.79%	42 15.00%	4 1.42%	0 0%	0 0%
	Non-Sworn	30 100%	2 6.67%	8 26.67%	1 3.33%	0 0%	0 0%	0 0%	15 50.00%	4 13.33%	0 0%	0 0%
Office/Clerical		454 100%	3 0.67%	75 16.52%	10 2.20%	1 0.22%	0 0 %	7 1.54%	291 64.09%	63 13.88%	4 0.88%	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		34 100%	2 5.88%	18 52.94%	3 8.82%	0 0 %	0 0%	0 0%	8 23.54%	3 8.82%	0 0%	0 0%

3/7/2018

**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 – 2016 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 #/%		34.33%	4.48%	0%	0%	0%	47.76%	8.95%	2.99%	1.49%	0%
CLS #/%		54.5%	1.6%	4.6%	1.8%	0%	30.8%	1.2%	3.8%	1.3%	0%
Utilization %		-20.17%	2.88%	-4.6%	-1.8%	0%	16.96%	7.75%	-0.81%	0.19%	0%
PROFESSIONALS											
Workforce #%		35.68%	2.78%	4.06%	0.43%	0%	47.01%	4.27%	4.91%	0.86%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		-1.02%	1.28%	0.26%	-3.17%	0%	1.11%	2.87%	0.61%	-1.84%	0%
TECHNICIANS											
Workforce #/%		66.67%	0%	3.03%	3.03%	0%	21.21%	0%	0%	6.06%	0%
CLS #/%		38.71%	3.96%	6.28%	4.33%	0%	37.42%	1.48%	5.25%	2.58%	0%
Utilization %		27.96%	-3.96%	-3.25%	-1.30%	0%	-16.21%	-1.48%	-5.25%	3.48%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	66.43%	5.36%	7.86%	2.14%	0%	15.00%	1.79%	1.42%	0%	0%
	CLS #/%	59.06%	7.72%	11.50%	1.89%	0%	11.02%	1.48%	5.35%	0%	0%
	Utilization %	7.37%	-2.36%	-3.64%	0.25%	0%	3.98%	0.31%	-3.93%	0%	0%
	NON-SWORN										
	Workforce #/%	26.67%	6.67%	3.33%	0%	0%	50.00%	0%	13.33%	0%	0%
OFFICE/CLERICAL											
Workforce		16.52%	0.67%	2.20%	0.22%	0%	64.09%	1.54%	13.88%	0.88%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-11.08%	-1.03%	-5.80%	-0.78%	-.1%	21.59%	-2.46%	1.38%	-0.42%	-.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 %		35.00%	1.28%	-27.03%	-1.90%	-0.19%	-3.18%	-0.54%	-2.92%	-0.52%	0%
SVCS/MAINTENANCE											
Workforce #/%		52.94%	5.88%	8.82%	0%	0%	23.54%	0%	8.82%	0%	0%
CLS #/%		21.83%	3.21%	33.44%	1.14%	0.033%	16.89%	3.01%	19.16%	1.24%	0.52%
Utilization %		31.11%	2.67%	-24.62%	-1.14%	-0.033%	6.65%	-3.01%	-10.34%	-1.24%	-0.52%

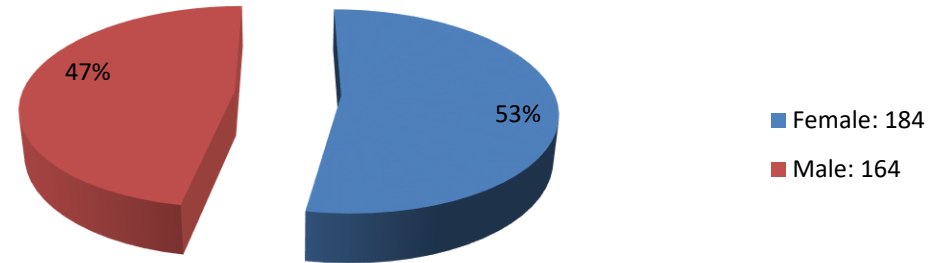
3/7/2017



## 2016 County of Kane Departments without Elected Officials by Gender and Race

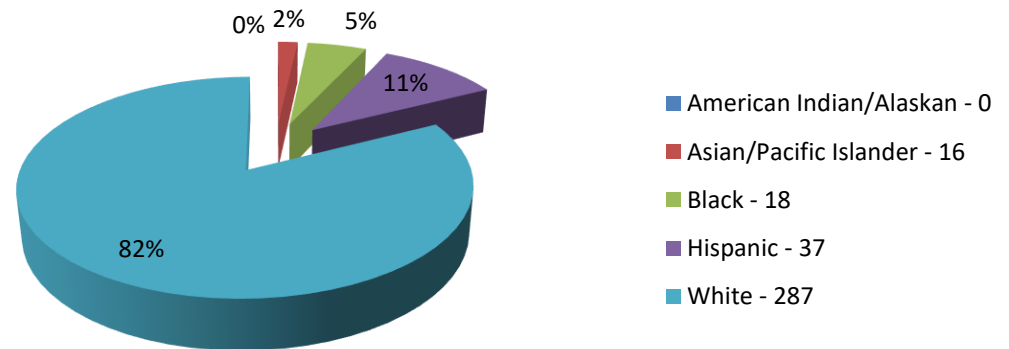
2016 Departments without Elected Officials by Gender	Count	%age
Female: 184	184	53%
Male: 164	164	47%
Total	348	100%

### 2016 Departments without Elected Officials by Gender



2016 Departments without Elected Officials by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 16	6	2%
Black - 18	18	5%
Hispanic - 37	37	11%
White - 287	287	82%
Total	348	100%

### 2016 Departments without Elected Officials by Race



**PART I. COUNTY OF KANE – 2016 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		41 100%	1 2.33%	16 37.21%	0 0%	0 0%	0 0%	4 9.3%	18 46.5%	1 2.33%	1 2.33%	0 0%
Professionals		148 100%	2 1.34%	58 40.27%	5 2.69%	1 0%	0 0%	7 4.7%	66 43.62%	8 6.04%	1 1.34%	0 0 %
Technicians		21 100%	0 0%	16 77.27%	1 4.55 %	0 0%	0 0%	0 0%	2 13.63%	0 0%	2 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%	6 21.74%	0 0%	0 0%	0 0%	0 0%	13 60.87%	4 17.39%	0 0%	0 0%
Office/Clerical		54 100%	0 0%	4 11.29%	0 0%	1 1.61 %	0 0 %	1 3.25%	37 67.74%	11 14.51%	0 1.61%	0 0%
Skilled Craft		30 100%	1 3.03%	28 93.94%	1 3.03%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance		30 100%	2 3.22%	17 64.52%	3 9.68%	0 0 %	0 0%	0 0%	5 9.68%	3 12.9%	0 0%	0 0%

3/7/2018

**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 – 2016 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%

3/7/2018

**EEOP Update  
Kane County Department of Animal Control  
For the period July 1, 2015 through June 30, 2016**

**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

1

**Employees Applying for Promotion / Transfer**

Number of  
Employees

1

**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, 2015 through June 30, 2016**

- 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](http://www.nacanet.org)

American Humane  
[www.americanhumane.org](http://www.americanhumane.org)

**EEOP Update**  
**Kane County Department of Animal Control**  
**For the period July 1, 2015 through June 30, 2016**

[www.animalsheltering.org/jobs/post](http://www.animalsheltering.org/jobs/post)

Kane County Chronicle

The Beacon News

[www.CareerBuilder.com](http://www.CareerBuilder.com)

Kane County Website

[www.countyofkane.org](http://www.countyofkane.org)

## KANE COUNTY ANIMAL CONTROL

### DISCIPLINE REPORT FOR THE PERIOD OF JULY 1, 2015 - JUNE 30, 2016

Month	Race	Sex	National Origin	Discipline Type
Oct-16	White	F	White	Termination
<i>*Data received from employees</i>				

Total Number of Disciplinary Actions: **1**

Sanction Summary: Termination

Race Summary: 1 - White

National Origin: White

Gender Summary: 1 - Female

## KANE COUNTY ANIMAL CONTROL

### PROMOTIONS/TRANSFERS REPORT FOR THE PERIOD OF JULY 1, 2015 THRU JUNE 30, 2016

#### PROMOTIONS

Month	Race	Sex	National Origin	Job Category	Transfer from	Transfer to
Apr-15	Hispanic	F	Mexico	Service/Maintenance to Non-Sworn	Warden	Shelter Operations and Programs Manager

Total Number of Promotions: **1**

Race Summary: 1-Hispanic/Latino

Gender Summary: 1-Female

#### TRANSFERS

Month	Race	Sex	National Origin	Job Category	Transfer from	Transfer to

Total Number of Transfers: **0**

Race Summary:

National Origin:

Gender Summary:

Total Number of Promotions/Transfers: **1**

Race Summary: 1-Hispanic/Latino

National Origin Summary: 1-Mexico

Gender Summary: 1 Female

**Ethnic Detail for Animal Control Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	CAMPBELL, MICHELE L	F	White	06	Administrative Support	1/6/2014	12/2/2016	
FT	ELLBERG, LYNNE A	F	White	06	Administrative Support	5/13/1974		
FT	KLECZ, SAMANTHA J	F	White	06	Administrative Support	5/18/2015	11/3/2016	
FT	METZEL, TECLA L	F	White	06	Administrative Support	3/30/2015		
FT	WEALS, MEGHANN E	F	White	06	Administrative Support	4/6/2015	4/30/2016	
FT	YOUNGSTADT, BRETT J	M	White	02	Professionals	9/2/2014		
FT	ROMAN ANONALES, MARIA J	F	Hispanic or Latino	05	Protective Services: Non Sworn	8/11/2014		
FT	HOFFMAN, JANET	F	White	05	Protective Services: Non Sworn	9/21/2009	8/8/2016	
FT	MULVANEY, SHANNON M	F	White	05	Protective Services: Non Sworn	10/14/2013	10/6/2016	
FT	VARETONI, CAROLE L	F	White	05	Protective Services: Non Sworn	9/8/2000		
PT	BARREIRO, CHRISTINA G	F	Hispanic or Latino	08	Service/Maintenance	7/12/2014	8/10/2015	
PT	ABBATE, OLIVIA R	F	White	08	Service/Maintenance	7/9/2016	1/27/2017	not included in statistics
PT	GENESER, REBECCA L	F	White	08	Service/Maintenance	11/14/2015	5/8/2016	
PT	LEWIS, JESSICA L	F	White	08	Service/Maintenance	8/15/2015	5/22/2016	
FT	LOOMIS, JESSICA M	F	White	08	Service/Maintenance	6/21/2016		
PT	MANNION, KARI E	F	White	08	Service/Maintenance	6/28/2014	7/31/2016	
PT	SORENSEN, SAMANTHA A	F	White	08	Service/Maintenance	5/28/2016		
FT	MORGAN, BRENDAN E	M	White	08	Service/Maintenance	8/2/2014		
FT	12							
PT	5							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 ANIMAL CONTROL WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	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%	1 100%	0 0%	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)	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	3 75%	0 0%	1 25%	0 0%	0 0%
Office/Clerical (06)		5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	5 100%	0 0%	0 0%	0 0%
Skilled Craft (07)		Animal Control does not have employees in this job category.										
Service/Maintenance (08)		7 100%	1 14.29%	0 0%	0 0%	0 0%	0 0%	5 71.42%	0 0%	1 14.29%	0 0%	0 0%

4/5/2017

**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) – 2016 ANIMAL CONTROL UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		100% 36.4% 63.6%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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%	75% 39.4% 35.6%	0% 0% 0%	25% 8.5% 16.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		14.29% 21.6% -7.31%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	71.42% 16.7% 54.72%	0% 3% -3%	14.29% 19.0% -4.71%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/5/2017

Kane County Building Management EEOP 07/05/2017

All are classed correctly – one added date for Term

1. Disciplinary actions

None

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

2 White Males ---Promoted

2. 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 Building Management Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	KREGG, LILLIAN	F	White	06	Administrative Support	12/2/2014		
FT	MATUSZAK, MICHELE H	F	White	06	Administrative Support	4/24/2006		
PT	STOVER, SUSAN M	F	White	06	Administrative Support	5/11/2015	11/18/2016	
FT	ELVIN, DOUGLAS L	M	White	06	Administrative Support	2/14/2011		
FT	GIESE, DAVID M	M	White	06	Administrative Support	12/5/2014		
FT	REMIYAC, MARY A	F	White	02	Professionals	4/10/2006	1/3/2017	
FT	BIGGS, DONALD R	M	White	02	Professionals	12/30/2013		
FT	GRIFFITH, RICHARD J	M	White	02	Professionals	4/20/2015		
FT	GRIFFITH, RICHARD J Jr	M	White	02	Professionals	11/17/2014		
FT	KAHL, GRANT M	M	White	02	Professionals	8/4/2015		
FT	BAIRD, JOSEPH C	M	Black	08	Service/Maintenance	3/21/2016	5/26/2016	
FT	TAYLOR, WALTER H	M	Black	08	Service/Maintenance	11/21/2005		
FT	DOUGLAS, DEVONDA R	F	Hispanic or Latino	08	Service/Maintenance	4/16/1999		
FT	NAVARRETE DE ECHEVER, CECILIA	F	Hispanic or Latino	08	Service/Maintenance	3/16/2015		
FT	BERRIOS, CARLOS A	M	Hispanic or Latino	08	Service/Maintenance	7/7/2004		
FT	IBARRA RODRIGUEZ, PEDRO U	M	Hispanic or Latino	08	Service/Maintenance	2/14/2011		
FT	SORIA, JUAN	M	Hispanic or Latino	08	Service/Maintenance	8/25/1997		
FT	BEX, TROY	M	White	08	Service/Maintenance	7/25/2011	9/23/2015	
FT	BROWN, PHILLIP J	M	White	08	Service/Maintenance	9/16/2013	7/31/2015	
FT	BRUSVEEN, DAN A	M	White	08	Service/Maintenance	12/19/2011		
PT	EARLE, WILLIAM C	M	White	08	Service/Maintenance	12/1/2014		
FT	GENSLINGER, RICKY E	M	White	08	Service/Maintenance	10/2/1995		
FT	KLIMPKE, WILLIAM E	M	White	08	Service/Maintenance	2/25/2013		
FT	KNORR, IAN-MICHAEL	M	White	08	Service/Maintenance	2/22/2010		
FT	MARCHESCHI, RYAN N	M	White	08	Service/Maintenance	1/5/2015	10/26/2015	
FT	MOORE, ALEXANDER E	M	White	08	Service/Maintenance	12/14/2015		
FT	NEWBOLDS, MICHAEL E	M	White	08	Service/Maintenance	7/28/1989		
FT	OLESEN, KEVIN M	M	White	08	Service/Maintenance	3/4/2013		
FT	SHARP, ERIC J	M	White	08	Service/Maintenance	2/16/2016		
FT	SMALL, STEVE H	M	White	08	Service/Maintenance	8/1/2001		
FT	SUMMERS, MICHAEL E	M	White	08	Service/Maintenance	9/16/1997		
FT	SUTTON, JEREMY M	M	White	08	Service/Maintenance	12/14/2015	3/16/2016	
FT	THOMAS, TYLER J	M	White	08	Service/Maintenance	8/18/2014		
FT	31							
PT	2							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 BUILDING MANAGEMENTWORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		Building Management Department does not have employees in this job category.										
Professionals (02)		5 100%	4 80%	0 0%	0 0%	0 0%	0 0%	1 20%	0 0%	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)		5 100%	2 40%	0 0%	0 0%	0 0%	0 0%	3 60%	0 0%	0 0%	0 0%	0 0%
Skilled Craft (07)		Building Management Department does not have employees in this job category.										
Service/Maintenance (08)		23 100%	16 69.56%	2 8.7%	3 13.04%	0 0%	0 0%	0 0%	0 0%	2 8.7%	0 0%	0 0%

4/5/2017

**KEY**

B - Black

W - White

H - Hispanic

A - Asian

AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 BUILDING MANAGEMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		80% 36.4% 43.6%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	20% 45.5% -25.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		40% 28.5% 11.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	60% 42.2% 17.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		69.56% 21.6% 47.96%	8.7% 3.2% 5.5%	13.04% 33.1% -20.06%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	8.7% 19.0% -10.3%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/5/2017

**KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT**  
**Community Development Division**  
**2016 Equal Opportunity Plan Update**  
**July 1, 2015 - June 30, 2016**

**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 (-30.6%) Black females (-1.3%) Hispanic females (-3.7%) and Asian females (-1.3%). White males (45.8%) 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%) Hispanic females (-4.3%) and Asian females (-2.7%) in this job classification. White females (14.5%) 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

### Ethnic Detail for Community Reinvestment Employees between 7/1/2015 and 6/30/2016

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	BERGER, SCOTT W	M	White	01	Official/Administration	7/16/1999		
FT	COYNE, AMY R	F	White	02	Professionals	12/1/2004	11/6/2015	
FT	GLASSFORD, TRACEY L	F	White	02	Professionals	6/8/2015		
FT	THAVONG, JULIA E	F	White	02	Professionals	8/16/2001		
FT	BECK, JOSHUA	M	White	02	Professionals	4/5/2010		
FT	DALL, CHRISTOPHER S	M	White	02	Professionals	2/3/2014		
FT	6							



**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 OFFICE OF COMMUNITY REINVESTMENT WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		1 100%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		5 100%	2 40%	0 0%	0 0%	0 0%	0 0%	3 60%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 OFFICE OF COMMUNITY REINVESTMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.2% 45.8%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		40% 36.4% 3.6%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	60% 45.5% 14.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	0% 42.2% -42.2%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

# 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](http://www.co.kane.il.us)

March 13, 2018

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 2016.

During FY 2016, there were no employees who applied for a promotion/transfer. During FY 2016 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](http://www.planning.org) (for job openings for professional planning staff)

[www.ilapa.org/jobpost](http://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,

A handwritten signature in blue ink, appearing to read "Mark D. VanKerkhoff", is written over the word "Sincerely,".

Mark D. VanKerkhoff, AIA, Director

**Ethnic Detail for Development Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	AVILA, ANGELICA I	F	Hispanic or Latino	06	Administrative Support	5/10/2004		
FT	BAILEY, BROOK A	F	White	06	Administrative Support	3/24/2014		not included in statistics
FT	MAIR, JANINE M	F	White	06	Administrative Support	6/24/2013		
FT	SICILIANO, MICHAEL J	M	White	06	Administrative Support	6/20/2016		
OT	CAMERON, PENELOPE L	F	White	01	Official/Administration	8/1/2005		not included in statistics
OT	STOVER, ROXANNE	F	White	01	Official/Administration	3/1/1998		not included in statistics
OT	BOWEN, HAROLD N	M	White	01	Official/Administration	3/10/1981		not included in statistics
OT	ESTATE OF JOHNSTON, STANLEY H	M	White	01	Official/Administration	3/14/1989	7/4/2015	not included in statistics
OT	HEINRICH, DANIEL W	M	White	01	Official/Administration	5/1/2013		not included in statistics
OT	MOGA, ROBERT R	M	White	01	Official/Administration	5/15/2008		not included in statistics
OT	REGAN, GERALD D	M	White	01	Official/Administration	8/1/2005		not included in statistics
FT	VANKERKHOFF, MARK D	M	White	01	Official/Administration	8/1/1994		
OT	WHITE, JOSEPH M	M	White	01	Official/Administration	4/1/2009		not included in statistics
FT	HILL, JANICE	F	Black	02	Professionals	6/1/1999		
PT	BIEWER, BROOKE R	F	White	02	Professionals	6/3/1996		
FT	MILLER, KAREN A	F	White	02	Professionals	8/16/2000		
FT	AHMED, HAMID M	M	White	02	Professionals	1/16/1975		
FT	BERKHOUT, KEITH	M	White	02	Professionals	10/2/2006		
FT	TANSLEY, MATTHEW T	M	White	02	Professionals	7/10/2014		
FT	TOTH, CHRISTOPHER J	M	White	02	Professionals	4/6/2015		
FT	CHA, JAEYUN	F	Asian	03	Technicians	6/6/2016		
FT	KEELING, GLEN	M	White	03	Technicians	1/4/1993	11/4/2016	
FT	KRIENS, MICHAEL A	M	White	03	Technicians	7/21/2014		
FT	KRONING, SPENCER L	M	White	03	Technicians	7/6/2015		
FT	MACK, THOMAS L	M	White	03	Technicians	4/2/1986		
FT	MESCHER, TIM J	M	White	03	Technicians	1/17/1989		
FT	SODERQUIST, DAVID K	M	White	03	Technicians	5/1/1987	6/1/2016	
FT	17							
PT	1							
Total	18							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 DEVELOPMENT WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		1 100%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		7 100%	4 57.14%	0 0%	0 0%	0 0%	0 0%	2 28.57%	1 14.29%	0 0%	0 0%	0 0%
Technicians (03)		7 100%	6 85.71%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 14.29%	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%	1 33.33%	0 0%	0 0%	0 0%	0 0%	1 33.33%	0 0%	1 33.34%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 DEVELOPMENT UTILIZATION ANALYSIS**

		MALE				FEMALE					
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		45.8%	-1.6%	-4.6%	-1.8%	-0.1%	-30.6%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #/%		57.14%	0%	0.0%	0%	0%	28.57%	14.29%	0%	0%	0%
CLS #/%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		20.74%	-1.5%	-3.8%	-3.6%	0%	-16.93%	12.89%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		85.71%	0%	0%	0%	0%	0%	0%	0%	14.29%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		47.61%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	11.79%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	-59.4%	-7.8%	-9%	-1.9%	0%	-11.1%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		33.33%	0%	0%	0%	0%	33.33%	0%	33.34%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		4.83%	-1.8%	-7.9%	-1%	-1%	-8.87%	-4%	20.94%	-1.3%	-.1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%

4/7/2017

**COUNTY of KANE**  
**OFFICE of EMERGENCY MANAGEMENT**

Donald H. Bryant,  
IPFM



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

**TO:** Susan Brown  
**FROM:** Donald Bryant  
**SUBJECT:** EEOP report for 2016  
**Date:** July 6, 2017  
**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



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

July 6, 2017

### 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 seek 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 Emergency Management Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	DORTMUND-MADISON, DEBORAH A	F	White	06	Administrative Support	12/1/1997		
FT	BRYANT, DONALD H	M	White	01	Official/Administration	2/6/1995		
FT	MADISON, SEAN	M	White	04	Protective Services: Sworn	4/1/1995		
FT	3							

**2016 EMERGENCY MANAGEMENT WORKFORCE**

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.										

**KEY**

B - Black  
W - White  
H - Hispanic

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

**2016 EMERGENCY MANAGEMENT UTILIZATION ANALYSIS**

**Male**

**Female**

<b>JOB GROUP CATEGORY</b> <b>(CLS = Community Labor Statistics)*</b>		<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Amer. Indian/ Alaska Nat.</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Amer. Indian/ Alaska Nat.</b>
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.2% 45.8%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	100% 59.4% 40.6%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce #/% CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

# 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](http://www.countyofkane.org)

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

February 27, 2018

To: Susan Brown, Assistant Director – Human Resource Management  
From: Ken Anderson, Director, Division of Environmental & Water Resources  
RE: 2016 Equal Employment Opportunity Plan Update

I am submitting this document in response to your July 5, 2017 memorandum.

The staff identified is correct during the reporting time period.

The category for each staff person is correct for this reporting period.

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 Environmental and Water Resources Employees between 7/1/2015 and 6/30/2016**

<b>Type</b>	<b>Employee Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Title</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Comment</b>
FT	MORA, ESMERALDA	F	Hispanic or Latino	06	Administrative Support	4/1/2004		
PT	JAKUBAITIS, HEIDI J	F	White	06	Administrative Support	9/5/2000		
FT	ANDERSON, KENNETH N	M	White	01	Official/Administration	11/1/1988		
FT	HAWK, SIMONA M	F	White	02	Professionals	5/13/2015	3/4/2016	
FT	WILFORD, ANNE C	F	White	02	Professionals	5/16/2016		
FT	WOLLNIK, JODIE L	F	White	02	Professionals	12/1/2006		
FT	GOVRIK, CECILIA M	F	White	02	Professionals	4/28/2014		
FT	JARLAND, JENNIFER C	F	White	02	Professionals	6/10/2011		
FT	LINKE, ROBERT	M	White	02	Professionals	5/26/2014		
FT	8							
PT	1							
Total	9							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 ENVIRONMENTAL-WATER RESOURCES WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators (01)		1 100%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		6 100%	1 16.67%	0 0%	0 0%	0 0%	0 0%	5 83.33%	0 0%	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%	1 50%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 ENVIRONMENT/WATER RESOURCES UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		45.8%	-1.6%	-4.6%	-1.8%	-0.1%	-30.6%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #%		16.67%	0%	0.0%	0%	0%	83.33%	0%	0%	0%	0%
CLS #%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		-19.73%	-1.5%	-3.8%	-3.6%	0%	37.83%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-38.1%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	-59.4%	-7.8%	-9%	-1.9%	0%	-11.1%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	50%	0%	50%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		-28.5%	-1.8%	-7.9%	-1%	-1%	7.8% %	-4%	37.6%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%

4/7/2017



KANE COUNTY FINANCE DEPARTMENT  
EEO ANALYSIS  
NARRATIVE UTILIZATION ANALYSIS – 2016

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 employs only seven individuals. One part time position was replaced with a full time person of the same sex and ethnic group in 2016. For the purpose of this analysis, the part time person's information is not being counted.

White males are underutilized by greater than -4.2% in one out of three job categories for females and three out of three categories for males. Out of the seven positions, there are five white females and one white males employed.

Black females and males are underrepresented by greater than -1.3% when compared to community statistics in all job categories relevant to our department. There is no known reason for underutilization other than the limited number of positions within the department.

Hispanic males and females are underrepresented by more than -3.7% when compared to community statistics in all job categories relevant to our department. There is no known reason for underutilization other than the limited number of positions within the department.

Asian and American Indian/Alaska National males and females are underrepresented by more than -.1% in two out of three job categories. Of the seven positions, one Asian male is employed. There is no known reason for underutilization other than the limited number of positions within the department.

The Finance Department will continue to select the most qualified individual for open positions without discrimination.

KANE COUNTY FINANCE DEPARTMENT  
EEO ANALYSIS

Disciplinary Actions

No disciplinary actions were issued between 07.01.15 and 6.30.16.

Promotions/Transfers

No promotions or transfers took place during the timeframe of 07.01.15 through 06.30.16.

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 Finance Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	KEOVONGSAK, TIMOTHY S	M	Asian	06	Administrative Support	7/31/2000		
FT	RODRIGUEZ, JOHANNA A	F	Hispanic or Latino	06	Administrative Support	2/16/2016		not included in statistics
FT	DOBERSZTYN, THERESA F	F	White	01	Official/Administration	10/1/2014		
FT	ONZICK, JOSEPH M	M	White	01	Official/Administration	2/17/2013		
FT	GONZALEZ, CORDELIA H	F	Black	02	Professionals	2/11/2013	11/4/2016	not included in statistics
FT	GONZALEZ, MARIA L	F	Hispanic or Latino	02	Professionals	7/29/2013		not included in statistics
FT	CALAMIA, MARIA C	F	White	02	Professionals	3/2/2015		
PT	CARLSTROM, LYNN M	F	White	02	Professionals	10/3/2011	12/31/2015	
FT	GABER, JULIET R	F	White	02	Professionals	2/22/2016		
FT	HERWALDT, MARY M	F	White	02	Professionals	7/19/2012	12/14/2015	not included in statistics
FT	RAMER HOLMES, AMY M	F	White	02	Professionals	6/1/2015		
FT	WAGGONER, ERICA M	F	White	02	Professionals	7/30/2007		
FT	7							
PT	1							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 FINANCE WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	2 100%	1 50%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	5 100%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 OFFICE OF FINANCE UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 54.2% -4.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	50% 30.6% 19.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.5% 54.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	100% 1% 99%	0% .1% -.1%	0% 42.2% -42.2	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017



## NARRATIVE UTILIZATION ANALYSIS

---

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, 2015 – June 30, 2016**:

White Males in 3 job categories -	Officials/Executive	<b>-37.53%</b>
	Professionals	<b>-18.90%</b>
	Office/Clerical	<b>-28.50%</b>
Black Males in 2 job categories -	Professionals	<b>-1.50%</b>
	Office/Clerical	<b>-1.80%</b>
Hispanic Males in 3 job categories -	Officials/Executive	<b>-4.60%</b>
	Professionals	<b>-1.30%</b>
	Office/Executive	<b>-7.90%</b>
Asian/Pac. Islander Males in 3 categories -	Officials/Executive	<b>-1.80%</b>
	Professionals	<b>-3.60%</b>
	Office/Clerical	<b>-1.00%</b>
Amer. Indian/Alaska Nat. Males in 2 categories	Officials/Executive	<b>-0.10%</b>
	Office/Clerical	<b>-0.10%</b>
Black Females in one 1 job categories -	Office/Clerical	<b>-4.00%</b>
Asian/Pac. Islander Females in 3 categories -	Officials/Executive	<b>-1.30%</b>
	Professionals	<b>-2.70%</b>
	Office/Clerical	<b>-1.30%</b>
Amer. Indian/Alaska Nat. Females in 2 Categories	Officials/Executive	<b>-0.10%</b>
	Office/Clerical	<b>-0.10%</b>

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 males 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.

**KANE COUNTY HEALTH DEPARTMENT****PROMOTIONS/TRANSFERS REPORT FOR THE PERIOD OF JULY 1, 2015 - JUNE 30, 2016****PROMOTIONS**

Month	Race	Sex	National Orgin	Transfer from	Job Category
Feb-16	White	F	Europe	CHS II - Community Health Practitioner	Professional
Apr-16	Black	F	Nigeria	CHS II - Community Health Practitioner	Professional

Total Number of Promotions:

Race Summary: Black 1, White 1

National Orgin Summary: Nigeria 1, Europe 1

Gender Summary: Male 0, Female 2

**TRANSFERS**

Month	Race	Sex	National Orgin	Transfer from	Job Category

Total Number of Transfers:

Race Summary: White =

National Orgin Summary: Europe

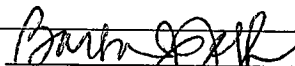
Gender Summary: Male, 0 Female

Transfer to	Job Category
CHS III Community Health Initiatives Coord.	Professional
Clinical Nursing Supervisor	Office/Admin

Transfer to	Job Category



## 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

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

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)

**Ethnic Detail for Health Department Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	ALMANZA, MARIA E	F	Hispanic or Latino	06	Administrative Support	4/16/1998		
FT	ARCH, NORA S	F	Hispanic or Latino	06	Administrative Support	4/3/2000		
FT	DEL TORO, OLGA M	F	Hispanic or Latino	06	Administrative Support	4/3/1995		
FT	GONZALEZ, JUANITA	F	Hispanic or Latino	06	Administrative Support	11/29/1993		
FT	HERNANDEZ SERRANO, HELIANA	F	Hispanic or Latino	06	Administrative Support	3/21/2016		
FT	MENDEZ, ARACELLI	F	Hispanic or Latino	06	Administrative Support	5/11/2015		
FT	MILLET, YVETTE M	F	Hispanic or Latino	06	Administrative Support	9/20/1993		
FT	SOLORZANO, ANA I	F	Hispanic or Latino	06	Administrative Support	9/3/2013		
FT	DAWSON, DIANE K	F	White	06	Administrative Support	8/19/2013		
FT	DUHIG, ALYSSA M	F	White	06	Administrative Support	5/18/2015	5/2/2016	not included in statistics
PT	FITZMAURICE, JEANINE	F	White	06	Administrative Support	6/16/2015	5/2/2016	not included in statistics
FT	LOPEZ, BEVERLY	F	White	06	Administrative Support	1/2/1991		
FT	PERGI, MARIA C	F	White	06	Administrative Support	11/23/2015		
FT	ROMAN, TERESA	F	White	06	Administrative Support	9/20/1993		
PT	ROOP, DIANA S	F	White	06	Administrative Support	6/8/2015		
FT	WAMHOFF, BRANDI L	F	White	06	Administrative Support	6/22/2015		
FT	JEFFERS, BARBARA J	F	Black	01	Official/Administration	2/1/2005		
FT	ONWUTA, UCHENNA S	F	Black	01	Official/Administration	7/6/1998		
FT	SNOWDEN, KINNELL J	M	Black	01	Official/Administration	8/22/2011		
FT	PINA, MARI E	F	Hispanic or Latino	01	Official/Administration	12/14/1998		
FT	FERRISS, DIANE L	F	White	01	Official/Administration	5/22/2006	2/11/2016	
FT	FOSSER, KATHLEEN L	F	White	01	Official/Administration	2/13/2011		
FT	HEATON, THERESA M	F	White	01	Official/Administration	4/16/1997		
FT	SILLITTI, SHARON M	F	White	01	Official/Administration	2/9/2015		
FT	VERZAL, SHARON L	F	White	01	Official/Administration	8/26/2002		
FT	WIEGEL, JULIE A	F	White	01	Official/Administration	6/29/1998		
FT	EDER, DANIEL	M	White	01	Official/Administration	9/7/2007	12/2/2016	
FT	ISAACSON, MICHAEL A	M	White	01	Official/Administration	8/21/2000		
FT	AMOO, DINA A	F	Black	02	Professionals	7/6/2015	5/25/2016	
FT	JULIEN, ANNETTE	F	Black	02	Professionals	4/3/1995		
FT	VIYUOH, DAISY A	F	Black	02	Professionals	10/16/2006		
FT	FEARDAY, JENNIFER A	F	Hispanic or Latino	02	Professionals	8/16/2007		
FT	FIGUEROA, SOL DAMARIS	F	Hispanic or Latino	02	Professionals	9/7/1993		
FT	POSADA VELASCO, ADRIANA	F	Hispanic or Latino	02	Professionals	12/20/2004		
FT	BEDNARZ, RITA C	F	White	02	Professionals	8/8/2005		
FT	BLOOM, LISA M	F	White	02	Professionals	4/6/2015		
FT	BOLINE, SARA J	F	White	02	Professionals	12/6/2004	10/14/2016	
FT	BOW, LINDSAY E	F	White	02	Professionals	2/23/2015		
FT	BROWN, KRISTINA J	F	White	02	Professionals	1/9/2006		
FT	COOK, EMMA E	F	White	02	Professionals	10/7/2014	12/14/2016	
PT	FOSEN, CYNTHIA A	F	White	02	Professionals	5/23/2005	10/13/2015	
FT	HUENEKE, SARAH A	F	White	02	Professionals	9/14/2015	3/31/2016	
FT	JOHNSON, KRISTIN A	F	White	02	Professionals	12/1/2003		



PT	KANE, CHERYL K	F	White	02	Professionals	4/18/2002		
FT	LANTIS, AMY J	F	White	02	Professionals	4/29/2013		
FT	MEAD, VICTOR L	F	White	02	Professionals	10/20/1988		
FT	MURPHY, NANCY O	F	White	02	Professionals	2/16/1993	12/2/2016	
FT	OKAPAL, JULIANA R	F	White	02	Professionals	1/3/1994		
FT	PETERS, BECKY L	F	White	02	Professionals	12/4/2013	2/8/2017	
FT	PLATTOS, ALYSE M	F	White	02	Professionals	6/1/2015	10/18/2016	
FT	RAUSCHER, ERIN M	F	White	02	Professionals	12/14/2015		
FT	REYNA, TERESA A	F	White	02	Professionals	2/10/2003		
PT	SARRO LOWE, LORI	F	White	02	Professionals	1/26/1987		
FT	SHANNON, JILLIAN R	F	White	02	Professionals	6/29/2015		
FT	SLIVKA, ALEXIS M	F	White	02	Professionals	10/14/2014		
FT	SWANSON, ELIZABETH	F	White	02	Professionals	9/2/1986		
FT	SWEDBERG, KATHY A	F	White	02	Professionals	9/5/1989	12/2/2016	
FT	WALSH, JEANNETTE M	F	White	02	Professionals	1/18/2001	11/10/2016	
FT	ZENTMYER, MICHELLE A	F	White	02	Professionals	5/26/2015	5/10/2016	
FT	ZWART, JUDITH M	F	White	02	Professionals	11/14/1994		
FT	MAGANA, JUAN J	M	Hispanic or Latino	02	Professionals	9/17/2012		
FT	BRILL, ADAM Z	M	White	02	Professionals	2/29/2016		
FT	COFER, PAUL G	M	White	02	Professionals	5/5/2014		
FT	DURCZAK, JOSEPH B	M	White	02	Professionals	2/14/2005	10/22/2015	
FT	KARGOL, JACOB J	M	White	02	Professionals	1/20/2015	1/8/2016	
FT	MOLNAR, NEAL O	M	White	02	Professionals	9/5/2006		
FT	SCHLUETER, THOMAS A	M	White	02	Professionals	9/1/2006		
FT	SCHRAMER, AUSTIN J	M	White	02	Professionals	12/27/2011		
FT	63							
PT	3							
Total	66							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 HEALTH DEPARTMENT WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	12 100%	2 16.67%	1 8.33%	0 0%	0 0%	0 0%	6 50%	2 16.67%	1 8.33%	0 0%	0 0%
Professionals (02)	40 100%	7 17.5%	0 0%	1 2.5%	0 0%	0 0%	26 65%	3 7.5%	3 7.5%	0 0%	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%	7 46.67%	0 0%	8 53.33%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 HEALTH DEPARTMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		16.67% 54.2% -37.53%	8.33% 1.6% 6.73%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	50% 30.6% 19.4%	16.67% 1.3% 15.37%	8.33% 3.7% 4.63%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		17.5% 36.4% -18.9%	0% 1.5% -1.5%	2.5.% 3.8% -1.3%	0% 3.6% -3.6%	0% 0% 0%	65% 45.5% 19.5%	7.5% 1.4% 6.1%	7.5% 4.3% 3.2%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	46.67% 42.2% 4.47%	0% 4% -4%	53.33% 12.4% 40.93%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

## Human Resource Department 2016

### 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 (48.7%) 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 57.8% higher than the community we serve. There is underutilization of Black females (-4%), 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 any HR position 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](http://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 Human Resources Employees between 7/1/2015 and 6/30/2016**

<b>Type</b>	<b>Employee Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Title</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Comment</b>
FT	CRODDY, DEBRA A	F	White	06	Administrative Support	10/1/1991		
FT	JACKLOW, BARBARA L	F	White	06	Administrative Support	4/13/2015		
FT	MARSZALEK ROBERG, NINA	F	White	06	Administrative Support	3/15/2010		
FT	SCHLICHTING, KATHY J	F	White	06	Administrative Support	3/11/2014		not included in statistics
PT	RUBO, CHANCE	M	White	06	Administrative Support	8/5/2016	9/8/2016	not included in statistics
FT	BROWN, SUSAN M	F	Asian	01	Official/Administration	7/15/2013		
FT	MCCRAVEN, SHEILA	F	Black	01	Official/Administration	7/1/1992		
FT	CLARK, PATRICIA A	F	Hispanic or Latino	02	Professionals	11/16/2007		
FT	6							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 HUMAN RESOURCE MANAGEMENT WORKFORCE**

		<b>MALE</b>					<b>FEMALE</b>				
<b>Job Category</b>	<b>TOTAL</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A</b>	<b>AI/AN</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A</b>	<b>AI/AN</b>
Officials/Administrators (01)	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	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%	4 100%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 HUMAN RESOURCES UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	50% 1.3% 48.7%	0% 3.7% -3.7%	50% 1.3% 48.7%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	100% 4.3% 95.7%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017



# 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: 08/09/2017

To: Susan Brown, Assistant Director – Human Resource Management

From: Roger A. Fahnestock - LC

Re: EEOP Report for Information Technologies Department - 2016

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. 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: 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 (2016) is as follows:

One - White Female - terminated

2. Number of employees in each job category who made application for promotion or transfer within Fiscal Year (2016)

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](http://web.kane)

**Ethnic Detail for Information Technology/GIS Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	HAMPEL, BROOKE L	F	White	06	Administrative Support	4/14/2015		
FT	KOLEK, SANDRA L	F	White	06	Administrative Support	6/26/1989	8/31/2015	
FT	MUELLER, DONNA J	F	White	06	Administrative Support	9/6/2005		
FT	PHILLIPS, DEBORAH A	F	White	06	Administrative Support	10/22/1979	8/31/2015	
FT	REED, JILL A	F	White	06	Administrative Support	6/1/2001		
FT	THOMPSON, KELLI L	F	White	06	Administrative Support	10/1/2012		
PT	JACKSON, GRAHAM	M	White	06	Administrative Support	2/8/2016	7/1/2016	not included in statistics
PT	OMALLEY, EVERETT T	M	White	06	Administrative Support	6/9/2015	10/2/2015	not included in statistics
PT	TAYLOR, AUSTIN S	M	White	06	Administrative Support	5/23/2016	9/16/2016	not included in statistics
FT	CHIDESTER, LORRAINE F	F	White	01	Official/Administration	11/16/1993		
FT	FAHNESTOCK, ROGER A	M	White	01	Official/Administration	7/1/2002		
FT	NICOSKI, THOMAS S	M	White	01	Official/Administration	11/1/1992		
FT	WEI, HELEN H	F	Asian	02	Professionals	9/9/2013		
FT	FRANKLIN, ANTHONY	M	Black	02	Professionals	1/7/2004		
FT	SCONIERS, LARRY K	M	Black	02	Professionals	11/4/2013		
FT	MONTERO, ALMA D	F	Hispanic or Latino	02	Professionals	12/9/2013		
FT	URDANETA, JORGE I	M	Hispanic or Latino	02	Professionals	9/15/2014		
FT	AZEMI, MAKFIRE	F	White	02	Professionals	5/31/2011		not included in statistics
FT	BANAS, TARRI D	F	White	02	Professionals	1/28/1980		
FT	BRUSKY, LINDSEY S	F	White	02	Professionals	9/22/2014		
FT	GARZA, BARBARA J	F	White	02	Professionals	10/3/2005		
FT	QUILLMAN, CHERIE L	F	White	02	Professionals	12/2/2013	4/5/2016	
FT	SCHMOOK, NANCY A	F	White	02	Professionals	8/31/2015		not included in statistics
FT	SIENKIEWICZ, ELLEN L	F	White	02	Professionals	11/14/1989	5/31/2016	
FT	STOVER, PEGGY I	F	White	02	Professionals	1/1/1981		
FT	ARDELEAN, CHRISTOPHER L	M	White	02	Professionals	1/6/2011		
FT	BOND, STANTON J	M	White	02	Professionals	12/1/2011		
FT	CUNNINGHAM, THOMAS A	M	White	02	Professionals	10/2/2006		not included in statistics
FT	EARL, DARIN P	M	White	02	Professionals	5/16/2016		
FT	EGGERS, COLIN J	M	White	02	Professionals	11/17/2014		
FT	ENRIGHT, ROBERT F	M	White	02	Professionals	9/9/2013		
FT	ERICKSON, GARY R	M	White	02	Professionals	8/23/1983		
FT	FOX, BENJAMIN J	M	White	02	Professionals	10/1/2012		
FT	GWILLIM, ERIC C	M	White	02	Professionals	7/1/2005		
FT	HEMESATH, CHRISTOPHER R	M	White	02	Professionals	9/8/2014		
FT	KLOESE, JONATHAN D	M	White	02	Professionals	11/16/1999		
FT	LAKE, WILLIAM D	M	White	02	Professionals	3/17/1999		
FT	LASKY, CHARLES A	M	White	02	Professionals	8/29/2012		
FT	MALIS, COREY W	M	White	02	Professionals	2/15/2015		
FT	MEYER, MATTHEW N	M	White	02	Professionals	1/25/1999		not included in statistics
FT	NEUENKIRCHEN, DAVIS E Jr	M	White	02	Professionals	4/28/1997		

FT	NOVACK, SCOTT J	M	White	02	Professionals	6/24/2013		
FT	PETERS, BLAIR A	M	White	02	Professionals	1/12/2015		
FT	SENER, SCOTT E	M	White	02	Professionals	7/26/2010		
FT	SHACKLETON, STEVEN R	M	White	02	Professionals	9/17/2012		
FT	SHIVE, ROBERT M	M	White	02	Professionals	2/16/1999		
FT	SMITH, ANDREW J	M	White	02	Professionals	1/12/2004		
FT	TEDDER, ADAM L	M	White	02	Professionals	5/9/2011		
FT	TIERNEY, MICHAEL E	M	White	02	Professionals	2/2/2015		not included in statistics
FT	ZAKOSEK, JOHN P	M	White	02	Professionals	1/6/2002		
FT	AHMED, MAZHER	F	Asian	03	Technicians	3/2/1987		
FT	PETOSKEY, PAMELA J	F	White	03	Technicians	3/15/1990		
FT	ANDERSON, MICHAEL D	M	White	03	Technicians	1/24/2005		
FT	KRUEGER, NICHOLAS J	M	White	03	Technicians	8/1/2005		
FT	MULLINS, MICHAEL D	M	White	03	Technicians	6/4/2012		
FT	PINTACURA, SALVATORE T	M	White	03	Technicians	7/1/2005		
FT	VERACHTERT, JASON C	M	White	03	Technicians	4/17/2000		
FT	49							
PT								
Total	49							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 INFORMATION TECHNOLOGY/GIS WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		3 100%	2 66.66%	0 0%	0 0%	0 0%	0 0%	1 33.34%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		33 100%	22 66.67%	2 6.06%	1 3.03%	0 0%	0 0%	6 18.18%	0 0%	1 3.03%	1 3.03%	0 0%
Technicians (03)		7 100%	5 71.42%	0 0%	0 0%	0 0%	0 0%	1 14.29%	0 0%	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)		6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	6 100%	0 0%	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.										

8/9/2017-rev

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 INFORMATION TECHNOLOGIES/GIS UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		66.66% 54.2% 12.46%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	33.34% 30.6% 2.74%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		66.67% 36.4% 30.27%	6.06% 1.5% 4.56%	3.03.% 3.8% -0.77%	0% 3.6% -3.6%	0% 0% 0%	18.18% 45.5% 27.32%	3.03% 1.4% 1.63%	3.03% 4.3% -1.27%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		71.42% 38.1% 33.32%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	14.29% 36.8% -22.51%	0% 1.5% -1.5%	0% 5.1% -5.1%	14.29% 2.5% 11.79%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8% %	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

**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: 07/21/2017

To: Susan Brown, Assistant Director – Human Resource Management

From: Dave Farris, Director of Communications  
Michelle Guthrie, Deputy Director of Communications

Re: EEOP Report for Kane County Emergency Communications Center - 2016

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 (2016) is as follows:

**Personal Performance Evaluation:** 6 White Female - 2 Hispanic Female

**Written Reprimand** – None

**Suspension/Duration** - 1 White Female – 1 Day

**Paid Leave of Absence (pending investigation):** 1 White Male – 2 Days

**Remedial Training** – 1 White Male – 2 weeks

**Terminations** – None (2 resignations)

2. Number of employees in each job category who made application for promotion or transfer within Fiscal Year (2016) - KaneComm had no changes for promotion or transfer
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 Kane Comm Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	GUTHRIE, MICHELLE N	F	White	01	Official/Administration	5/6/2013		
FT	FARRIS, DAVID D	M	White	01	Official/Administration	8/3/2015		
FT	SAUER, BRADLEY	M	White	01	Official/Administration	1/3/2013	8/1/2015	
FT	DIAZ, NEREIDA	F	Hispanic or Latino	05	Protective Services: Non Sworn	12/20/1999		
FT	GONZALEZ, TERESA	F	Hispanic or Latino	05	Protective Services: Non Sworn	1/28/2002		
FT	SCHROEDER, MICHELLE A	F	Hispanic or Latino	05	Protective Services: Non Sworn	3/5/2007		
FT	BILY, JACQUELINE M	F	White	05	Protective Services: Non Sworn	5/1/2013		
FT	COX, REBECCA N	F	White	05	Protective Services: Non Sworn	5/19/2014		
FT	GORMAN, JENNIFER M	F	White	05	Protective Services: Non Sworn	10/21/2013	4/14/2016	
FT	JOHNSON, KEEGAN L	F	White	05	Protective Services: Non Sworn	3/14/2016		
FT	KEATING, MARY	F	White	05	Protective Services: Non Sworn	5/2/2013		
FT	LEMONS, MICHELLE K	F	White	05	Protective Services: Non Sworn	8/16/1993		
FT	MARSH, JENNIFER S	F	White	05	Protective Services: Non Sworn	8/9/2010		
FT	RIOS, THERESA M	F	White	05	Protective Services: Non Sworn	5/22/2000		
FT	THEIS, EMILY F	F	White	05	Protective Services: Non Sworn	8/4/2008		
FT	ZAMEDA, JOANNA	F	White	05	Protective Services: Non Sworn	4/21/2010		
FT	BAUMANN, ANDREW J	M	White	05	Protective Services: Non Sworn	7/16/2012		
FT	HOLDEN, JAMES L	M	White	05	Protective Services: Non Sworn	10/9/2001		
FT	HOLT, ADAM R	M	White	05	Protective Services: Non Sworn	6/7/2005		
FT	LINDER, WILLIAM M	M	White	05	Protective Services: Non Sworn	6/19/2008		
FT	RENNINGER, BRYCE S	M	White	05	Protective Services: Non Sworn	2/1/2016		
FT	WRIGHT, DAVID W	M	White	05	Protective Services: Non Sworn	9/13/2005	5/9/2016	
FT	22							



**PART11. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 KANE COMM WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	3 100%	2 66.66%	0 0%	0 0%	0 0%	0 0%	1 33.34%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	Kane Comm does not have employees in this job category.										
Technicians (03)	Kane Comm does not have employees in this job category.										
Protective Services	Sworn (04)	Kane Comm does not have employees in this job category.									
	Non-Sworn (05)	19 100%	6 31.58%	0 0%	0 0%	0 0%	10 52.63%	0 0%	3 15.79%	0 0%	0 0%
Office/Clerical (06)	Kane Comm does not have employees in this job category.										
Skilled Craft (07)	Kane Comm does not have employees in this job category.										
Service/Maintenance (08)	Kane Comm does not have employees in this job category.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 KANECOMM UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		66.66% 54.2% 12.46%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	33.34% 30.6% 2.74%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	31.58% 52.1% -20.52%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	52.63% 39.4% 13.23%	0% 0% 0%	15.79% 8.5% 7.29%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	0% 42.2% -42.2%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

# 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](http://www.KaneCountyAssessments.org)

## Memorandum

**To:** Susan Brown, Assistant Director – Human Resource Management  
**From:** Mark D. Armstrong, CIAO  
**Date:** July 7, 2017  
**Re:** EEOP Plan for County Assessment Office  
(July 1, 2015 to June 30, 2016)

---

I am in receipt of the 2016 analysis of my staff (attached) and I offer the following narrative analysis of the underutilizations with a negative variance from the Community Labor Statistics:

### **2016**

#### **I. Officials/Executive (eight positions)**

- A. White Males:** This 4.2% 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 Males:** This 1.8% underutilization is attributable to the small sample size and limited turnover in this category.
- E. Amer. Indian/Alaska Nat. Males:** This .1% underutilization is attributable to the small sample size and limited turnover in this category.
- F. Black Females:** This 1.3% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Hispanic Females:** This 3.7% underutilization is attributable to the small sample size and limited turnover in this category.
- H. Asian Females:** This 1.3% underutilization is attributable to the small sample size and limited turnover in this category.
- I. Amer. Indian/Alaska Nat. Females:** This .1% underutilization is attributable to the small sample size and limited turnover in this category.

#### **II. Professionals (one position)**

- A. White Males:** This 36.4% 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 Males:** This 3.6% 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, 2015 to June 30, 2016)**

**Date: July 7, 2017**

Page 2 of 3

**E. Black Females:** This 1.4% underutilization is attributable to the small sample size and limited turnover in this category.

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

**G. Asian 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 38.1% underutilization is attributable to the small sample size and limited turnover in this category.

**B. Black Males:** This 3.9% underutilization is attributable to the small sample size and limited turnover in this category.

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

**D. White Females:** This 36.8% 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 5.1% underutilization is attributable to the small sample size and limited turnover in this category.

**G. Asian Females:** This 2.5% underutilization is attributable to the small sample size and limited turnover in this category.

**IV. Office/Clerical (nine positions)**

**A. White Males:** This 17.39% underutilization is attributable to the small sample size and limited turnover in this category.

**B. Black Males:** This 1.8% underutilization is attributable to the small sample size and limited turnover in this category.

**C. Hispanic Males:** This 7.9% underutilization is attributable to the small sample size and limited turnover in this category.

**D. Asian Males:** This 0.1% 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 12.4% underutilization is attributable to the small sample size and limited turnover in this category.

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

**H. Amer. Indian/Alaska Nat. Female:** 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, 2015 to June 30, 2016)**

**Date: July 7, 2017**

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 16). 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 16) 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 Supervisors of Assessments Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	RICHARDSON JONES, DONNIE M	F	Black	06	Administrative Support	2/16/1991		
FT	DEW, BARBARA A	F	White	06	Administrative Support	3/1/2001		
FT	GABRELESKI, JANICE L	F	White	06	Administrative Support	3/1/2001		
FT	GRATTON, CATHERINE M	F	White	06	Administrative Support	5/17/1999	2/6/2017	
FT	HAMMER, GRETCHEN E	F	White	06	Administrative Support	11/13/2012	8/12/2016	
FT	HUBER, EMILY R	F	White	06	Administrative Support	6/5/2013		not included in statistics
FT	HUBER, KATELYN E	F	White	06	Administrative Support	7/14/2015		not included in statistics
FT	HUBER, ROBIN M	F	White	06	Administrative Support	9/1/1989		
FT	MARTIN, ANGELA L	F	White	06	Administrative Support	7/10/2013		
FT	ORLANDO, SANDRA A	F	White	06	Administrative Support	10/1/1998		
FT	WINTER, BETHANY M	F	White	06	Administrative Support	6/3/2013		not included in statistics
FT	FITZMAURICE, STEPHEN P	M	White	06	Administrative Support	9/16/2013		
OT	JONES, GERALD A	M	Black	01	Official/Administration	7/20/2012		not included in statistics
FT	BINGMAN, JODI A	F	White	01	Official/Administration	8/16/2005		
FT	DORAN, BEV A	F	White	01	Official/Administration	10/1/1990		
FT	KING, DONNA L	F	White	01	Official/Administration	11/1/1990		
FT	WINTER, HOLLY A	F	White	01	Official/Administration	9/3/1991		
OT	ABELL, MICHELLE R	F	White	01	Official/Administration	9/12/2011		not included in statistics
OT	MELZE, SHERRY L	F	White	01	Official/Administration	9/12/2011		not included in statistics
FT	ARMSTRONG, MARK D	M	White	01	Official/Administration	6/8/2004		
OT	BAUER, PAUL	M	White	01	Official/Administration	9/12/2011	11/3/2015	not included in statistics
OT	BIDDLE, ROGER L	M	White	01	Official/Administration	4/1/2001		not included in statistics
OT	CAPOBIANCO, CARLO D	M	White	01	Official/Administration	8/12/2015		not included in statistics
OT	CARBONE, MICHAEL J	M	White	01	Official/Administration	9/12/2011	7/25/2016	not included in statistics
OT	CLAYTON, JAMES R	M	White	01	Official/Administration	9/4/2009		not included in statistics
OT	GEHRKE, WAYNE A	M	White	01	Official/Administration	5/21/2013		not included in statistics
OT	HOUGH, WILLIAM R	M	White	01	Official/Administration	9/12/2011		not included in statistics
OT	KEISER, JAMES P	M	White	01	Official/Administration	8/6/2013	7/25/2016	not included in statistics
OT	KONSTANS, CONSTANTINE	M	White	01	Official/Administration	6/11/1997		not included in statistics
OT	MADZIAREK, MICHAEL E	M	White	01	Official/Administration	9/12/2011		
OT	SCHULENBURG, KEVIN J	M	White	01	Official/Administration	9/4/2009		
OT	SMITH, ADAM F	M	White	01	Official/Administration	8/6/2013	8/21/2015	not included in statistics
OT	SULLIVAN, TIMOTHY	M	White	01	Official/Administration	9/4/2009		
PT	GOULD, ELDON	M	White	01	Official/Administration	6/26/1989		not included in statistics
PT	NEPERMANN, JOHN	M	White	01	Official/Administration	12/1/1988		not included in statistics
FT	FIENE, JENNIFER A	F	White	02	Professionals	10/1/1998		
FT	FINSTROM, LENNART P	M	Hispanic or	03	Technicians	1/2/2001		
FT	19							
PT								
Total	19							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 SUPERVISOR OF ASSESSMENT WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	8 100%	4 50%	0 0%	0 0%	0 0%	0 0%	4 50%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	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%	1 11.11%	0 0%	0 0%	0 0%	0 0%	7 77.78%	1 11.11%	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.										

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 SUPERVISORS OF ASSESSMENTS UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 54.2% -4.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	50% 30.6% 19.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.5% 54.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	100% 6.1% 93.9%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		11.11% 28.5% -17.39%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	77.78% 42.2% 35.58%	11.11% 4% 7.44%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/10/2017



## KANE COUNTY DIVISION OF TRANSPORTATION 2016 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	-	-	-	-	-	Written Warning
Male	2	-	-	-	-	Suspension
Female	-	-	-	-	-	Termination
Male	1	-	-	-	-	
Female	-	-	-	-	-	
Male	-	-	-	-	-	
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	-	-	-	-	-	Denial
Male	-	-	-	-	-	
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	<a href="http://www.asce.org">www.asce.org</a> <a href="http://www.isasce.org">www.isasce.org</a>
American Public Works Association (APWA)	Public Works Magazine	<a href="http://www.apwa.net">www.apwa.net</a>
National Society of Professional Engineers (NSPE)	PE Magazine	<a href="http://www.nspe.org">www.nspe.org</a>
Illinois Department of Transportation (IDOT)	(Bulletin Boards)	
Illinois Association of County Engineers (IACE)		<a href="http://www.iaceng.org">www.iaceng.org</a>
American Planning Association (APA)	APA JobMart	<a href="http://www.planning.org">www.planning.org</a>

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.

---



### Ethnic Detail for Transporation Employees between 7/1/2015 and 6/30/2016

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	BRUMUND, MACKENZIE M	F	White	06	Administrative Support	5/27/2015	8/14/2015	not included in statistics
FT	HALAN, NICHOLAS A	M	White	06	Administrative Support	12/14/2016	12/30/2016	not included in statistics
FT	HOYE, MARY ANNE	F	White	06	Administrative Support	12/3/2007		
FT	HUI, MAN FUNG	M	White	06	Administrative Support	6/1/2016	12/2/2016	not included in statistics
FT	MOORE, JEFFREY D	M	White	06	Administrative Support	1/4/2016	8/5/2016	not included in statistics
FT	PATRICK, SEIRRA A	F	Black	06	Administrative Support	1/5/2015	8/21/2015	not included in statistics
FT	SALZBRUNN, SUSAN M	F	White	06	Administrative Support	3/25/2013		
FT	SCHUM, BARBARA A	F	White	06	Administrative Support	8/1/1989		
FT	STACK, LISA M	F	White	06	Administrative Support	8/18/2014		
FT	SCHOEDEL, CARL	M	White	01	Official/Administration	5/1/1997		
FT	BECKER, JENNIFER L	F	White	02	Professionals	11/1/2012		
FT	BENDA, LYDIA K	F	White	02	Professionals	11/9/2015		
FT	BOESCH, DAVID J	M	White	02	Professionals	7/9/2001		
FT	COFFINBARGAR, STEVEN W	M	White	02	Professionals	6/1/2005		
FT	DICKSON, WILLIAM J	M	White	02	Professionals	11/1/1996		
PT	FILES, HEIDI M	F	White	02	Professionals	12/7/1998		
FT	FLOCK, BONNIE J	F	White	02	Professionals	1/26/2015		
FT	FORBES, JACQUELINE L	F	White	02	Professionals	11/15/2010		
FT	HOPKINSON, KATHLEEN T	F	White	02	Professionals	6/2/2014		
FT	KLINICKI, ARTHUR C	M	White	02	Professionals	2/5/2001	5/31/2016	
FT	KNAPP, PATRICK M	M	White	02	Professionals	8/19/2013		
FT	LEBO, KURT D	M	White	02	Professionals	8/2/1999		
FT	MIELKE, KENNETH P	M	White	02	Professionals	9/14/2009		
FT	NIKA, KURT E	M	White	02	Professionals	8/17/1998		
PT	O'CONNELL, JENNIFER L	F	White	02	Professionals	3/25/2014		
FT	RICKERT, THOMAS B	M	White	02	Professionals	9/1/1988		
FT	RIVERA, AVA K	F	White	02	Professionals	12/16/1996		
FT	SITKO, DAVID J	M	White	02	Professionals	10/7/2013		
FT	SULLIVAN, ROBERT M	M	White	02	Professionals	6/16/2008	7/15/2015	
FT	THOMAS, CANDANCE D	F	White	02	Professionals	6/1/2015		
FT	VERHALEN, PATRICK J	M	White	02	Professionals	10/15/2013		
FT	YEHNERT, MARIAN JOY	F	White	02	Professionals	1/3/2006		

FT	ZAKOSEK, MICHAEL D	M	White	02	Professionals	8/25/1998		
FT	ZULKOWSKI, STEPHEN D	M	White	02	Professionals	10/14/2014		
FT	ABNER, JOHN T	M	White	07	Skilled Craft	10/2/1995		
FT	ACKMANN, KEVIN C	M	White	07	Skilled Craft	4/14/2014		
FT	ANDERSON, KENT D	M	White	07	Skilled Craft	12/20/2010		
FT	CULLINS, JOSEPH R	M	Black	07	Skilled Craft	12/1/2000		
FT	EDWARDS, WILLIAM G	M	White	07	Skilled Craft	4/1/1989		
FT	ESTATE OF CHIDESTER, STEV	M	White	07	Skilled Craft	5/1/2012	5/19/2016	
FT	FREELAND, ROBERT A	M	White	07	Skilled Craft	5/1/2006	12/9/2016	
FT	HANKINS, TWOPONY J	M	White	07	Skilled Craft	6/1/2015		
FT	HAUSER, CARL J	M	White	07	Skilled Craft	11/4/2002		
FT	HAUSER, CORY N	M	White	07	Skilled Craft	1/3/2000		
FT	HERRMANN, DAVID M	M	White	07	Skilled Craft	12/16/1992		
FT	INGRAM, BRUCE O	M	White	07	Skilled Craft	6/1/1998	9/30/2016	
FT	LINDSAY, JEREMY	M	White	07	Skilled Craft	11/3/2008		
FT	LOPEZ, SAMUEL D	M	Hispanic or	07	Skilled Craft	12/1/2010		
FT	MATHIEU, CHESTER	M	White	07	Skilled Craft	11/1/2001		
FT	MOWERS, JAMES R	M	White	07	Skilled Craft	12/1/1992		
FT	PAVER, JOSEPH	M	White	07	Skilled Craft	6/1/2015		
FT	RAMM, CHARLES P	M	White	07	Skilled Craft	12/1/1996		
FT	ROUSH, GARY	M	White	07	Skilled Craft	10/2/1995		
FT	SCHRAMER, BRYAN E	M	White	07	Skilled Craft	12/4/1995		
FT	SCHRAMER, MICHAEL J	M	White	07	Skilled Craft	10/2/1995		
FT	SCHUMACHER, MATTHEW J	M	White	07	Skilled Craft	6/1/2015		
FT	SUNDQUIST, KEVIN D	M	White	07	Skilled Craft	11/2/2009		
FT	VANACKER, ANDREW J	M	White	07	Skilled Craft	5/1/2005		
FT	VER VYNCK, SCOTT J	M	White	07	Skilled Craft	8/1/1988		
FT	VERHAEGHE, JAMES E	M	White	07	Skilled Craft	10/16/2003		
FT	VOLKENING, JAMES H	M	White	07	Skilled Craft	5/2/2011		
FT	VOLKENING, JOSHUA J	M	White	07	Skilled Craft	11/1/1999		
FT	VOSS, GARY M	M	White	07	Skilled Craft	5/1/1995		
FT	WATROUS, JEROMY S	M	White	07	Skilled Craft	5/1/2005		
FT	GUDDENDORF, JOHN J	M	White	03	Technicians	6/1/1978	8/7/2015	
FT	JOHNSON, RAYMOND E	M	White	03	Technicians	7/12/1999		

FT	MARTIN, CYNTHIA L	F	White	03	Technicians	7/1/1998		
FT	MCGRAW, KEITH B	M	White	03	Technicians	5/16/2007		
FT	NOONAN, KEALAN J	M	White	03	Technicians	9/8/2015	9/23/2016	
FT	SEYLLER, JAY E	M	White	03	Technicians	12/1/1996		
FT	64							
PT	2							
Total	66							

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 TRANSPORTATION WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	1 100%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	24 100%	14 58.33%	0 0%	0 0%	0 0%	0 0%	10 41.67%	0 0%	0 0%	0 0%	0 0%
Technicians (03)	6 100%	5 83.33%	0 0%	0 0%	0 0%	0 0%	1 16.67%	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)	5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	5 100%	0 0%	0 0%	0 0%	0 0%
Skilled Craft (07)	30 100%	28 93.34%	1 3.33%	1 3.33%	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.										

7/17/2017 - rev

**KEY**

B - Black

W - White

H - Hispanic

A - Asian

AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 TRANSPORTATION UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		100% 54.2% 45.8%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		58.33% 36.4% 21.93%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	41.67% 45.5% -3.83%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		83.33% 38.1% 45.23%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	16.67% 36.8% -20.13%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		93.34% 58.4% 34.94%	3.33% 1.7% 1.63%	3.33% 29.8% -26.47%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

**KANE COUNTY Office of Community Reinvestment Workforce Development Division**  
**2016 Equal Opportunity Plan Update**  
**July 1, 2015 through June 30, 2016**

A comparison of the Kane County Office of Community Reinvestment Workforce Development Division's workforce to the community labor statistics for Kane County indicates under utilization White, Black, Hispanic, American Indian, Asian or Pacific males.

After reviewing the results of the utilization analysis, the Department has identified the need to actively recruit more males for administrative and professional positions. The Department will make every effort to hire qualified males for open positions. Traditionally, more females apply for these jobs rather than qualified males.

It has long been recognized that recruitment and hiring of males for any available positions is difficult. These positions are viewed as "social service" positions which make retention of these individuals challenging. Different marketing techniques will be utilized to introduce qualified males to the field.

**OBJECTIVE**

The Kane County Office of Community Reinvestment Workforce Development Division is committed to continuing to make its workforce profiles reflect the available labor force in the community. The Department will make every effort to recruit qualified males from career fairs, advertisements, job postings and from our Workforce Innovation and Opportunity Act registrants.

**REPORTS**

As mandated by the U.S. Department of Labor, the following information has been updated for the reporting period of 7/1/2015 through 6/30/2016.

1. There were no instances of employee disciplinary actions performed in the period of 7/1/2015 - 6/30/2016.

Fiscal Year	Race	Sex
FY16	N/A	N/A

2. There have been one promotional opportunity during the reporting period. One female was promoted to ITA Specialist.

Fiscal Year	Race	Sex
FY16	Hispanic	Female

3. The Department follows the employment policies and hiring practices set forth by Kane County and all job applicants must complete the Kane County employment application. Applicants are selected for interview by selecting the best qualified participants from resumes and Kane County applications that were submitted for review. After the interview process and reference checks are completed the best qualified applicant is selected for employment.

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
- Illinois Department of Employment Security - Illinois JobLink
- Illinois workNet Centers - Career Resource Centers
- Chicago Tribune (Career Builder)
- *CCJobNet – College Central Network*
- *Nonprofit Jobs (npo.net)*
- 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.

**Ethnic Detail for Workforce Development Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	RODRIGUEZ, JOHANNA A	F	Hispanic or Latino	06	Administrative Support	2/16/2016		
FT	ROBINSON, RENATA	F	Black	01	Official/Administration	7/17/1995		
FT	BANKER, DEBORAH A	F	White	01	Official/Administration	1/15/1974	8/28/2015	
FT	GONZALEZ, JENNIFER M	F	White	01	Official/Administration	6/8/2015		
FT	KNAPP, VIRGINIA L	F	White	01	Official/Administration	10/18/2010		
FT	RENKEN, RENEE C	F	White	01	Official/Administration	8/13/2012		
FT	YAPEJIAN, MARY	F	White	01	Official/Administration	8/1/2006		
FT	CHAN, THOMAS D	M	Asian	02	Professionals	5/9/2016	2/9/2017	
FT	CARTER-ERVES, JACQUELYN	F	Black	02	Professionals	12/1/2014		
FT	GILLIAM, MONICA K	F	Black	02	Professionals	1/11/2016		
FT	GONZALEZ, CORDELIA H	F	Black	02	Professionals	2/11/2013	11/4/2016	
FT	GONZALEZ, MARIA L	F	Hispanic or Latino	02	Professionals	7/29/2013		
FT	GUTIERREZ, ALICIA	F	Hispanic or Latino	02	Professionals	9/16/2002		
FT	MORENO, ALEJANDRA	F	Hispanic or Latino	02	Professionals	10/26/2015	7/22/2016	
FT	RIVERA, ROBERTO D	M	Hispanic or Latino	02	Professionals	1/11/2016		
FT	HERNANDEZ, JESSE S	M	Hispanic or Latino	02	Professionals	6/18/2007		
FT	ROMERO, CARLOS	M	Hispanic or Latino	02	Professionals	1/10/2011	4/15/2016	
FT	AIMONE, REBECCA D	F	White	02	Professionals	6/26/2013		
FT	HUTCHINS, LINDSAY S	F	White	02	Professionals	10/26/2009		
FT	MARKIN, SUZANNE M	F	White	02	Professionals	10/5/2015		
FT	BRADBURY, KAREN M	F	White	02	Professionals	1/4/2016		
FT	HERWALDT, MARY M	F	White	02	Professionals	7/19/2012	12/14/2015	
FT	WALL, KATHLEEN M	F	White	02	Professionals	6/10/2002		
FT	WEILER, CHERYL A	F	White	02	Professionals	3/31/2014	12/3/2015	
FT	ADAMS, RODNEY J	M	White	02	Professionals	9/16/2002		
FT	BECKSTROM, MARK S	M	White	02	Professionals	9/1/2002	6/3/2016	
FT	PLACEK, STEVEN T	M	White	02	Professionals	9/1/1989		
FT	27							



**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 WORKFORCE DEVELOPMENT WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	5 83.33%	1 16.67%	0 0%	0 0%	0 0%
Professionals (02)	20 100%	3 15%	0 0%	3 15%	1 5%	0 0%	7 35%	3 15%	3 15%	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)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 00%	1 100%	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.										

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 WORKFORCE DEVELOPMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	83.33% 30.6% 53.03%	16.67% 1.3% 15.37%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		15% 36.4% -21.4%	0% 1.5% -1.5%	15.% 3.8% 11.2%	5% 3.6% 1.4%	0% 0% 0%	35% 45.5% -10.5%	15% 1.4% 13.6%	15% 4.3% 10.7%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	0% 42.2% -42.2%	0% 4% -4%	100% 12.4% 87.6%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

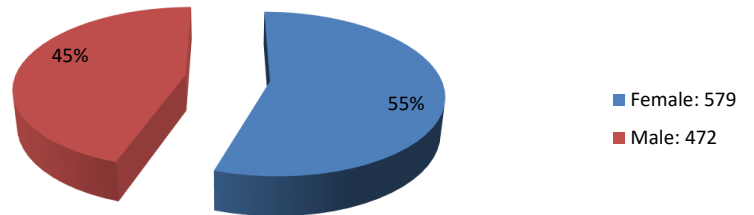
4/10/2017



## 2016 County of Kane Departments with Elected Officials by Gender and Race

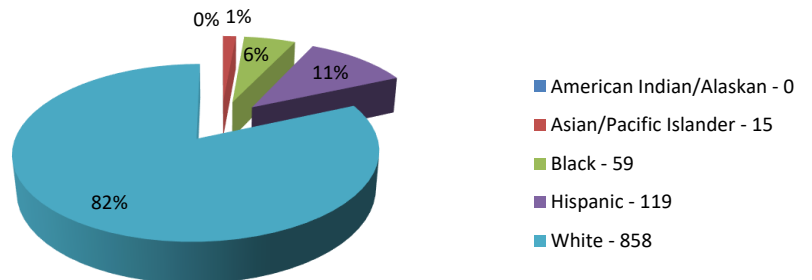
2016 Departments with Elected Officials by Gender	Count	%age
Female: 579	579	55%
Male: 472	472	45%
Total	1051	100%

2016 Departments with Elected Officials by Gender



2016 Departments with Elected Officials by Race	Count	%age
American Indian/Alaskan - 0	0	0%
Asian/Pacific Islander - 15	15	1%
Black - 59	59	6%
Hispanic - 119	119	11%
White - 858	858	82%
Total	1051	100%

2016 Departments with Elected Officials by Race



**PART I. COUNTY OF KANE – 2016 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%	2 7.69%	7 26.92%	0 0%	0 0%	0 0%	2 7.69%	14 53.85%	1 3.85%	0 0%	0 0%
Professionals		320 100%	11 3.44%	109 34.06%	14 4.38%	1 0.31%	0 0%	13 4.06%	154 48.13%	15 4.69%	3 0.93%	0 0 %
Technicians		12 100%	0 0%	6 50%	0 0%	1 8.33%	0 0%	0 0%	5 41.67%	0 0%	0 0%	0 0%
Protective Services	Sworn	279 100%	15 5.38%	185 66.31%	22 7.89%	6 2.15%	0 0%	5 1.79%	42 15.05%	4 1.43 %	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		400 100%	3 0.75%	71 17.75%	10 2.50%	0 0%	0 0 %	6 1.50%	254 63.50%	52 13.00%	4 1.00%	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%	1 25%	0 0%	0 0 %	0 0%	0 0%	3 75%	0 0%	0 0%	0 0%

3/6/2018

**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 – 2016 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%	7.69%	0%	0%	0%	53.85%	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%	6.09%	-4.6%	-1.8%	0%	23.05%	6.49%	-0.05%	-1.3%	0%
PROFESSIONALS											
Workforce #%		34.06%	3.44%	4.38%	0.31%	0%	48.13%	4.06%	4.69%	0.93%	0%
CLS #%		36.7%	1.5%	3.8%	3.6%	0%	45.9%	1.4%	4.3%	2.7%	0%
Utilization %		-2.64%	1.94%	0.58%	-3.29%	0%	2.23%	2.66%	0.39%	-1.77%	0%
TECHNICIANS											
Workforce #/%		50%	0%	0%	8.33%	0%	41.67%	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%	4.00%	0%	4.25%	-1.48%	-5.25%	-2.58%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	66.31%	5.38%	7.89%	2.15%	0%	15.05%	1.79%	1.43%	0%	0%
	CLS #/%	59.06%	7.72%	11.50%	1.89%	0%	11.02%	1.48%	5.35%	0%	0%
	Utilization %	7.25%	-2.34%	-3.61%	0.26%	0%	4.03%	0.31%	-3.90%	0%	0%
	NON-SWORN										
	Workforce #/%	28.57%	28.57%	14.29%	0%	0%	28.57%	0%	0%	0%	0%
	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		17.75%	0.75%	2.50%	0.0%	0%	63.50%	1.50%	13.00%	1.00%	0%
CLS #/%		27.6%	1.7%	8%	1%	.1%	42.5%	4%	12.5%	1.3%	.1%
Utilization		-9.85%	-0.95%	-5.50%	-1%	-.1%	21.00%	-2.50%	0.50%	-0.30%	-.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 #/%		25%	0%	0%	0%	0%	75%	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 %		3.17%	-3.21%	-33.44%	-1.14%	-0.033%	58.11%	-3.01%	-19.16%	-1.24%	-0.52%

3/6/2018

**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, 2015 - June 30, 2016**

**Utilization Analysis Narrative**

For the reporting period July 1, 2015 through June 30, 2016, 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 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 Auditor Employees between 7/1/2015 and 6/30/2016

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
PT	ABBATE, CHRISTINA M	F	White	06	Administrative Support	5/4/2015		
PT	HARAHAN, JOHN F	M	White	06	Administrative Support	1/25/2010	9/24/2016	not incuded in statistics
OT	HUNT, TERRY D	M	White	01	Official/Administration	12/3/2012		not incuded in statistics
FT	RICH, ANDREA D	F	White	02	Professionals	2/3/2014		
FT	TODD, MARGARET E	F	White	02	Professionals	6/3/2013		
FT	2							
PT	1							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 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										

3/6/2018-update

**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 (WITH ELECTED OFFICIAL) – 2016 COUNTY AUDITOR UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	100% 30.6% 69.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.5% 54.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

3/6/2018-update


**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: June 21, 2017

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 2016 and also for the time period of July 1, 2015 through June 30, 2016.

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

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	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 2 Days	0	0	0	0	0	0
Attendance	Termination	0	0	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	Administrative Leave	1	1	0	0	0	0
Work Performance/Job Duties	Termination – agreement reached for person of Administrative LOA and employee resigned	1	1	0	0	0	0
Attendance	Verbal Written Warning	1	1	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

**Circuit Clerk's Office - Part 2 - During the 2016 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**

<b>Promotion or Transfer</b>	<b># Of Applicants</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>
Transfer 1	0	0	0	0	0	0
Promotion 1	1	1	0	0	0	0
Promotion 2	0	0	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**

<b>Promotion or Transfer</b>	<b># Of Applicants</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>
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	0	0	0	0	0	0
Transfer 3	0	0	0	0	0	0
Transfer 4	0	0	0	0	0	0
Transfer 5	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 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/Administrators/Executive and Professional area categories, the results indicate underutilization of males.

In the Official/Administrators/Executive category, the results indicate underutilization in white males, which is listed as -54.2% and in the Professional area listed as -36.4%. 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 -14.64%. Most clerical applicants are woman. However, this has stayed close to level with last year's report in the Office/Clerical area. FYI – In the year of 2017 we have hired more males that have applied. This should show in next year's report of which the low % amounts should improve.

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. Also many employees do bring in applications when there are openings at our office.

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.

**Ethnic Detail for Circuit Clerk Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	REFORMADO, KATRYNA	F	Asian	06	Administrative Support	2/9/2015	9/21/2016	
FT	DAVIS, JANET L	F	Black	06	Administrative Support	3/1/2000		
FT	HULL, DENEEN S	F	Black	06	Administrative Support	8/23/2004		
FT	BRIGHT, JORDAN A	M	Black	06	Administrative Support	6/1/2015		
FT	BORUNDA-AGUILAR, LIZBETH	F	Hispanic or Latino	06	Administrative Support	12/27/2012		
FT	CINTA, SYLVIA	F	Hispanic or Latino	06	Administrative Support	9/22/2014	1/11/2017	
FT	FIGLIOZZI, GABRIELLA M	F	Hispanic or Latino	06	Administrative Support	9/14/2015		
FT	GODDARD, MABEL	F	Hispanic or Latino	06	Administrative Support	7/17/2000		
FT	MESZAROS, ROSA	F	Hispanic or Latino	06	Administrative Support	9/17/2001		
FT	SIFUENTES, MARIA I	F	Hispanic or Latino	06	Administrative Support	6/16/2000		
FT	VELASQUEZ, CHERYL R	F	Hispanic or Latino	06	Administrative Support	11/3/2014	9/22/2016	
FT	CAPPARELLI, JAMES C	M	Hispanic or Latino	06	Administrative Support	8/16/2000		
FT	SIFUENTES, JUAN M	M	Hispanic or Latino	06	Administrative Support	5/1/2000		
FT	ADAMS, MARY L	F	White	06	Administrative Support	4/16/2004		
FT	ANDERSON, LINDSAY M	F	White	06	Administrative Support	1/3/2006		
FT	BAILEY, BROOK A	F	White	06	Administrative Support	3/24/2014		not included in statistics
FT	BANKS, PEGGY J	F	White	06	Administrative Support	8/2/2004		
FT	BART, RUTH	F	White	06	Administrative Support	10/16/2007		
FT	BARTEN, KAITLYN M	F	White	06	Administrative Support	10/5/2015		
FT	BEGALKA, BARBARA A	F	White	06	Administrative Support	6/1/2000		
FT	BOENZI, AMANDA M	F	White	06	Administrative Support	10/20/2014	7/31/2015	
FT	BOLAND, LYNN MARIE	F	White	06	Administrative Support	8/19/1997		
FT	BOYNTON, JILL S	F	White	06	Administrative Support	3/16/2006		
FT	BRACKETT, KELLI D	F	White	06	Administrative Support	3/22/2010	2/11/2016	
FT	BRIGGS, AMANDA E	F	White	06	Administrative Support	9/8/2014		
FT	BROOKS, DEANNA M	F	White	06	Administrative Support	8/17/1998		
FT	BURGESS, ALYSSA	F	White	06	Administrative Support	2/19/2008		
FT	CAMERON, HEATHER	F	White	06	Administrative Support	12/1/1999		
FT	CAMPEGGIO, NANCY K	F	White	06	Administrative Support	11/4/1991		
FT	CANTRALL, MICHELLE M	F	White	06	Administrative Support	1/4/2016		
FT	CASSON, LISA M	F	White	06	Administrative Support	9/17/2001		
FT	CHAN, DEBORAH M	F	White	06	Administrative Support	5/1/2006		
FT	CONWAY, JOANNE	F	White	06	Administrative Support	9/1/1999		
FT	CREIGHTON, AIMEE M	F	White	06	Administrative Support	6/9/2008		
FT	CRISTALLO, LANA M	F	White	06	Administrative Support	1/26/2004		
FT	DOWD, SARAH	F	White	06	Administrative Support	10/11/2016	2/7/2017	not included in statistics
FT	DUFFY, CASSANDRA A	F	White	06	Administrative Support	2/1/2010		
FT	DUNNE, CHERYL R	F	White	06	Administrative Support	11/6/2006		
FT	FENN, HEATHER	F	White	06	Administrative Support	9/14/2015		
FT	FLETCHER, MERSENE	F	White	06	Administrative Support	7/3/1995		
FT	FORS, LAURA M	F	White	06	Administrative Support	6/1/2000		
FT	FRIEDERS, DANIELLE A	F	White	06	Administrative Support	9/28/2015		
FT	GEMMER, MARIANNE	F	White	06	Administrative Support	9/1/1993		
FT	GORDON, KATHRYN	F	White	06	Administrative Support	12/16/2005		
FT	GREENE, TERESA L	F	White	06	Administrative Support	11/17/2003		
FT	HANSON, GINA R	F	White	06	Administrative Support	6/11/2012		

FT	HASSLER, JOANNE	F	White	06	Administrative Support	10/19/2009		
FT	HUBBS, DONNA	F	White	06	Administrative Support	11/2/2009		
FT	HYMAN, JOY A	F	White	06	Administrative Support	5/13/2013		
FT	JACKSON, JESSICA E	F	White	06	Administrative Support	9/28/2009		
FT	JENSEN, TERRY R	F	White	06	Administrative Support	4/3/1978		
FT	JOHNSON, LORI A	F	White	06	Administrative Support	8/19/1996		
FT	JUNGERS, LINDA S	F	White	06	Administrative Support	10/1/1998		
FT	KANE, SHAUNA L	F	White	06	Administrative Support	2/4/2002		
FT	KEIFER, STEPHANIE ANN	F	White	06	Administrative Support	10/19/2009	12/2/2016	
FT	KISSANE, MELISSA D	F	White	06	Administrative Support	3/16/2006		
FT	KLIMPKE, SARA M	F	White	06	Administrative Support	8/5/2013	8/7/2015	
FT	KOWALSKI, JACQUELINE	F	White	06	Administrative Support	4/16/2007		
FT	KURTH, ASHLEY E	F	White	06	Administrative Support	9/8/2014		
FT	LANGE, PENNY A	F	White	06	Administrative Support	6/2/1997		
FT	LISNER, KELLY A	F	White	06	Administrative Support	2/19/2008		
FT	LISSON, DIANE M	F	White	06	Administrative Support	11/1/1994		
FT	LYNCH, REBECCA	F	White	06	Administrative Support	10/19/2009		
FT	MAHER, BRIDGET O	F	White	06	Administrative Support	2/29/2016	2/10/2017	
FT	MONNETT, ELIZABETH	F	White	06	Administrative Support	6/18/2007		
FT	NICKELSON, HANNAH E	F	White	06	Administrative Support	5/19/2014	7/25/2014	not included in statistics
FT	PALM, SHELLEY L	F	White	06	Administrative Support	11/1/1996		
FT	PATTERSON, MALINDA K	F	White	06	Administrative Support	10/1/1997		
FT	PAYNE, STACEY L	F	White	06	Administrative Support	2/18/2014		
FT	QUIRIN, DEBRA ANN	F	White	06	Administrative Support	6/8/1998		
FT	RICHERT, AMITY	F	White	06	Administrative Support	2/9/2015		
FT	ROGERS, KELLY L	F	White	06	Administrative Support	11/14/2000	11/14/2016	
FT	ROOP, RACHEL L	F	White	06	Administrative Support	3/1/2001		
FT	SCHLICHTING, KATHY J	F	White	06	Administrative Support	3/11/2014		
FT	SCHLIM, NANCY	F	White	06	Administrative Support	11/16/1999		
FT	SCHOEN, MICHELE	F	White	06	Administrative Support	1/16/2013		
FT	SHARPNESS, KRISTY L	F	White	06	Administrative Support	9/8/1998		
FT	SKWAREK, JESSICA A	F	White	06	Administrative Support	4/1/2003		
FT	SMICK, PAULA S	F	White	06	Administrative Support	4/7/1997		
FT	SMITH, JANICE	F	White	06	Administrative Support	8/3/1995		
FT	SMITH, WENDY L	F	White	06	Administrative Support	4/12/2004		
FT	SULLIVAN, LINDA L	F	White	06	Administrative Support	8/25/1997		
FT	TURNER, STEPHANIE L	F	White	06	Administrative Support	4/1/2005		
FT	VOIGHT, JILL	F	White	06	Administrative Support	2/19/2008		
FT	WCISLO, MARY J	F	White	06	Administrative Support	1/18/1994		
FT	WEBER, DOLORES A	F	White	06	Administrative Support	2/3/2014	8/5/2016	
FT	WENBERG, MARILYN K	F	White	06	Administrative Support	5/18/1987		
FT	WILSON, PATRICIA A	F	White	06	Administrative Support	4/2/2001	4/26/2014	not included in statistics
FT	WITUK, PATTY J	F	White	06	Administrative Support	10/16/1997		
FT	WOLF, KATHLEEN J	F	White	06	Administrative Support	9/8/1998		
FT	ARTZ, RICHARD J	M	White	06	Administrative Support	3/11/2014		
FT	BERKELEY, BRIAN L	M	White	06	Administrative Support	9/22/2014	11/10/2016	
FT	BOMMELMAN, CURT A	M	White	06	Administrative Support	11/13/1995		
FT	DETTMANN, BRIAN	M	White	06	Administrative Support	2/22/2010		
FT	ESSIG, JAMES E	M	White	06	Administrative Support	11/5/1981		



FT	ESSIG, JOHN M	M	White	06	Administrative Support	11/5/1981		
FT	FARBOTA, MATTHEW D	M	White	06	Administrative Support	4/6/2015	8/21/2015	
FT	GAEDTKE, DONALD A	M	White	06	Administrative Support	12/3/2013		
FT	MEYER, MICHAEL G	M	White	06	Administrative Support	11/16/2006		
FT	PICKERING, JOHNATHAN M	M	White	06	Administrative Support	10/15/2012		
FT	REGGIO, ANTHONY M	M	White	06	Administrative Support	11/1/2001		
FT	ROMANOW, JEFFREY P	M	White	06	Administrative Support	4/10/2006		
FT	SHERRELL, DOUGLAS R	M	White	06	Administrative Support	7/18/1988		
FT	STRAGGAS, JEFFREY R	M	White	06	Administrative Support	10/19/2015	7/22/2016	
FT	HERWICK, KARIN M	F	White	01	Official/Administration	10/7/1991		
FT	LAWRENCE, MONICA	F	White	01	Official/Administration	5/6/1991		
FT	SMITH, LISA M	F	White	01	Official/Administration	6/11/1984		
FT	VERMAAT, KATHLEEN M	F	White	01	Official/Administration	8/27/1990		
OT	HARTWELL, THOMAS M	M	White	01	Official/Administration	12/3/2012		not included in statistics
FT	ALLEN, CANDY K	F	White	02	Professionals	8/1/1995		
FT	LAMBERT, ANN C	F	White	02	Professionals	1/26/1981		
FT	STEGING, LAURA	F	White	02	Professionals	3/3/1992		
PT	PATE, DONALD	M	White	04	Protective Services: Sworn	7/2/2007		
PT	PETERS, JOHN R	M	White	04	Protective Services: Sworn	3/10/2014		
FT	AZEMI, MAKFIRE	F	White	03	Technicians	5/31/2011		
FT	HACKMAN, CECELIA M	F	White	03	Technicians	10/10/1978		
FT	SCHILKE, SARAH	F	White	03	Technicians	2/1/2010		
FT	SCHMOOK, NANCY A	F	White	03	Technicians	8/31/2015		
FT	SELL, SAMANTHA	F	White	03	Technicians	11/16/2007		
FT	CUNNINGHAM, THOMAS A	M	White	03	Technicians	10/2/2006		
FT	FRYE, RANDY S	M	White	03	Technicians	1/4/2010	6/15/2016	
FT	MEYER, MATTHEW N	M	White	03	Technicians	1/25/1999		
FT	TIERNEY, MICHAEL E	M	White	03	Technicians	2/2/2015		
FT	117							
PT	2							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 CIRCUIT COURT CLERK WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	4 100%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%
Technicians (03)		9 100%	4 44.44%	0 0%	0 0%	0 0%	0 0%	5 55.56%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn (04)	2 100%	2 100%	0 0%	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)		101 100%	14 13.86%	1 0.99%	2 1.98%	0 0%	0 0%	74 73.27%	2 1.98%	7 6.93%	1 0.99%	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.										

7/20/2017-rev

**KEY**

B - Black

W - White

H - Hispanic

A - Asian

AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 CIRCUIT CLERK UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	100% 30.6% 69.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	100% 45.5% 54.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		44.44% 38.1% 6.34%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	55.56% 36.8% 18.76%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	0% 3.5% -3.5%	0% 5.4% -5.4%	0% 0% 0%	0% 0% 0%
	NON-SWORN Workforce #/% CLS #/% Utilization %	100% 52.1% 47.9%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	0% 39.4% -39.4%	0% 0% 0%	0% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		13.86% 28.5% -14.64%	0.99% 1.8% -0.81%	1.98% 7.9% -5.92%	0% 1% -1%	0% .1% -.1%	73.27% 42.2% 31.07%	1.98% 4% -2.02%	6.93% 12.4% -5.47%	0.99% 1.3% -0.31%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

Kane County Coroner  
2016 – EEOP

Period covering July 1, 2015 through June 30, 2016

**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: N/A**

**Promotions or Transfers:** Steve Laker was promoted from part-time to full-time in August 2015.

**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.

**Ethnic Detail for Coroner Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	BURLACK, HOLLIE E	F	White	06	Administrative Support	4/16/2004		
OT	RUSSELL, LLOYD R	M	White	01	Official/Administration	12/3/2012		not included in statistics
FT	RICHARDSON CARRERA, LOREN C	F	Black	04	Protective Services: Sworn	12/1/1999		
FT	HAYDEN, DERICK R	M	Two or More Races	04	Protective Services: Sworn	2/24/2014		
FT	ENGH, KAREN	F	White	04	Protective Services: Sworn	7/9/2007		
FT	KRIEGHBAUM, LISA M	F	White	04	Protective Services: Sworn	1/31/2005		
FT	RENWICK, ANNA MAE	F	White	04	Protective Services: Sworn	3/15/1999		
FT	LAKER, STEVEN P	M	White	04	Protective Services: Sworn	3/30/2015		
FT	7							

**PART I. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 CORONER WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	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%	3 50%	1 16.66%	0 0%	0 0%	0 0%
	Non-Sworn (05)	The Coroner’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%	1 100%	0 0%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 CORONER UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	16.67% 59.4% -42.73%	16.67% 7.8% 8.7%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	50% 11.1% 38.9%	16.66% 3.5% 13.16%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	0% 42.2% -42.2%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

## **KANE COUNTY BOARD OFFICE**

### **UTILIZATION ANALYSIS**

**July 1, 2015 - June 30, 2016**

#### **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 (-28.5%). White females (57.8%) represent the largest utilized group of employees in this category. Black females (-4%) and Hispanic females (-12.4%) are poorly utilized as are other female minorities. In the area of Professionals, white males (13.6%) represent the largest utilized group of employees in this category. Hispanic (3.8%) & Asian (-3.6%) males, as well as Hispanic females (-4.3%) & Asian females (-2.7%) 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. Receptionist/Recording Secretary position was filled internally by white female on May 5, 2016.

#### **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** – None

**Promotions/Transfers** - None

#### **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.



**Ethnic Detail for County Board Employees between 7/1/2015 and 6/30/2016**

<b>Type</b>	<b>Employee Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Title</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Comment</b>
FT	BREDLAU, MARY H	F	White	06	Administrative Support	6/18/2007	5/4/2016	
FT	DUFFY, CHRISTIE A	F	White	06	Administrative Support	9/2/2014		
FT	MCGRATH, ELLYN M	F	White	06	Administrative Support	1/13/2005		
PT	NARDONE, VINCENT J	M	White	06	Administrative Support	5/2/2016		not included in statistics
OT	ISHMAEL, DONALD	M	Asian	01	Official/Administration	12/1/2014		not included in statistics
OT	CASTRO, CRISTINA	F	Hispanic or Latino	01	Official/Administration	12/1/2008	12/5/2016	not included in statistics
OT	MOLINA, MYRNA	F	Hispanic or Latino	01	Official/Administration	12/6/2010		not included in statistics
OT	SILVA, MONICA	F	Hispanic or Latino	01	Official/Administration	12/6/2010		not included in statistics
OT	VAZQUEZ, MARIA M	F	Hispanic or Latino	01	Official/Administration	3/10/2015	12/5/2016	not included in statistics
OT	ALLAN, DEBORAH J	F	White	01	Official/Administration	12/1/2002		not included in statistics
OT	AUGER, MARGARET	F	White	01	Official/Administration	12/6/2010		not included in statistics
OT	BARREIRO, THERESA E	F	White	01	Official/Administration	12/3/2012		not included in statistics
OT	GILLAM, REBECCA M	F	White	01	Official/Administration	12/3/2012		not included in statistics
OT	LENERT, WILLIAM E	F	White	01	Official/Administration	12/1/2014		not included in statistics
OT	STARRETT, SUSAN	F	White	01	Official/Administration	12/3/2012		not included in statistics
OT	WOJNICKI, BARBARA	F	White	01	Official/Administration	12/1/1998		not included in statistics
OT	DAHL, BRIAN W	M	White	01	Official/Administration	7/14/2015		not included in statistics
OT	DAVOUST, MARK J	M	White	01	Official/Administration	12/6/2004		not included in statistics
OT	FRASZ, ANDREW	M	White	01	Official/Administration	5/13/2008		not included in statistics
OT	HAIMANN, JOSEPH	M	White	01	Official/Administration	12/3/2012	12/5/2016	not included in statistics
OT	HOSCHEIT, JOHN J	M	White	01	Official/Administration	12/2/1996		not included in statistics
OT	KENYON, MICHAEL J	M	White	01	Official/Administration	12/6/2004		not included in statistics
OT	KOJZAREK, KURT R	M	White	01	Official/Administration	12/3/2012		not included in statistics
OT	LAUZEN, CHRISTOPHER J	M	White	01	Official/Administration	12/3/2012		not included in statistics
OT	LEWIS, PHILIP H	M	White	01	Official/Administration	12/4/2006		not included in statistics
OT	MARTIN, JOHN P	M	White	01	Official/Administration	12/1/2014		not included in statistics
OT	SCHEFLOW, DOUGLAS J	M	White	01	Official/Administration	12/3/2012		not included in statistics
OT	SMITH, THOMAS	M	White	01	Official/Administration	12/6/2010		not included in statistics
FT	BARSANTI, DAWN G	F	White	02	Professionals	10/2/1992		
FT	NAGEL, RICHARD R	M	White	02	Professionals	12/1/2014		
FT	5							
PT								

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 COUNTY BOARD WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	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%	1 50%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 COUNTY BOARD UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		50% 36.4% 13.6%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	50% 45.5% 4.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.44%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

# COUNTY OF KANE

**John A. Cunningham**  
KANE COUNTY CLERK  
719 S. Batavia Ave.  
Geneva, Illinois 60134



Kane County Government Ctr  
Phone: (630) 232-5950  
FAX: (630) 232-5866  
Website: [www.co.kane.il.us](http://www.co.kane.il.us)

August 7, 2017

To: Susan Brown, Assistant Director Human Resource Management

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

Re: 2016 Equal Opportunity Plan Update (July 1, 2015 through June 30, 2016)

Dear Susan:

Thank you for your updated list of employees who worked in the County Clerk's Office for any length of time between July 1, 2015 and June 30, 2016.

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, 2015 and June 30, 2016.
2. There were no applications for job transfer during that same period.
3. No new employees were hired during the specified time frame but there was a January, 2017 reclassification of contractual Election workers to employees per a directive by the Internal Revenue Service that had a carryback period to 2015. Three of the new employees – Lauren E. Behnke, Brett J. Feltes and Nickolas E. Homer – are classified as Election warehouse employees. A fourth contractual worker, Hector Velazquez worked in Elections and was hired as a full time Elections Clerk V employee on 2-26-17; he is included in this report due to the 2015 carryback period. One employee, Jane E. Mitchell retired 9-1-15.

Thank you for the help you gave me in completing this information.

Respectfully submitted,

Tom Sherwin, Financial Analyst

**Ethnic Detail for County Clerk Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	FAKRODDIN, ZAHIDA K	F	Asian	06	Administrative Support	8/28/1989		
FT	TAGUE, AYESHA N	F	Asian	06	Administrative Support	3/26/2001		
OT	ZANDERS, ALICE B	F	Black	06	Administrative Support	1/1/2014		
OT	DORROUGH, FREDERICK W	M	Black	06	Administrative Support	1/1/2014		
OT	ZANDERS, CHARLES J	M	Black	06	Administrative Support	1/1/2014		
FT	APONTE, VERONICA	F	Hispanic or Latino	06	Administrative Support	3/16/2016		
FT	TAVIZON, YURIDIANA	F	Hispanic or Latino	06	Administrative Support	3/27/2012		
OT	LOZADA, NICOLE R	F	Hispanic or Latino	06	Administrative Support	1/1/2014		
OT	ROMAN, MARIA	F	Hispanic or Latino	06	Administrative Support	1/1/2014		
FT	DORADO JR, LEOPOLDO	M	Hispanic or Latino	06	Administrative Support	6/1/2010		
FT	ESQUIVEL, RAYMOND C	M	Hispanic or Latino	06	Administrative Support	8/16/2000		
FT	FRANCO, FABYAN R	M	Hispanic or Latino	06	Administrative Support	2/3/2014		
PT	VELAZQUEZ, HECTOR	M	Hispanic or Latino	06	Administrative Support	12/30/2015	1/29/2016	
OT	HARVEY, ANDREW	M	Hispanic or Latino	06	Administrative Support	1/1/2014		
OT	HARVEY, ANTONIO R	M	Hispanic or Latino	06	Administrative Support	1/1/2014		
OT	SANTOS, JOSE L	M	Hispanic or Latino	06	Administrative Support	1/1/2014		
PT	BAUER, MARY L	F	White	06	Administrative Support	1/4/2016	1/29/2016	
FT	BECKER, SHAUNA L	F	White	06	Administrative Support	10/15/2004		
OT	BEHNKE, LAUREN E	F	White	06	Administrative Support	1/1/2014		
FT	ERICKSON, TRACY A	F	White	06	Administrative Support	8/14/2003		
FT	EVERHART, JUDITH A	F	White	06	Administrative Support	11/17/1997		
PT	FELTES, BARBARA A	F	White	06	Administrative Support	2/1/2012		
FT	HOMAN, DIANE M	F	White	06	Administrative Support	10/30/1995		
FT	KLIMCZAK, ANTOINETTE M	F	White	06	Administrative Support	10/9/1998		
PT	MCSHANE, GEORGINA L	F	White	06	Administrative Support	1/14/2013		
FT	MITCHELL, JANE E	F	White	06	Administrative Support	7/13/1998	9/1/2015	
FT	RUCHTI, DEBORAH L	F	White	06	Administrative Support	6/22/2015		
PT	SARGENT, TERRI L	F	White	06	Administrative Support	4/29/2013		
FT	STEINKELLNER, PAMELA M	F	White	06	Administrative Support	9/24/2012		
FT	WEILANDT, CELESTE	F	White	06	Administrative Support	8/25/2008		
FT	WIGGINS, KELLY R	F	White	06	Administrative Support	10/3/2011		
OT	BARATONO, RONALD J	F	White	06	Administrative Support	1/1/2014		
OT	BARATONO, TONI A	F	White	06	Administrative Support	1/1/2014		
OT	BIEWALD, PATRICIA M	F	White	06	Administrative Support	1/1/2014		
OT	BUSCH, PAMELA A	F	White	06	Administrative Support	1/1/2014		
OT	BUTTERS, JULIE A	F	White	06	Administrative Support	1/1/2014		
OT	CARLSON, CARON L	F	White	06	Administrative Support	1/1/2014		
OT	CHEETHAM, JUDITH M	F	White	06	Administrative Support	1/1/2014		

OT	CHOJNACKI, CHERYL A	F	White	06	Administrative Support	1/1/2014		
OT	CLARKE, TRACI	F	White	06	Administrative Support	1/1/2014		
OT	CLEAR, MARGUERITE	F	White	06	Administrative Support	1/1/2014		
OT	DAVIS, KATHLEEN S	F	White	06	Administrative Support	1/1/2014		
OT	DELO, OLIVIA N	F	White	06	Administrative Support	1/1/2014		
OT	DORFMAN, JUDY P	F	White	06	Administrative Support	1/1/2014		
OT	EICHHORN, SUSAN D	F	White	06	Administrative Support	1/1/2014		
OT	ELLINGTON, REBECCA L	F	White	06	Administrative Support	1/1/2014		
OT	EMERSON, CYNTHIA L	F	White	06	Administrative Support	1/1/2014		
OT	EMERSON, EMILY C	F	White	06	Administrative Support	1/1/2014		
OT	FREIER, MARIJANE	F	White	06	Administrative Support	1/1/2014		
OT	HAMILTON, ELEANOR W	F	White	06	Administrative Support	1/1/2014		
OT	HICKERNELL, JUDITH D	F	White	06	Administrative Support	1/1/2014		
OT	HOLLAND, ROSEMARY L	F	White	06	Administrative Support	1/1/2014		
OT	JENSEN, SANDRA J	F	White	06	Administrative Support	1/1/2014		
OT	KABELA, NANJEAN	F	White	06	Administrative Support	1/1/2014		
OT	KING, KRISTIN S	F	White	06	Administrative Support	1/1/2014		
OT	KRYS, SYLVIA	F	White	06	Administrative Support	1/1/2014		
OT	KWASNIEWSKI, JANIS L	F	White	06	Administrative Support	1/1/2014		
OT	LOWE, LELA C	F	White	06	Administrative Support	1/1/2014		
OT	MAINE, PATRICIA A	F	White	06	Administrative Support	1/1/2014		
OT	MCGOWAN, JEANNE M	F	White	06	Administrative Support	1/1/2014		
OT	MCNEAL, LINDA L	F	White	06	Administrative Support	1/1/2014		
OT	MILLER, CYNTHIA J	F	White	06	Administrative Support	1/1/2014		
OT	OBERHOLTZER, AMANDA P	F	White	06	Administrative Support	1/1/2014		
OT	OBERHOLTZER, JENNIFER L	F	White	06	Administrative Support	1/1/2014		
OT	POULTON, BONNIE S	F	White	06	Administrative Support	1/1/2014		
OT	QUANDT, CAROL L	F	White	06	Administrative Support	1/1/2014		
OT	ROBINSON, LEONA	F	White	06	Administrative Support	1/1/2014		
OT	SAGE BURNS, JANICE A	F	White	06	Administrative Support	1/1/2014		
OT	SCIMECA, LINDA S	F	White	06	Administrative Support	1/1/2014		
OT	SMITH, BARBARA A	F	White	06	Administrative Support	1/1/2014		
OT	SMOCZYNSKI, ISABEL G	F	White	06	Administrative Support	1/1/2014		
OT	TARRANT, DIANE W	F	White	06	Administrative Support	1/1/2014		
OT	THOMAS, RUTH A	F	White	06	Administrative Support	1/1/2014		
OT	THRUN, ELIZABETH A	F	White	06	Administrative Support	1/1/2014		
OT	TOKARSKI, KENDALL H	F	White	06	Administrative Support	1/1/2014		
OT	WEAVER, TINA M	F	White	06	Administrative Support	1/1/2014		
OT	ZAGALAK, RITA N	F	White	06	Administrative Support	1/1/2014		
FT	EMERSON, JOHN R	M	White	06	Administrative Support	8/9/2010		
OT	FELTES, BRETT J	M	White	06	Administrative Support	1/1/2015		
OT	HOMER, NICKOLAS E	M	White	06	Administrative Support	1/1/2014		

FT	MOREFIELD, JAMES H	M	White	06	Administrative Support	8/5/2008		
FT	NELSON, MATTHEW C	M	White	06	Administrative Support	8/16/2010		
FT	SANDNER, ROBERT J	M	White	06	Administrative Support	12/30/2015		
FT	TONIOLO, MICHAEL J	M	White	06	Administrative Support	8/3/2015		
OT	BALDWIN, KEITH R	M	White	06	Administrative Support	1/1/2014		
OT	BALOURIS, NICHOLAS	M	White	06	Administrative Support	1/1/2014		
OT	BECKER, MICHAEL J	M	White	06	Administrative Support	1/1/2014		
OT	BLACK, PAUL E	M	White	06	Administrative Support	1/1/2014		
OT	BRAZAS, ROBERT J	M	White	06	Administrative Support	1/1/2014		
OT	BURG, WILLIAM L	M	White	06	Administrative Support	1/1/2014		
OT	BURY, WILLIAM	M	White	06	Administrative Support	1/1/2014		
OT	CHEETHAM, THOMAS G	M	White	06	Administrative Support	1/1/2014		
OT	DALEY, DANIEL J	M	White	06	Administrative Support	1/1/2014		
OT	EGE, RAIMUND K	M	White	06	Administrative Support	1/1/2014		
OT	ERICSON, DONALD R	M	White	06	Administrative Support	1/1/2014		
OT	GEARY, RICHARD L	M	White	06	Administrative Support	1/1/2014		
OT	GIBSON, STEPHEN E	M	White	06	Administrative Support	1/1/2014		
OT	GODSEN, RONALD	M	White	06	Administrative Support	1/1/2014		
OT	GOMOLL, PAUL E	M	White	06	Administrative Support	1/1/2014		
OT	GREEN, DONALD E	M	White	06	Administrative Support	1/1/2014		
OT	GROOM, JONATHON A	M	White	06	Administrative Support	1/1/2014		
OT	HARVEY, CHARLES L	M	White	06	Administrative Support	1/1/2014		
OT	HARVEY, MICHAEL C	M	White	06	Administrative Support	1/1/2014		
OT	HARVEY, RAYMOND C	M	White	06	Administrative Support	1/1/2014		
OT	HARVEY, TIMOTHY J	M	White	06	Administrative Support	1/1/2014		
OT	HOLLAND, ROBERT J	M	White	06	Administrative Support	1/1/2014		
OT	HOLLEY, JARED J	M	White	06	Administrative Support	1/1/2014		
OT	HOMER, MATTHEW J	M	White	06	Administrative Support	1/1/2014		
OT	KRAWCZYK, GERALD	M	White	06	Administrative Support	1/1/2014		
OT	LANTHRUM, JOSEPH T	M	White	06	Administrative Support	1/1/2014		
OT	LAUTERBACK, THOMAS K	M	White	06	Administrative Support	1/1/2014		
OT	LOWE, ROBERT S	M	White	06	Administrative Support	1/1/2014		
OT	MATKO, IVAN	M	White	06	Administrative Support	1/1/2014		
OT	MCARTHUR, DANIEL R	M	White	06	Administrative Support	1/1/2014		
OT	MORGAN, JON C	M	White	06	Administrative Support	1/1/2014		
OT	O'BOYLE, EDWARD D	M	White	06	Administrative Support	1/1/2014		
OT	O'LEARY, JOHN J	M	White	06	Administrative Support	1/1/2014		
OT	PAYNE, MICHAEL T	M	White	06	Administrative Support	1/1/2014		
OT	POLCHOPEK, MICHAEL E	M	White	06	Administrative Support	1/1/2014		
OT	POULTON, RICHARD A	M	White	06	Administrative Support	1/1/2014		
OT	QUICK, ANDREW R	M	White	06	Administrative Support	1/1/2014		
OT	SAMMONS, TIMOTHY L	M	White	06	Administrative Support	1/1/2014		

OT	SARGENT, SCOTT B	M	White	06	Administrative Support	1/1/2014		
OT	STEINWAY, GORDON F	M	White	06	Administrative Support	1/1/2014		
OT	STRAMEL, ALBERT J	M	White	06	Administrative Support	1/1/2014		
OT	VOSS, ROBERT H	M	White	06	Administrative Support	1/1/2014		
OT	WOODY, BRAD M	M	White	06	Administrative Support	1/1/2014		
FT	ERICSON, SUSAN M	F	White	01	Official/Administration	8/11/2004		
FT	FAHNESTOCK, SUZANNE A	F	White	01	Official/Administration	10/22/2007	5/13/2016	
OT	CUNNINGHAM, JOHN A	M	White	01	Official/Administration	12/1/2002		not included in statistics
PT	SHERWIN, THOMAS K	M	White	01	Official/Administration	8/6/2012		

FT 24  
 PT 106  
 Total 130



**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 COUNTY CLERK WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		3 100%	1 33.33%	0 0%	0 0%	0 0%	0 0%	2 66.67%	0 0%	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)		127 100%	50 39.37%	2 1.58%	7 5.51%	0 0%	0 0%	61 48.03%	1 0.79%	4 3.14%	2 1.58%	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.										

3/6/2018--update

**KEY**

B - Black

W - White

H - Hispanic

A - Asian

AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 COUNTY CLERK UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		33.33%	0%	0%	0%	0%	66.67%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		-20.87%	-1.6%	-4.6%	-1.8%	-0.1%	36.07%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #%		0%	0%	0.0%	0%	0%	0%	0%	0%	0%	0%
CLS #%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		-36.4%	-1.5%	-3.8%	-3.6%	0%	-45.5%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-38.1%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	-59.4%	-7.8%	-9%	-1.9%	0%	-11.1%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		39.37%	1.58%	5.51%	0%	0%	48.03%	0.79%	3.14%	1.58%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		10.87%	-0.223%	-2.39%	-1%	-1%	5.83%	-3.21%	-9.26%	0.28%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%

3/6/2018-update

**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 (20.8%), Hispanic (4.6%) and Asian/Pac. Islander (1.8%) categories with an over utilization of male blacks of 9.52%. In the female categories there is an underutilization in the Asian/Pac. Islander (1.3%) and Hispanic females (3.7%) an over utilization of White females (2.73%) Black females (20.92%). There are only nine (9) positions in this category with 3 male whites, one black male, 3 female whites, two black females.

The professional category shows underutilization of White males (-8.22 %) 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 (-28.5%) and Hispanic males (7.9%). 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 (-33.1% and -19%, 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 year, 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 female Hispanic and one Female Asian supervisor in the Department, making 27% of the supervisory staff minority. In addition, seven 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 16<sup>th</sup> 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 two policies regarding hiring practices that were implemented in March, 2015.

**Fiscal Year July 1, 2015 - June 30, 2016**  
**Disciplinary Actions**

*Prepared July 19 , 2017 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					X	
	M	W	USA	1	1					X	
	M	W	USA	1	1						Termination
	M	W	USA	1	1		One day	X			
	<b>Totals:</b>	<b>Male White</b>		<b>4</b>	<b>4</b>						
	M	B	USA	1	1					X	
	<b>Totals:</b>	<b>Male Black</b>		<b>1</b>	<b>1</b>						
	F	B	USA	1	1				X		
	F	B	USA	1	1				X		
	<b>Totals:</b>	<b>Female Black</b>		<b>2</b>	<b>2</b>						
	F	W	USA	1	1				X		
	F	W	USA	1	1				X		
	<b>Totals:</b>	<b>Female White</b>		<b>2</b>	<b>2</b>						
	<b>GRAND TOTALS:</b>			<b>9</b>	<b>9</b>		<b>1</b>		<b>4</b>	<b>3</b>	<b>1</b>

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

## Fiscal Year July 1, 2015 - June 30, 2016

### Transfers / Promotions

Prepared July 19, 2017 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	1		Youth Counselor	Supervisor
2		F	White	USA	1				Youth Counselor	
3		F	White	USA	1				Youth Counselor	
4		F	White	USA	2	2			Youth Counselor	
5		F	White	USA		1			Homebound	
6		F	White	USA	1				Pretrial Officer	
7		F	White	USA	1				APO	
8		F	White	USA	1		1		IPS Officer	Supervisor
9		F	White	USA		1		1	JJC Supervisor	Supervisor
10		F	White	USA	1				Mental Health Coordinator	
11		F	White	USA	1				APO DV	
12		F	White	USA	1				PSI Officer	
13		F	White	USA	1	1		1	APO	APO
14		F	White	USA		1		1	Youth Counselor	APO
15		F	White	USA		2		1	Youth Counselor	APO
16		F	White	USA		1			Youth Counselor	
17		F	White	USA		1		1	Youth Counselor	Pretrial Officer
18		F	White	USA		1			Youth Counselor	
19		F	White	USA	1				Pretrial Officer	
		<b>Totals</b>	<b>Female White</b>		<b>13</b>	<b>12</b>	<b>2</b>	<b>5</b>		
1		F	Black	USA	1	2			Youth Counselor	
2		F	Black	USA		1		1	ARI Officer	Pretrial Officer
		<b>Totals</b>	<b>Female Black</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>		
1		F	Hispanic	USA		2			Field Hybrid Officer	
2		F	Hispanic	USA		1			Youth Counselor	
3		F	Hispanic	USA		2			Youth Counselor	
4		F	Hispanic	USA	1		1		DRC Officer	DRC Coordinator
		<b>Totals</b>	<b>Female Hispanic</b>		<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>		
1		M	White	USA	1	4			Youth Counselor	
2		M	White	USA		1		1	CRS Officer	JPO
3		M	White	USA		3		1	Youth Counselor	EM Officer
4		M	White	USA	1				Supervisor	
5		M	White	USA		1			JJC Supervisor	
6		M	White	USA	1				EM Officer	
7		M	White	USA		2			APO Admin	
8		M	White	USA		2			Youth Counselor	
		<b>Totals</b>	<b>Male White</b>		<b>3</b>	<b>13</b>	<b>0</b>	<b>2</b>		
1		M	Black	USA		1		1	Supervisor	Supervisor
		<b>Totals</b>	<b>Male Black</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>		

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

1		M	Hispanic	USA		5		1	Youth Counselor	CRS Officer
2		M	Hispanic	USA		1			Youth Counselor	
3		M	Hispanic	USA		1			Youth Counselor	
4		M	Hispanic	USA		1		1	JPO	SPS Officer
5		M	Hispanic	USA		1			Youth Counselor	
		<b>Totals</b>	<b>Male Hispanic</b>		<b>0</b>	<b>9</b>	<b>0</b>	<b>2</b>		
1		F	Asian	USA		1		1	Supervisor	Supervisor
		<b>Totals</b>	<b>Female Asian</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>		
<b>GRAND TOTALS:</b>					<b>18</b>	<b>44</b>	<b>3</b>	<b>12</b>		



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

**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

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

**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.

**Ethnic Detail for Court Services Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	VAUGHN, LOIS R	F	Black	06	Administrative Support	2/16/2001		
FT	CARDENAS, MARIA D	F	Hispanic or Latino	06	Administrative Support	4/15/2013		
FT	DOMINGUEZ, YVONNE L	F	Hispanic or Latino	06	Administrative Support	11/16/2007		
FT	GARCIA, MARIA C	F	Hispanic or Latino	06	Administrative Support	12/18/2006		
FT	VARGAS, GUADALUPE	F	Hispanic or Latino	06	Administrative Support	12/1/2014		
FT	VIRAMONTES, TANIA R	F	Hispanic or Latino	06	Administrative Support	6/16/2011		
FT	KUNSTMAN, DONNA	F	White	06	Administrative Support	6/19/1995		
FT	BRUMMEL, KERRI M	F	White	06	Administrative Support	12/9/2013		
FT	CHURCHILL, THERESA M	F	White	06	Administrative Support	6/9/2014		
FT	CIRA-FITZGERALD, ROSANNE	F	White	06	Administrative Support	10/18/1993		
FT	COOMER, KATHRYN	F	White	06	Administrative Support	8/5/2002		
FT	GILLES, RUTH E	F	White	06	Administrative Support	11/6/2006		
FT	HARWOOD, STACY A	F	White	06	Administrative Support	11/7/2011		
FT	KLATT, COURTNEY K	F	White	06	Administrative Support	8/12/2013		
FT	LUSK, JANET A	F	White	06	Administrative Support	8/28/1989		
FT	OSBORN, KATHIE J	F	White	06	Administrative Support	8/15/2012		not included in statistics
FT	DOUGLAS, ANN E	F	White	06	Administrative Support	12/7/2009	7/22/2015	
FT	GALLEY, STEPHANIE T	F	White	06	Administrative Support	8/24/2015		
FT	MIKA, BARBARA	F	White	06	Administrative Support	2/22/1990		
FT	ELY, PAMELA J	F	White	06	Administrative Support	1/29/2002		not included in statistics
FT	STEHLIN, KIMBERLY A	F	White	06	Administrative Support	8/5/2002		
FT	HILL, LATANYA	F	Black	01	Official/Administration	1/10/2005		
FT	JOHNSON, CARRON S	F	Black	01	Official/Administration	4/29/2013		
FT	ESTATE OF EMANUEL, WILLIAM J Jr	M	Black	01	Official/Administration	7/1/2014	9/13/2016	
FT	AUST, LISA J	F	White	01	Official/Administration	8/16/2001		
FT	SMITH, MARY	F	White	01	Official/Administration	3/26/1986		
FT	TSANG, ALEXANDRA A	F	White	01	Official/Administration	9/1/1999		
FT	JEFKO, JEFFERY R	M	White	01	Official/Administration	11/1/1990		
FT	OSBORN, JOSHUA M	M	White	01	Official/Administration	10/5/2015		
FT	ANSELME, RICK E	M	White	01	Official/Administration	9/12/1986		
FT	CHO VALLDEJULI, JULIE K	F	Asian	02	Professionals	7/26/2010		
FT	JENKINS, SOUSIE S	F	Asian	02	Professionals	5/16/2001		
FT	COLE, TOYYA M	F	Black	02	Professionals	9/1/2005		
FT	GREENE-HOOPER, ANGELA A	F	Black	02	Professionals	1/7/2013		
FT	GRIFFIN, MERLYNETTE V	F	Black	02	Professionals	7/6/2015	1/28/2016	
FT	HICKENBOTTOM, SURITA	F	Black	02	Professionals	10/5/2015		
FT	JOHNSON, DARNAS E	F	Black	02	Professionals	1/30/2012	6/29/2016	
FT	MATHENY, RESHELLE L	F	Black	02	Professionals	2/18/2003		
FT	RIXEY, DONNA M	F	Black	02	Professionals	9/1/2015	8/31/2016	
FT	ESTATE OF WALKER, LATONYA D	F	Black	02	Professionals	4/2/2007	8/1/2015	
FT	GUYTON, RACHEL A	F	Black	02	Professionals	1/22/2013		
FT	JONES, ALICE	F	Black	02	Professionals	5/27/1989		
FT	PRUITT, BIANCA Y	F	Black	02	Professionals	3/21/2016	3/22/2016	
FT	SIMPSON, DENISE H	F	Black	02	Professionals	6/13/2016		

FT	NELSON, IRA D	M	Black	02	Professionals	8/25/1984		
FT	DAVIS, WESLEY J	M	Black	02	Professionals	8/29/2013		
FT	HARRIS, COREY D	M	Black	02	Professionals	2/1/2006		
FT	JENKINS, KRISTOPHER M	M	Black	02	Professionals	9/2/2015		
FT	KING, AVIANCE M	M	Black	02	Professionals	9/3/2015	8/18/2016	
FT	MARTINEZ, CLIFTON D	M	Black	02	Professionals	12/16/2013		
FT	MCGOWAN, MARCUS D	M	Black	02	Professionals	4/1/2003		
FT	MOODY, LEON L	M	Black	02	Professionals	3/21/2016		
FT	WOODS, RANDY R	M	Black	02	Professionals	9/7/2010		
FT	ALVERIO, DEANIN	F	Hispanic or Latino	02	Professionals	1/28/2008	2/5/2016	
FT	GARCIA, DIANA	F	Hispanic or Latino	02	Professionals	9/9/2013		not included in statistics
FT	GONZALEZ, JULISSA	F	Hispanic or Latino	02	Professionals	11/9/2015		
FT	KLIMPKE, ALICIA L	F	Hispanic or Latino	02	Professionals	8/1/1995		
FT	MUNOZ, JASMINE	F	Hispanic or Latino	02	Professionals	12/3/2012		
FT	MURILLO, ROCIO	F	Hispanic or Latino	02	Professionals	2/6/2012		
FT	NEVAREZ, IVETTE	F	Hispanic or Latino	02	Professionals	9/12/2011		
FT	OCON, ISABEL	F	Hispanic or Latino	02	Professionals	12/1/2009		
FT	RANGEL HERNANDEZ, VANESA	F	Hispanic or Latino	02	Professionals	9/14/2015		
FT	VEGA, ZULAY C	F	Hispanic or Latino	02	Professionals	10/20/2014		
FT	LANCASTER, ELISA M	F	Hispanic or Latino	02	Professionals	11/23/2015		
FT	HERRMANN, NICOLE C	F	Hispanic or Latino	02	Professionals	9/2/2008		
FT	OROZCO, VERONICA	F	Hispanic or Latino	02	Professionals	8/26/2014		
FT	TUCKER, SONYA	F	Hispanic or Latino	02	Professionals	4/12/1982	12/30/2015	
FT	VARGAS, JESSICA	F	Hispanic or Latino	02	Professionals	4/18/2016		
FT	PARRA, ANTHONY	M	Hispanic or Latino	02	Professionals	6/29/2015		
FT	RIVERA, SERGIO	M	Hispanic or Latino	02	Professionals	6/14/2010		
FT	ROMAN, MICHAEL A	M	Hispanic or Latino	02	Professionals	1/6/2000		
FT	ROSA, RAMON L	M	Hispanic or Latino	02	Professionals	5/9/2011		
FT	TORRES, GEORGE R	M	Hispanic or Latino	02	Professionals	10/25/1982	6/30/2016	
FT	JAMES, ALEXANDER R	M	Hispanic or Latino	02	Professionals	5/22/2014		
FT	MAGANA, ADRIAN	M	Hispanic or Latino	02	Professionals	9/22/2014		
FT	MAGANA, BRAULIO P	M	Hispanic or Latino	02	Professionals	11/5/2012		
FT	RIVERA, VICTOR L	M	Hispanic or Latino	02	Professionals	9/1/1995		
FT	TUCKER, ANTONIO M	M	Hispanic or Latino	02	Professionals	3/17/2014		
FT	VILLELA, SHAWN	M	Hispanic or Latino	02	Professionals	6/14/2010		
FT	KLING, LAUREL	F	White	02	Professionals	11/1/2006		
FT	MCELLIN, DEBORAH M	F	White	02	Professionals	11/9/2015		
FT	THOMAS, CARRIE A	F	White	02	Professionals	7/6/2009	6/1/2016	
FT	BECK, WHITNEY P	F	White	02	Professionals	9/8/2003		
FT	BEHM, MOLLY E	F	White	02	Professionals	4/1/2013		
FT	BUCHMAN, RENEE M	F	White	02	Professionals	8/16/1999		
FT	BYERS, BRYANNA L	F	White	02	Professionals	1/7/2014		
FT	CNOTA BOYD, REBECCA J	F	White	02	Professionals	12/6/2010		
FT	COERS, TRACI M	F	White	02	Professionals	3/1/2004		
FT	EYRE, ELIZABETH L	F	White	02	Professionals	7/7/2014		
FT	FAIR, SARA E	F	White	02	Professionals	2/8/2011		

FT	FEARON, MICHAELA A	F	White	02	Professionals	10/24/2016	10/27/2016	
FT	GEMMEL, SARAH M	F	White	02	Professionals	6/19/2012		
FT	GOODWICK, JULIE J	F	White	02	Professionals	10/5/1988		
PT	GROUT, REBECCA L	F	White	02	Professionals	1/16/1999		
FT	GULLANG, JENNIFER A	F	White	02	Professionals	7/16/2007		
FT	HEATHCOAT, LEE ANN	F	White	02	Professionals	6/1/2000		
FT	HEATHER, PHOEBE M	F	White	02	Professionals	1/12/2014		
FT	HOFF, SARAH I	F	White	02	Professionals	11/16/1999		
FT	JOHNSON, LYDIA N	F	White	02	Professionals	8/1/2007		
FT	KEEF, SARAH L	F	White	02	Professionals	5/16/2000		
FT	KOLBERG, JENNIFER M	F	White	02	Professionals	9/16/2000		
FT	KOLLWELTER, JENNIFER L	F	White	02	Professionals	5/16/2000		
FT	KOSTERS, MARY E	F	White	02	Professionals	1/23/2006		
FT	KUHNLOHE, DAWN M	F	White	02	Professionals	6/1/2004		
FT	LARSON, KRISTA M	F	White	02	Professionals	9/17/2007		
PT	LEDERMAN, CYNTHIA A	F	White	02	Professionals	6/26/1995		
FT	LEETCH, SARA A	F	White	02	Professionals	10/19/2007		
FT	LIDDICOATT, LINDSEY S	F	White	02	Professionals	9/19/2011		
FT	MARKU, DANA R	F	White	02	Professionals	11/9/2015		
FT	MAURER, STACEY L	F	White	02	Professionals	11/3/2003		
FT	MCWILLIAMS, ELIZABETH S	F	White	02	Professionals	6/1/2006		
FT	MONAHAN, ALEXIS J	F	White	02	Professionals	11/18/2013		
FT	NAVARRO, ARIANNA	F	White	02	Professionals	5/7/2012	5/13/2016	
FT	NOVAK, JENNIFER L	F	White	02	Professionals	2/6/2012	7/24/2015	
FT	OFFUTT GRUBER, MARTHA A	F	White	02	Professionals	11/3/1986		
FT	PICKENS, MOLLY L	F	White	02	Professionals	10/9/2012		
FT	POXSON, KACEE L	F	White	02	Professionals	10/1/2007		
FT	RECCHIA, DEANNA M	F	White	02	Professionals	1/12/2014	9/11/2015	
FT	REINERT, AMY L	F	White	02	Professionals	8/16/2006		
FT	ROBINSON, NICOLE M	F	White	02	Professionals	7/5/2000		
FT	ROHLER, MEGAN M	F	White	02	Professionals	4/5/2000		
FT	SAYLOR, EMILY M	F	White	02	Professionals	4/16/2003		
FT	SCHAIBLY, RAECHEL L	F	White	02	Professionals	11/30/2009		
FT	STEVENS, RACHAEL M	F	White	02	Professionals	7/1/2005		
FT	STUTZ, ELIZABETH	F	White	02	Professionals	5/24/1990		
FT	SUMMERS, CARRIE B	F	White	02	Professionals	9/19/2011		
FT	VOGT, INGRID R	F	White	02	Professionals	6/5/2007		
FT	WICKENS, KATHERINE L	F	White	02	Professionals	2/7/1989		
FT	ZACCAGNINI, AMY L	F	White	02	Professionals	6/1/2001		
FT	BIDAWID, DIANA M	F	White	02	Professionals	9/16/2013	8/19/2015	
FT	BONZA, STEPHANIE L	F	White	02	Professionals	9/2/2014	8/31/2015	
FT	JUNEAU, JESSICA M	F	White	02	Professionals	9/3/2013	8/28/2015	
FT	PAPPAS, MORGAN M	F	White	02	Professionals	9/1/2015	8/31/2016	
FT	RUDAWSKI, CHRISTINA E	F	White	02	Professionals	8/24/2015		
FT	SANTORO, KATHRYN A	F	White	02	Professionals	9/4/2012	9/25/2015	
FT	THOMAS, JAIME M	F	White	02	Professionals	9/2/2014		

FT	ANDREWS, CARYN P	F	White	02	Professionals	9/2/2014		
FT	BAROCIO, CHRISTINA M	F	White	02	Professionals	5/5/2014		
FT	CASTROVILLO, MELISSA R	F	White	02	Professionals	3/17/2014		
FT	CATE, MELISSA S	F	White	02	Professionals	8/30/2010	8/28/2015	
FT	CAVENDER, FAITH A	F	White	02	Professionals	9/2/2015		
FT	CHLOPEK, MONIKA A	F	White	02	Professionals	8/10/2001		
FT	DEXTER, BRITTANY A	F	White	02	Professionals	7/13/2015	10/23/2015	
FT	DITTMER, AMY A	F	White	02	Professionals	2/16/2001		
FT	GREGORY, ASHLEY E	F	White	02	Professionals	7/13/2015	7/14/2015	
FT	HUMPHRIS, SAMANTHA A	F	White	02	Professionals	12/1/2014		
FT	KINKADE, DANIKA E	F	White	02	Professionals	4/19/2009		
FT	KORTE, MELISSA A	F	White	02	Professionals	8/16/2001	8/11/2016	
FT	LAHEY, KELLEY D	F	White	02	Professionals	9/3/2015		
FT	LYNCH, ERIN R	F	White	02	Professionals	2/21/2012		
FT	MAREK, KATARZYNA	F	White	02	Professionals	9/4/2014	8/6/2015	
FT	PETTINATO, SARAH A	F	White	02	Professionals	10/14/2014		
FT	ROWE, JAYMIE M	F	White	02	Professionals	3/17/2014		
FT	SANCHEZ, ALISSA L	F	White	02	Professionals	10/27/2015		
FT	SAURIOL, STEPHANIE R	F	White	02	Professionals	7/19/2010		
FT	SHERMAN, CLAIRE E	F	White	02	Professionals	5/5/2014	7/17/2015	
FT	SWIERKOSZ-BRICK-SIERRA, AMY L	F	White	02	Professionals	7/1/1991		
FT	SZABO, JESSICA L	F	White	02	Professionals	6/30/2014		
FT	TOSKA, VETIME	F	White	02	Professionals	9/22/2015	9/8/2016	
FT	ZYNDA, CRYSTAL L	F	White	02	Professionals	8/26/2014		
FT	COPHER, DAVID C	M	White	02	Professionals	1/16/2004		
FT	REUSCH, RANDY L	M	White	02	Professionals	9/3/1982	10/28/2016	
FT	BELLEVAGE, EDWARD R	M	White	02	Professionals	10/1/2001		
FT	BRACH, DAVID M	M	White	02	Professionals	12/1/2005		
FT	BRODHEAD, STEPHEN R	M	White	02	Professionals	7/2/2007	12/30/2015	
FT	DAVIS, MICHAEL J	M	White	02	Professionals	2/16/1998		
FT	DORANZO, BRIAN J	M	White	02	Professionals	8/30/2010	7/23/2015	
FT	GATES, DANIEL P	M	White	02	Professionals	11/9/2015		
FT	GREGG, COREY M	M	White	02	Professionals	8/24/2012		
FT	GRENFELL, KYLE A	M	White	02	Professionals	12/1/2014		
FT	HARNACK, JONATHON D	M	White	02	Professionals	10/2/2006		
FT	KASKI, CHARLES C	M	White	02	Professionals	5/13/2013	12/1/2015	
FT	MARTINEZ, JONATHON J	M	White	02	Professionals	12/18/2006		
FT	MATHIS, JASON W	M	White	02	Professionals	10/15/2013		
FT	MAZZA, JEFFREY S	M	White	02	Professionals	4/16/2002		
FT	MURRAY, KEVIN M	M	White	02	Professionals	2/14/2012		
FT	PETERSON, MATTHEW A	M	White	02	Professionals	9/10/1997		
FT	SNEEDEN, MARK N	M	White	02	Professionals	11/7/2012		
FT	STARKOVICH, CHRISTOPHER J	M	White	02	Professionals	2/16/2001		
FT	TERESE, MICHAEL R	M	White	02	Professionals	3/1/1999		
FT	TUCKER, DALE J	M	White	02	Professionals	12/17/1984		
FT	WESSEL, PHILIP A	M	White	02	Professionals	5/22/2014		



FT	WINTERBERGER, BRADLEY R	M	White	02	Professionals	3/1/2011		
FT	BRENNINGER, MARK A	M	White	02	Professionals	9/8/2015	11/1/2016	
FT	OLIVERIO, MICHAEL A	M	White	02	Professionals	7/20/2015		
FT	ROSENLOF, SHAWN T	M	White	02	Professionals	9/3/2013	8/28/2015	
FT	ROTTY, MATTHEW K	M	White	02	Professionals	9/1/2015	6/15/2016	
FT	CAPLAN, DURIN K	M	White	02	Professionals	1/2/2008		
FT	COSMA, JOHN	M	White	02	Professionals	9/1/1997	4/1/2016	
FT	CREED, BRANDON J	M	White	02	Professionals	9/2/2015		
FT	DREWS, PATRICK	M	White	02	Professionals	9/18/2006		
FT	GEISELMAN, ERIC J	M	White	02	Professionals	11/17/2015		
FT	HOWES, BRIAN W	M	White	02	Professionals	9/1/2006		
FT	JANOVSKY, CHRISTOPHER C	M	White	02	Professionals	5/6/2008		
FT	LITWILER, SCOTT R	M	White	02	Professionals	3/17/2014		
FT	MORRELL, CHARLES J	M	White	02	Professionals	8/10/2001		
FT	OMARA, RYAN K	M	White	02	Professionals	9/2/2015	9/6/2016	
FT	PACATTE, BLAIR A	M	White	02	Professionals	6/13/2016		
FT	POORE, KEVIN D	M	White	02	Professionals	9/8/2008		
FT	RENNER, MICHAEL W	M	White	02	Professionals	7/14/2014		
FT	ROEHR, MICHAEL D	M	White	02	Professionals	9/20/2011		
FT	RUOPP, TRAVIS M	M	White	02	Professionals	10/27/2015	8/30/2016	
FT	SCHMITZ, MATTHEW W	M	White	02	Professionals	12/1/2014		
FT	SHOCK, ERIK M	M	White	02	Professionals	1/6/2015		
FT	SKONIECKE, THOMAS J	M	White	02	Professionals	9/3/2015		
FT	SUIRE, JONATHAN M	M	White	02	Professionals	3/21/2016	7/22/2016	
FT	WEISER, JARED B	M	White	02	Professionals	11/5/2012		
FT	BIGGIAM, NANCY S	F	White	08	Service/Maintenance	4/16/2001		
FT	RICE, GENA J	F	White	08	Service/Maintenance	5/12/1995		
FT	SODERDAHL, SHELLIE S	F	White	08	Service/Maintenance	12/11/2012		
FT	HANSEN, KYLE A	M	White	08	Service/Maintenance	10/5/2015		
FT	206							
PT	2							
Total	208							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 COURT SERVICES WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		9 100%	3 33.33%	1 11.12%	0 0%	0 0%	0 0%	3 33.33%	2 22.22%	0 0%	0 0%	0 0%
Professionals (02)		176 100%	47 26.71%	9 5.11%	11 6.25%	0 0%	0 0%	81 46.02%	12 6.82%	14 7.95%	2 1.14%	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)		19 100%	0 0%	0 0%	0 0%	0 0%	0 0%	13 68.42%	1 5.26%	5 26.32%	0 0%	0 0%
Skilled Craft (07)		Court Services does not have employees in this job category.										
Service/Maintenance (08)		4 100%	1 25%	0 0%	0 0%	0 0%	0 0%	0 0%	3 75%	0 0%	0 0%	0 0%

7/17/2017-rev

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 COURT SERVICES UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		33.33%	11.12%	0%	0%	0%	33.33%	22.22%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		-20.87%	9.52%	-4.6%	-1.8%	-0.1%	2.73%	20.92%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #/%		26.71%	5.11%	6.25%	0%	0%	46.02%	6.82%	7.95%	1.14%	0%
CLS #/%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		-9.69%	3.61%	2.45%	-3.6%	0%	-0.52%	5.42%	3.65%	-1.56%	0%
TECHNICIANS											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-38.1%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	-59.4%	-7.8%	-9%	-1.9%	0%	-11.1%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		0%	0%	0%	0%	0%	71.43%	4.76%	23.81%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		-28.5%	-1.8%	-7.9%	-1%	-1%	29.23%	0.76%	11.41%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		25%	0%	0%	0%	0%	75%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		3.4%	-3.2%	-33.1%	-1.1%	0%	58.3%	-3%	-19.0%	-1.2%	-0.1%

**2016 JUDICIARY AND COURTS**  
**EEOP REPORT**

**Number of Disciplinary Actions**

0 Written Reprimands

**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

Waubensee Community College and Elgin Community College Paralegal Programs

Kane County Website

# Ethnic Detail for Judiciary and Law Library Employees between 7/1/2015 and 6/30/2016

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	FERNANDEZ, JULIA E	F	Hispanic or Latino	06	Administrative Support	10/7/2013		
FT	GUZMAN, FAVIOLA G	F	Hispanic or Latino	06	Administrative Support	9/25/2013	9/16/2016	
FT	ULLOA, LIZETTE	F	Hispanic or Latino	06	Administrative Support	5/22/2013		
FT	BIDDLE, BARBARA J	F	White	06	Administrative Support	4/1/1982		
FT	LILLY, DIANE L	F	White	06	Administrative Support	4/24/1989		
FT	MOORE, MARI M	F	White	06	Administrative Support	1/13/1992		
PT	BROWNE, NANCY L	F	White	06	Administrative Support	4/1/2014		not included in statistics
OT	WILLEY, SUSAN C	F	White	06	Administrative Support	1/2/2001		not included in statistics
FT	LORENZO, CYNTHIA A	F	White	06	Administrative Support	11/25/2008		
FT	SZOPINSKI, SUSANNE E	F	White	06	Administrative Support	6/1/2011	7/24/2015	
FT	LINDSEY, SUZANNA M	F	White	06	Administrative Support	1/16/2012		
FT	OSBORN, KATHIE J	F	White	06	Administrative Support	8/15/2012		
FT	LYDAY, JUDY M	F	White	06	Administrative Support	5/20/2013		
PT	HAENISCH, KERRY A	F	White	06	Administrative Support	10/29/2013	7/27/2016	
FT	JEAMBEY, KATHLEEN M L	F	White	06	Administrative Support	2/18/2014		
FT	AKERLOW, DEBBI J	F	White	06	Administrative Support	9/8/2015		
FT	PAXTON, JEFFREY R	M	White	06	Administrative Support	9/25/2013		
FT	O'BRIEN, ANDREA	F	White	01	Official/Administration	1/3/2000		
FT	COX, HALLE D	F	White	01	Official/Administration	1/3/1994		
FT	SEIFRID, KATHRYN	F	White	01	Official/Administration	7/1/1988		not included in statistics
FT	NAUGHTON, DOUGLAS J	M	White	01	Official/Administration	12/12/1983		
OT	SARANG, DIVYA K	F	Asian	02	Professionals	7/1/2015		16th Judicial Circuit Judge
OT	CRUZ, RENE	M	Hispanic or Latino	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	BAURLE, LINDA A	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	BRAWKA, JUDITH M	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	KARAYANNIS, KATHRYN D	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	DOWNS, CHRISTINE A	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	CLANCY BOLES, SUSAN	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	FLOOD, ELIZABETH	F	White	02	Professionals	1/25/2013		16th Judicial Circuit Judge
FT	FULTZ-SCHMID, ELLEN R	F	White	02	Professionals	3/10/2014		16th Judicial Circuit Judge
OT	KOSTELNY, MARMARIE J	F	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	MORAN, MARY K	F	White	02	Professionals	1/17/2001		16th Judicial Circuit Judge
OT	TRACY, ALICE C	F	White	02	Professionals	1/25/2013		16th Judicial Circuit Judge
FT	VOUROS, ALEXANDRA E	F	White	02	Professionals	9/22/2014		
OT	AKEMANN, DAVID R	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	BARSANTI, JOHN A	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	BUSCH, KEVIN T	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	DALTON, JOHN G	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	GRADY, JOSEPH M	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	HALLOCK, JAMES C	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	HUDSON, DONALD C	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	HULL, THOMAS C III	M	White	02	Professionals	12/3/2012		
FT	MAHONEY, NEIL T	M	White	02	Professionals	2/16/2012	5/31/2016	
FT	MARSZALEK, PETER J	M	White	02	Professionals	2/20/2007		
OT	MORROW, ROBERT J	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	MUELLER, THOMAS E	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	MURPHY, JAMES R	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge

OT	NOVERINI, JOHN A	M	White	02	Professionals	12/1/2002		16th Judicial Circuit Judge
OT	PARKHURST, WILLIAM J	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	KLIMENT, DAVID P	M	White	02	Professionals	12/1/1994		16th Judicial Circuit Judge
OT	PHEANIS, MARK A	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	SCHREIBER, EDWARD C	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	SPENCE, ROBERT B	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	STANFA, THOMAS J	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	TEGELER, DONALD M	M	White	02	Professionals	12/1/2014		16th Judicial Circuit Judge
OT	VILLA, ROBERT K	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
OT	WOJTECKI, LEONARD J	M	White	02	Professionals	12/3/2012		16th Judicial Circuit Judge
FT	JOHNSON, JOHNNIE L	M	Black	04	Protective Services: Sworn	2/1/2004		
FT	JONES, DAVID L	M	Black	04	Protective Services: Sworn	9/4/2013	11/30/2016	
FT	MATTHEWS, OTIS B	M	Black	04	Protective Services: Sworn	2/1/2011		
FT	SMITH, HENRY	M	Black	04	Protective Services: Sworn	1/31/2011		
PT	TAYLOR, ELLIOT R	M	Black	04	Protective Services: Sworn	1/31/2011		
FT	FEELY, NANCY L	F	White	04	Protective Services: Sworn	2/1/2011		
FT	KURKJIAN, CATHY L	F	White	04	Protective Services: Sworn	7/16/2007		
PT	MALONE, MARIANNE Y	F	White	04	Protective Services: Sworn	6/30/2008		
FT	SCHIMMEL-YOUNG, JUDY M	F	White	04	Protective Services: Sworn	1/19/2010		
FT	SMITH, SHIRLEY C	F	White	04	Protective Services: Sworn	10/26/1987		
FT	WARFEL, SUSAN M	F	White	04	Protective Services: Sworn	8/27/1990		
FT	BARTELT, CLIFTON O	M	White	04	Protective Services: Sworn	3/13/2001		
FT	BRACKETT, ROBERT	M	White	04	Protective Services: Sworn	10/18/1999		
FT	CHILDRESS, ERNEST A	M	White	04	Protective Services: Sworn	1/31/2011		
FT	DIAMOND, WILLIAM	M	White	04	Protective Services: Sworn	12/4/1996		
FT	GIRMSCHIED, LLEWELLYN E	M	White	04	Protective Services: Sworn	10/4/2004		
FT	GREGORY, DONALD G	M	White	04	Protective Services: Sworn	12/6/1996		
FT	HENRY, JAMES M	M	White	04	Protective Services: Sworn	1/31/2011		
FT	KEANE, JAMES E	M	White	04	Protective Services: Sworn	1/9/2013		
FT	KEARNEY, ROBERT M	M	White	04	Protective Services: Sworn	8/27/2007		
FT	KRUSE, RICHARD G	M	White	04	Protective Services: Sworn	6/29/2015		
OT	LAWRENCE, CHARLES A	M	White	04	Protective Services: Sworn	11/1/2009		
FT	MCGRATH, DANIEL J	M	White	04	Protective Services: Sworn	6/15/2015		
FT	NIELSEN, LOUIS A	M	White	04	Protective Services: Sworn	1/1/2005		
FT	NORDWIND, BURTON E	M	White	04	Protective Services: Sworn	8/28/2013		
PT	RAY, JOSEPH M	M	White	04	Protective Services: Sworn	6/15/2015		
FT	REYNOLDS, MICHAEL P	M	White	04	Protective Services: Sworn	8/26/2013		
FT	46							
PT	5							
Total	51							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 JUDICIARY/LAW LIBRARY WORKFORCE**

MALE												FEMALE											
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN											
Officials/Administrators (01)		3 100%	1 33.33%	0 0%	0 0%	0 0%	0 0%	2 66.67%	0 0%	0 0%	0 0%	0 0%											
Professionals (02)		3 100%	2 66.66%	0 0%	0 0%	0 0%	0 0%	1 33.34%	0 0%	0 0%	0 0%	0 0%											
Technicians (03)		The Judiciary does not have employees in this job category.																					
Protective Services	Sworn (04)	27 100%	16 59.26%	5 18.52%	0 0%	0 0%	0 0%	6 22.22%	0 0%	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%	1 6.25%	0 0%	0 0%	0 0%	0 0%	12 75%	0 0%	3 18.75%	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.																					

7/17/2017-rev

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 JUDICIARY/LAW LIBRARY UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		33.33%	0%	0%	0%	0%	66.67%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		-20.87%	-1.6%	-4.6%	-1.8%	-0.1%	36.07%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #/%		66.66%	0%	2.7.%	0%	0%	33.34%	0%	0%	0%	0%
CLS #/%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		30.26%	-1.5%	-1.1%	-3.6%	0%	-12.16%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-0.14%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	59.26%	18.52%	0%	0%	0%	22.22%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	40.6%	10.72%	-9%	-1.9%	0%	11.12%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		6.25%	0%	0%	0%	0%	75%	0%	18.75%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		22.25%	-1.8%	-7.9%	-1%	-1%	32.8%	-4%	6.35%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%



**SHERIFF'S MERIT COMMISSION**

KANE COUNTY GOVERNMENT BUILDING

Building A Room 103

Elmer Weber, Chairman  
Peter Burgert, Vice Chairman  
Todd Zies, Secretary  
[Konenkathleen@co.kane.il.us](mailto:Konenkathleen@co.kane.il.us)



719 S Batavia Ave  
Geneva, IL. 60134  
Phone: 6302323558  
Fax: 6302086643

**TO:** SUSAN BROWN  
**FROM:** KATHY KONEN  
**OFFICE:** MERIT COMMISSION  
**SUBJECT:** EEOP REPORT 2016-2017  
**DATE:** JULY 7<sup>TH</sup>, 2017

**AS THIS OFFICE HAS HAD CHANGES IN STAFF OVER THE PAST YEAR  
OUR DEMOGRAPHIC REPORTS WILL REMAIN THE SAME**

**Ethnic Detail for Merit Commission Employees between 7/1/2015 and 6/30/2016**

<b>Type</b>	<b>Employee Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Title</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Comment</b>
PT	KONEN, KATHLEEN M	F	White	06	Administrative Support	3/24/2008		
OT	BURGERT, PETER J	M	White	01	Official/Administration	4/12/2016		not included in statistics
OT	MCCURTAIN, PAUL H	M	White	01	Official/Administration	10/13/2015	3/16/2016	not included in statistics
OT	WAGNER, DAVID E Jr	M	White	01	Official/Administration	9/15/2009	9/11/2015	not included in statistics
OT	WEBER, ELMER J	M	White	01	Official/Administration	11/12/1997		not included in statistics
OT	WENNMACHER, STEPHEN W	M	White	01	Official/Administration	3/9/1999	12/12/2016	not included in statistics
PT	1							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITHOUT ELECTED OFFICIAL) – 2016 HEALTH DEPARTMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	0% 45.5% -45.5%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -40.6%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	100% 42.2% 57.8%	0% 4% -4%	0% 12.4% -12.4%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017

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 16). 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: 1 written reprimand, female Hispanic.

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 16).

Answer: 2-male white, 1-female white, 1-female Hispanic

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

Answer: 1-male white, 1-female Hispanic

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 Public Defender Employees between 7/1/2015 and 6/30/2016

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	CHAPA, MARIA A	F	Hispanic or Latino	06	Administrative Support	7/19/1999		
FT	ESCOBEDO, DORA G	F	Hispanic or Latino	06	Administrative Support	4/7/2014		
FT	GAVINA, MARIA I	F	Hispanic or Latino	06	Administrative Support	1/13/2014		
FT	MCSHANE, GRISELDA M	F	Hispanic or Latino	06	Administrative Support	3/23/2007		
FT	PACHECO, JANET	F	Hispanic or Latino	06	Administrative Support	10/13/1998		
FT	ADAM, MONA M	F	White	06	Administrative Support	2/13/1996		
FT	CHOATE, JILL R	F	White	06	Administrative Support	2/15/2007		
FT	KRUSE, ANNE M	F	White	06	Administrative Support	12/8/2003		
FT	LEE, SALLY L	F	White	06	Administrative Support	7/16/1991		
PT	ROGALLA, BRITTANY L	F	White	06	Administrative Support	7/11/2012		not included in statistics
FT	ROGALLA, VANESSA R	F	White	06	Administrative Support	1/18/2011		
FT	YOON, EUN K	F	Asian	02	Professionals	12/30/2002		
FT	VASIREDDY, KIRAN V	M	Asian	02	Professionals	9/2/2003		
FT	ARCHULETA, JUANITA M	F	Hispanic or Latino	02	Professionals	12/15/2003		
FT	DOLAK, RONALD D	M	Hispanic or Latino	02	Professionals	6/10/2013		
FT	SANCHEZ, JOSEPH A	M	Hispanic or Latino	02	Professionals	2/4/2016		
PT	AMATO, JENNIE S	F	White	02	Professionals	1/6/1997		
FT	BENJAMIN, MELYNDA L	F	White	02	Professionals	12/4/2006	11/18/2016	
FT	BILBREY, KIMBERLY R	F	White	02	Professionals	3/24/2008		
FT	BLAKE, SANDRA M	F	White	02	Professionals	12/5/2013		
PT	BRUMMEL, MORGAN	F	White	02	Professionals	7/11/2012		not included in statistics
FT	CARLIN, CECILY A	F	White	02	Professionals	4/16/2012		
FT	CONANT, RACHELE A	F	White	02	Professionals	8/5/1996		
FT	COVEY, BRENDA V	F	White	02	Professionals	9/18/2000		
FT	HAWKINS, BRITT	F	White	02	Professionals	6/3/1996		
FT	KALANGES, SHAINA S	F	White	02	Professionals	12/7/2015	1/5/2016	
FT	KEMMERLING, KATHLEEN M	F	White	02	Professionals	12/1/1999		
FT	KULLENBERG, JUDITH M	F	White	02	Professionals	12/16/2004		
FT	LEDER, JACQUELINE J	F	White	02	Professionals	1/7/2008		
FT	MCLEAN, BETHANY A	F	White	02	Professionals	6/10/2013		
FT	PECCARELLI, BETH E	F	White	02	Professionals	9/17/1990	7/10/2015	
FT	POLITTE, KELLI M	F	White	02	Professionals	6/29/2011		
FT	SALONEN, NICOLE F	F	White	02	Professionals	5/10/2010		
FT	SAVASTIO, LAUREN R	F	White	02	Professionals	11/2/2009		

FT	SHAVER, MARIAH K	F	White	02	Professionals	7/11/2012	10/30/2015	
FT	WEISS, JILLIAN ANN	F	White	02	Professionals	9/28/2009		
FT	WILLETT, BRENDA	F	White	02	Professionals	1/2/1996		
FT	YETTER, JULIA	F	White	02	Professionals	7/16/2007		
FT	ZINK, ELIZABETH A	F	White	02	Professionals	1/13/2014		
FT	ESTATE OF BROWN, GREG	M	White	02	Professionals	4/1/1994	9/11/2016	
FT	FEDA, NICHOLAS J	M	White	02	Professionals	3/4/2013		
FT	KERELUK, MICHAEL F	M	White	02	Professionals	1/31/2011		
PT	LOREK, DONALD E	M	White	02	Professionals	5/9/1979		not included in statistics
FT	MCCLURE, SETH J	M	White	02	Professionals	11/23/2015		
FT	MEYERS, PAUL C	M	White	02	Professionals	11/28/2011		
FT	PARKER, MICHAEL	M	White	02	Professionals	11/16/2009		
PT	PECCARELLI, DAGAN J	M	White	02	Professionals	7/12/2012		not included in statistics
FT	SPARKS, CHRISTOPHER G	M	White	02	Professionals	12/1/2010		
FT	TATMAN, MICHAEL S	M	White	02	Professionals	1/2/2006		
FT	WERDERICH, WALTER G	M	White	02	Professionals	7/2/2007		
FT	FAHNESTOCK, TRACIE N	F	White	04	Protective Services: Sworn	12/9/1991		
FT	STAHL, CHRISTINE E	F	White	04	Protective Services: Sworn	4/1/1997		
FT	47							
PT	1							
Total	48							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 PUBLIC DEFENDER WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		The Public Defender’s Office does not have employees in this job category.										
Professionals (02)		36 100%	9 25%	0 0%	2 5.55%	1 2.78%	0 0%	22 61.11%	0 0%	1 2.78%	1 2.78%	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)		10 100%	0 0%	0 0%	0 0%	0 0%	0 0%	6 60%	0 0%	4 40%	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.										

4/7/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native



**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 PUBLIC DEFENDER DEPARTMENT UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		25% 36.4% -11.4%	0% 1.5% -1.5%	5.55% 3.8% 1.75%	2.78% 3.6% -0.82%	0% 0% 0%	61.11% 45.5% 15.61%	0% 1.4% -1.41%	2.78% 4.3% -1.52%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	100% 11.1% 88.9%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	60% 42.2% 17.80%	0% 4% -4%	40% 12.4% 27.6%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/7/2017



**Sandy Wegman**  
**Recorder – Kane County**

**FY2016 Equal Opportunity Plan for the Recorder's Office**

- 1 The Utilization Analysis has remained the same throughout the year.
  - 2 There were no disciplinary actions within the 2016 EEOP time frames.
  - 3 There were no requests for promotions or transfers within the FY2016 time frame.
- 2016 Workforce consists of the following:
- Professionals: 1 white female, 2 white males
  - Technicians: 1 white male
  - Administrative Support: 9 white females, 1 Hispanic female, 1 A/P (India/Africa subcontinent) female

We have neither hired nor fired anyone in at least 10 years. Recruitment efforts will be posted and handled through the HR department, if and when necessary. However, no new hires are anticipated. Applicants would be given a typing test, recommendations reviewed and interviewed by a minimum of two supervisors.

**Ethnic Detail for Recorder Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	MARWAHA, INDERPAL	F	Asian	06	Administrative Support	9/8/1987		
FT	IBARRA, MARIA M	F	Hispanic or Latino	06	Administrative Support	3/7/2005		
FT	ANTCZAK, MAJA U	F	White	06	Administrative Support	4/28/2003		
FT	BROWN, CARREN M	F	White	06	Administrative Support	12/1/2001		
FT	COLTON, LYNDIA M	F	White	06	Administrative Support	4/1/1998		
FT	DOOLITTLE, SHELLEY J	F	White	06	Administrative Support	8/18/1998		
FT	HEYOB, ELIZABETH A	F	White	06	Administrative Support	3/17/2003		
FT	HOLA, MAUREEN	F	White	06	Administrative Support	11/8/1999		
FT	MITCHELL, CARRIE L	F	White	06	Administrative Support	10/1/2002		
FT	SCHONBACK, JUDY A	F	White	06	Administrative Support	1/30/2002		
FT	SMITH, RENE M	F	White	06	Administrative Support	1/16/2001		
OT	WEGMAN, SANDY	F	White	01	Official/Administration	12/1/2000		not included in statistics
FT	FERNOW, LYNDIA A	F	White	02	Professionals	6/26/2000	1/3/2017	
FT	KING, DAVID C	M	White	02	Professionals	11/2/1998		
FT	SCHOLES, DAVID J	M	White	02	Professionals	3/5/1990		
FT	WEIGAND, SCOTT M	M	White	03	Technicians	8/18/2003		
FT	15							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 RECORDER WORKFORCE**

		MALE					FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	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%	2 66.67%	0 0%	0 0%	0 0%	0 0%	1 33.33%	0 0%	0 0%	0 0%	0 0%
Technicians (03)		1 100%	1 100%	0 0%	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)		11 100%	0 0%	0 0%	0 0%	0 0%	0 0%	9 81.82%	0 0%	1 9.09%	1 9.09%	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.										

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 RECORDER UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	0% 30.6% -30.6%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		66.67% 36.4% 30.27%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	33.33% 45.5% -12.17%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		100% 38.1% 61.9%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	81.82% 42.2% 39.62%	0% 4% -4%	9.09% 12.4% -3.31%	9.09% 1.3% 7.79%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/10/2017

Date: July 31, 2017

To: Susan Brown  
From: Meg Fetzer

Re: Equal Employment Opportunity Plan

Responses to Items from EEOP Letter

1. For FY16 the Regional Office of Education did not have any employee that received disciplinary action for the reasons indicated below.

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

2. In FY16 there were ZERO employees at the Regional Office of Education who were promoted or transferred that were 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 Regional Office of Education Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	MORRIS, ELEANOR B	F	Hispanic or Latino	06	Administrative Support	5/16/2007		
PT	HELGESON, LEANNE K	F	White	06	Administrative Support	8/23/2004		
PT	JOHNSON, AMBER L	F	White	06	Administrative Support	8/25/2014	5/25/2016	
FT	KNORR, ANGELA J	F	White	06	Administrative Support	11/10/1997		
PT	MARTHALER, KRISTEN P	F	White	06	Administrative Support	7/25/2014	11/19/2015	
FT	RISSINGER, VICKI J	F	White	06	Administrative Support	12/1/2004		
FT	SHUMWAY, PAMELA J	F	White	06	Administrative Support	7/3/2014		
FT	WICKLUND, SUSAN M	F	White	06	Administrative Support	6/5/2014		
FT	WEIL, STEFFANIE A	F	White	06	Administrative Support	10/27/2014	9/9/2016	
OT	DAL SANTO, PATRICIA A	F	White	01	Official/Administration	8/1/1998		not included in statistics
PT	FETZER, MARGARET R	F	White	01	Official/Administration	7/16/2012		
FT	LECLERE, SHIRLEY	F	White	01	Official/Administration	7/2/2007		
OT	OLIVER, DEANNA L	F	White	01	Official/Administration	7/1/2015		not included in statistics
FT	MORRIS, PHILLIP C	M	White	01	Official/Administration	11/18/1996		
FT	ANDERSON, BRITTNI T	F	Black	02	Professionals	8/31/2016	10/21/2016	not included in statistics
FT	JORDAN, BELVIN A	F	Black	02	Professionals	9/3/2002		
FT	DEMPSEY, DEBORAH A	F	White	02	Professionals	8/22/2005		
FT	GLENN, KARI M	F	White	02	Professionals	9/15/2003		
FT	HURLEY, ERIN M	F	White	02	Professionals	9/7/2005		
FT	KAMPS, ELLEN J	F	White	02	Professionals	7/24/2014		
FT	KURKOWSKI, RACHEL M	F	White	02	Professionals	1/4/2015		
FT	LAWSON, KATHERINE	F	White	02	Professionals	3/19/2012		
FT	AXELSEN, JOSHUA C	M	White	02	Professionals	8/12/2014		
PT	BOZIK, MARK W	M	White	02	Professionals	8/3/2015		
FT	GRENDAL, RICHARD A	M	White	02	Professionals	8/16/1999		
PT	JARMAN, BRADLEY	M	White	02	Professionals	7/2/2007	8/14/2015	
FT	KOESSL, DANIEL E	M	White	02	Professionals	9/25/1989		
FT	LABOUFF, PATRICK F	M	White	02	Professionals	2/24/1997		
FT	PAWOLA, JAMES M	M	White	02	Professionals	5/19/2014		
FT	SPALIS, IVARS	M	White	02	Professionals	11/8/1999		
FT	STEFFES, ZACHARY A	M	White	02	Professionals	1/6/2014		
FT	PINNAU, MARTIN U	M	Asian	03	Technicians	2/14/2005		
FT	SEARS, GARY H	M	White	03	Technicians	2/1/2002		
FT		24						
PT		6						
Total		30						

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 REGIONAL OFFICE OF EDUCATION WORKFORCE**

		MALE					FEMALE				
Job Category	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	3 100%	1 33.33%	0 0%	0 0%	0 0%	0 0%	2 66.67%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	16 100%	9 56.25%	0 0%	0 0%	0 0%	0 0%	6 37.5%	1 6.25%	0 0%	0 0%	0 0%
Technicians (03)	2 100%	1 50%	0 0%	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)	9 100%	0 0%	0 0%	0 0%	0 0%	0 0%	8 88.89%	0 0%	1 11.11%	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.										

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native



**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 REGIONAL OFFICE OF EDUCATION UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		33.33% 54.2% -20.87%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	66.67% 30.6% 36.07%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		56.25% 36.4% 19.85%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	37.5% 45.5% -8.0%	0% 1.4% -1.4%	6.25% 4.3% 1.95%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		50% 38.1% 11.9%	0% 3.9% -3.9%	0% 6.1% -6.1%	50% 4.3% 45.7%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 28.5% -28.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	88.89% 42.2% 46.69%	0% 4% -4%	11.11% 12.4% -1.29%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/10/2017

KANE COUNTY SHERIFF'S OFFICE

# 2016 Labor Analysis

---

**Kane County Sheriff Donald Kramer**  
**07/01/17**

This document contains the 2016 Equal Employment Opportunity Plan analysis for the Kane County Sheriff's Office.

The Kane County Sheriff's Office is made up of seven (7) job group categories for the purposes of the 2016 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 there were only minor changes to the Office's workforce composition from 2015. 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.)

The Officials/Executive category (01) are equally split between male white and male black at 50%, the male white statistic shows a -4.2% deficit according to the Community Labor Statistics (CLS). The Professionals category (02) is mainly represented by a male white workforce at 80%, However, a decrease from 2015 where the number was 82.35%. The percentages of male blacks in the same categories showed 13.33%, which exceeds the CLS percentages by 11.83%. Female whites are still under-represented in both categories; and the utilization percentage showed a decline of -30.6% for the Officials/Executives and -38.83% for the Professionals variance from the CLS % for 2016.

The Office Clerical Job group is dominated by female employees, with white females making up over 77% of the workforce, which is a significant decrease from 2015 where the number was 82%. Female blacks are underrepresented by 4% while the female Hispanic representation grew to 17.14% which yields a positive 4.74% per CLS%. Males continue to be underrepresented at -34.49% 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 68.07%, an over-representation of 8.67%. Male Blacks are under-represented by 4.02%, Male Hispanic are slightly above the CLS% at .24%, Female Blacks are under-represented by 1.82% and Female Hispanic by 3.72%. The category of Male Asian/Pacific Islander showed an over-representation of .62%, and Female White by 1.93%, substantial variations from 2015.

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 remained unchanged at 14.29% (CLS is 0%). Females however continue to be under-represented across the board, with white females being the most underrepresented by 10.83% and Female Hispanics by 8.5%. These figures are nearly unchanged from 2015.

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 have shown mixed results at bringing the Office more in line with CLS, but those efforts continue with new methods being constantly explored. Despite the challenges 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 (55 ILCS 5/3-8010). 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 Policy #1000, "Recruitment and Selection".

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 Policy #1000, "Recruitment and Selection" 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 2016 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 2016. 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/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	0		0								
Professionals	0		0								
Protective Services/ Sworn	3		3								
Protective Services/ Non- Sworn	0		0								
Office/Clerical	0		0								
Skilled Craft	0		0								
Service/Maintenance	0		0								
<b>Total</b>	<b>3</b>		<b>3</b>								

MALE							FEMALE				
Promotional candidates	total	b	w	h	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	0										
Professionals	4		4								
Protective Services/ Sworn	33	1	25	3	1			3			
Protective Services/ Non- Sworn	0										
Office/Clerical	0										
Skilled Craft	0										
Service/Maintenance	0										
<b>Total</b>	<b>37</b>	<b>1</b>	<b>29</b>	<b>3</b>	<b>1</b>			<b>3</b>			

## TRANSFERS

The below table reflects the information on transfers. During 2016 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. Employees are required to submit a document declaring their interest in the vacant positions. After a period of 10 days passes the Sheriff makes his decision to fill 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	1		1								
Protective Services/ Sworn	23	2	19	1				1			
Protective Services/ Non-Sworn											
Office/Clerical	1								1		
Skilled Craft											
Service/Maintenance											
<b>Total</b>	<b>25</b>	<b>2</b>	<b>20</b>	<b>1</b>				<b>1</b>	<b>1</b>		

## DISCIPLINE

The below table reflects the disciplinary actions taken in 2016 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	3		1	1				1			
Written reprimand	15	1	8					4	2		
Letter of suspension	4	1	1	1				1			
Letter of termination	1		1								
Demotion											
<b>total</b>	<b>23</b>	<b>2</b>	<b>11</b>	<b>2</b>				<b>6</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>



## 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/Undersheriff	2		2								
Lieutenant	8	2	6								
Sergeant/Detective	24	2	20	2							
<b>Total</b>	<b>34</b>	<b>4</b>	<b>28</b>	<b>2</b>							

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	7		6		1						
Sergeant	14		12	1	1						
<b>Total</b>	<b>22</b>		<b>19</b>	<b>1</b>	<b>2</b>						

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	0										
Sergeant	4		3	1							
<b>Total</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>1</b>							



This page intentionally left blank

**Ethnic Detail for Sheriff Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	DOMINGUEZ, ALICIA	F	Hispanic or Latino	06	Administrative Support	3/17/2008		
FT	POULL, ALICIA	F	Hispanic or Latino	06	Administrative Support	9/29/2015	12/3/2015	
FT	SOTO, MICHELLE A	F	Hispanic or Latino	06	Administrative Support	11/18/2013		not included in statistics
FT	RUBIO, SONIA	F	Hispanic or Latino	06	Administrative Support	4/28/2008		
FT	SOLORIO SANCHEZ, GABRIELA A	F	Hispanic or Latino	06	Administrative Support	12/28/2015		
FT	WOODS, BRITTANY M	F	Hispanic or Latino	06	Administrative Support	7/19/2010		
FT	FRANZEN, NICOLE A	F	White	06	Administrative Support	8/22/2005		
FT	KOMES, DIANE K	F	White	06	Administrative Support	4/16/2001		
FT	LETSINGER, DANIELLE D	F	White	06	Administrative Support	8/18/2008		
FT	PACK, CATHERINE A	F	White	06	Administrative Support	10/9/2012		
FT	SODERDAHL, LINDSAY M	F	White	06	Administrative Support	6/9/2008		
FT	STEBERL, KATHLEEN A	F	White	06	Administrative Support	2/1/1994		
FT	WHEELER, MARY M	F	White	06	Administrative Support	9/8/2014		
FT	ARDELAN, JANET F	F	White	06	Administrative Support	1/16/2007	12/1/2015	
FT	BJORNSON, CAROLINE R	F	White	06	Administrative Support	3/16/1992		
FT	BLACKSMITH, EMILY A	F	White	06	Administrative Support	3/1/1987		
FT	COLE, COLLEEN M	F	White	06	Administrative Support	4/1/1986		
FT	DZAFERI CRAMER, LULE	F	White	06	Administrative Support	6/18/2007		
FT	FRIEDRICH, JANET L	F	White	06	Administrative Support	11/25/2002		
FT	HAMBLEN, DENISE E	F	White	06	Administrative Support	2/20/2007		
FT	JOHANNESSEN, ASHLEIGH N	F	White	06	Administrative Support	5/16/2005		
FT	KRUSE, NATALIE A	F	White	06	Administrative Support	6/11/1990	12/4/2015	
FT	MULDER, ERIN L	F	White	06	Administrative Support	5/17/2011		
FT	NELSON, DARLENE M	F	White	06	Administrative Support	6/29/1987	9/1/2015	
FT	PARKER, DEBORAH A	F	White	06	Administrative Support	5/19/2011	6/3/2016	
FT	PISARSKI, ASHLEY M	F	White	06	Administrative Support	8/19/2015	8/25/2015	
FT	POE, MARTHA L	F	White	06	Administrative Support	8/13/1979	11/20/2015	
FT	RECKINGER, DEBRA L	F	White	06	Administrative Support	6/17/2010		
FT	STONER, KIMBERLY C	F	White	06	Administrative Support	2/1/2016	12/30/2016	
FT	THOMPSON, CRYSTAL M	F	White	06	Administrative Support	1/16/1993		
FT	VILLWOCK, ABBEY M	F	White	06	Administrative Support	6/3/2013	10/9/2015	
FT	WEIBLER, JENNIFER A	F	White	06	Administrative Support	6/25/2012		
FT	WOODS, WILLIAM R	M	White	06	Administrative Support	6/1/1998		
FT	RAMSDEN, JONATHAN J	M	White	06	Administrative Support	10/26/2015		
FT	JACKSON, EDDIE A	M	Black	01	Official/Administration	1/4/2015		
FT	BUMGARNER, THOMAS L	M	White	01	Official/Administration	6/10/1979		
OT	KRAMER, DONALD E	M	White	01	Official/Administration	12/1/2014		not included in statistics
FT	CAMPBELL, CRAIG K	M	Black	02	Professionals	11/1/1995		
FT	MAYES, WILLIE M	M	Black	02	Professionals	5/13/1992		
FT	STRIKE, MITZI A	F	White	02	Professionals	1/5/1998		
FT	CARTER, WAYNE A	M	White	02	Professionals	5/1/1991		
FT	FLOWERS, GREGORY M	M	White	02	Professionals	2/16/1989	8/1/2016	

FT	HICKEY, JOHN V	M	White	02	Professionals	5/1/1992		
FT	HUNGER, COREY J	M	White	02	Professionals	4/16/1995		
FT	KEATY, PATRICK M	M	White	02	Professionals	5/24/1992		
FT	LEWIS, JAMES C	M	White	02	Professionals	6/1/1991		
FT	SWANSON, DANIEL P	M	White	02	Professionals	11/1/1989	6/1/2016	
FT	COLLINS, CHRISTOPHER J	M	White	02	Professionals	3/17/1993		
FT	FISHER, ERIC S	M	White	02	Professionals	2/16/1994		
FT	GENGLER, PATRICK J	M	White	02	Professionals	4/19/1996		
FT	MCCARTY, BRIAN J	M	White	02	Professionals	12/16/1996		
FT	MEEKS, ANTHONY R	M	White	02	Professionals	4/13/2015		
FT	WILLIAMS, KEVIN E	M	White	02	Professionals	5/5/1992		
FT	RAY, ORLANDO T	M	Black	05	Protective Services: Non Sworn	9/1/1996		
FT	TYLER, WILLIE J	M	Black	05	Protective Services: Non Sworn	11/17/1997		
FT	GOMEZ, JOSE C	M	Hispanic or Latino	05	Protective Services: Non Sworn	6/26/2001		
FT	LARKIN, JACQUELYN R	F	White	05	Protective Services: Non Sworn	12/2/2013		
FT	LENTZ, JENNIFER A	F	White	05	Protective Services: Non Sworn	5/1/2001		
FT	BOBER, RAYMOND M Jr	M	White	05	Protective Services: Non Sworn	4/16/1995		
FT	ROGAWSKI, RONALD P	M	White	05	Protective Services: Non Sworn	4/1/2004		
FT	CONKLIN, CHARLES K	M	Asian	04	Protective Services: Sworn	5/16/1993		
FT	DIRECTO, JOEL G	M	Asian	04	Protective Services: Sworn	2/9/2004		
FT	DUWAY, CHRIS V	M	Asian	04	Protective Services: Sworn	3/26/1995		
FT	EISENMAN, FRANCISCO S	M	Asian	04	Protective Services: Sworn	5/16/1991		
FT	NILES, WESLEY S T	M	Asian	04	Protective Services: Sworn	10/13/2015		
FT	VELAZQUEZ, JUAN G	M	Asian	04	Protective Services: Sworn	6/30/2003		
FT	CROSS, TANIKA M	F	Black	04	Protective Services: Sworn	4/1/1996	5/12/2016	
FT	THOMAS, MEGAN R	F	Black	04	Protective Services: Sworn	4/4/2016		
FT	WILLIAMS, PAMELA M	F	Black	04	Protective Services: Sworn	7/14/2003		
FT	NELMS, SHIRLEY A	F	Black	04	Protective Services: Sworn	1/26/2004		
FT	CROSS, KHARI L	M	Black	04	Protective Services: Sworn	9/16/2008		
FT	JOHNSON, JOHN H	M	Black	04	Protective Services: Sworn	2/9/2004		
FT	ROBINSON, EVERETT D	M	Black	04	Protective Services: Sworn	1/27/1997		
FT	THOMAS, PRUE C Sr	M	Black	04	Protective Services: Sworn	6/3/1998		
FT	WILLIAMS, DURRELL E	M	Black	04	Protective Services: Sworn	7/18/2005		
FT	WILSON, OLIVER E	M	Black	04	Protective Services: Sworn	2/2/2009		
FT	JOHNSON, CHRISTOPHER J	M	Black	04	Protective Services: Sworn	9/21/2015		
FT	DOUGLAS, JUSTIN E	M	Black	04	Protective Services: Sworn	2/13/2011	3/11/2016	
FT	EDWARDS, WALTER F	M	Black	04	Protective Services: Sworn	9/18/1998		
FT	RODRIGUEZ, YOLANDA A	F	Hispanic or Latino	04	Protective Services: Sworn	3/29/1999		
FT	AGUIRRE, VANESSA	F	Hispanic or Latino	04	Protective Services: Sworn	7/12/2010	3/7/2016	
FT	DIAZ, ANGELICA	F	Hispanic or Latino	04	Protective Services: Sworn	12/28/2015		
FT	PEREZ, NAYELLI	F	Hispanic or Latino	04	Protective Services: Sworn	10/13/2015		
FT	AGUIRRE, LUIS X	M	Hispanic or Latino	04	Protective Services: Sworn	8/1/2000		
FT	DELGADO, DARREN G	M	Hispanic or Latino	04	Protective Services: Sworn	2/25/2002		
FT	DURAN CANCINO, LUIS F	M	Hispanic or Latino	04	Protective Services: Sworn	2/2/2009		

FT	MEZA, JUAN G	M	Hispanic or Latino	04	Protective Services: Sworn	10/6/2008		
FT	MEZA, ROSENDO Jr	M	Hispanic or Latino	04	Protective Services: Sworn	12/10/2007	3/25/2016	
FT	OLALDE, MANUEL E	M	Hispanic or Latino	04	Protective Services: Sworn	11/4/1996		
FT	PEREZ, HECTOR A	M	Hispanic or Latino	04	Protective Services: Sworn	2/1/2016		
FT	AGUIRRE, FRANCISCO J	M	Hispanic or Latino	04	Protective Services: Sworn	3/12/2008		
FT	GODINHO, PAULO D Jr	M	Hispanic or Latino	04	Protective Services: Sworn	11/18/2013	6/15/2016	
FT	LOPEZ, ALEXANDER	M	Hispanic or Latino	04	Protective Services: Sworn	8/3/2015		
FT	SCOTT, STEPHAN A	M	Hispanic or Latino	04	Protective Services: Sworn	3/25/2013	2/26/2016	
FT	ALBA, ALDO A	M	Hispanic or Latino	04	Protective Services: Sworn	9/8/1995		
FT	FLANNERY, MICHAEL C	M	Hispanic or Latino	04	Protective Services: Sworn	6/9/2003		
FT	JONES, STEVEN W	M	Hispanic or Latino	04	Protective Services: Sworn	3/30/1998		
FT	MANCILLA, JUAN J	M	Hispanic or Latino	04	Protective Services: Sworn	6/16/1983	12/31/2015	
FT	MARQUEZ, JUAN A	M	Hispanic or Latino	04	Protective Services: Sworn	4/3/2008		
FT	PEREZ, GABRIEL P	M	Hispanic or Latino	04	Protective Services: Sworn	4/23/2012		
FT	RODRIGUEZ, SALVADOR	M	Hispanic or Latino	04	Protective Services: Sworn	1/1/1995		
FT	SAENZ PESINA, EVER	M	Hispanic or Latino	04	Protective Services: Sworn	5/24/2004		
FT	SALINAS, JOSEPH	M	Hispanic or Latino	04	Protective Services: Sworn	9/28/2014		
FT	SALINAS, RAUL	M	Hispanic or Latino	04	Protective Services: Sworn	7/14/2003		
FT	VIDRIO, ALFRED	M	Hispanic or Latino	04	Protective Services: Sworn	12/28/2015		
FT	BAILEY, AMANDA E	F	White	04	Protective Services: Sworn	3/14/2011	7/15/2015	
FT	BRIGUGLIO, LENORE P	F	White	04	Protective Services: Sworn	3/24/2008		
FT	DAVIS, JANEL L	F	White	04	Protective Services: Sworn	3/29/2010		
FT	FROULA, KARA K	F	White	04	Protective Services: Sworn	10/7/2013		
FT	HANCZAR, MARISA A	F	White	04	Protective Services: Sworn	12/10/2007		
FT	HELLER, KATIE A	F	White	04	Protective Services: Sworn	7/14/2003		
FT	HUGHES, KELLY M	F	White	04	Protective Services: Sworn	2/14/2005		
FT	LAMBERT, SUSAN A	F	White	04	Protective Services: Sworn	2/22/2000		
FT	LUCANIA, TANYA R	F	White	04	Protective Services: Sworn	3/14/2011		
FT	MCCLANAHAN, NICOLE G	F	White	04	Protective Services: Sworn	2/4/2008		
FT	MILLER, BLYTHE A	F	White	04	Protective Services: Sworn	8/6/2001		
FT	MONTAVON, VICTORIA J	F	White	04	Protective Services: Sworn	7/14/2003		
FT	SPENCE, MARY F	F	White	04	Protective Services: Sworn	7/17/2000		
FT	TANT, DOMI L	F	White	04	Protective Services: Sworn	5/6/1991		
FT	VANOVERMEIREN, MARILYN J	F	White	04	Protective Services: Sworn	1/1/2001	12/2/2015	
FT	ZILLGES, LAURA A	F	White	04	Protective Services: Sworn	2/9/2004		
FT	DUDA, KIMBERLY A	F	White	04	Protective Services: Sworn	12/14/1998		
FT	FISHER, LINDA A	F	White	04	Protective Services: Sworn	3/14/2005		
FT	FLYNN, JESSICA A	F	White	04	Protective Services: Sworn	1/6/2014		
FT	MADIGAN, SANDRA A	F	White	04	Protective Services: Sworn	9/8/1998		
FT	QUINN, HOLLY A	F	White	04	Protective Services: Sworn	1/2/1997		
FT	CONLEY, SARAH L	F	White	04	Protective Services: Sworn	1/1/2012		
FT	DEUCHLER, SUSAN J	F	White	04	Protective Services: Sworn	4/21/2008		
FT	FRANTZEN, BROOKE K	F	White	04	Protective Services: Sworn	1/6/2014		
FT	JOHNSON, AMY R	F	White	04	Protective Services: Sworn	9/2/2003		

FT	KAUS, KRYSTA M	F	White	04	Protective Services: Sworn	4/4/2005		
FT	KOFFENBERGER, DEANNA V	F	White	04	Protective Services: Sworn	4/29/2012		
FT	KOPF, DIANA	F	White	04	Protective Services: Sworn	2/13/2011		
FT	LYNE, CHERYL A	F	White	04	Protective Services: Sworn	1/1/1995		
FT	ROBERTS, DAWN M	F	White	04	Protective Services: Sworn	9/8/1995		
FT	ZINKE, KIMBERLY J	F	White	04	Protective Services: Sworn	7/3/2008		
FT	ALBERTSEN-KNAUB, JOHN D	M	White	04	Protective Services: Sworn	2/2/2015		
FT	AZEMI, MERGIM	M	White	04	Protective Services: Sworn	7/31/2006		
FT	BARNAT, ROBERT B	M	White	04	Protective Services: Sworn	8/12/2002		
FT	BECK, DARREN J	M	White	04	Protective Services: Sworn	1/21/2008	7/7/2016	
FT	BOCHNAK, ADAM	M	White	04	Protective Services: Sworn	4/4/2016		
FT	BOMMELMAN, CHRISTIAN W	M	White	04	Protective Services: Sworn	5/24/1993		
FT	BORNEMANN, TIMOTHY J	M	White	04	Protective Services: Sworn	7/8/2013	12/26/2016	
FT	BREDLAU, JOHN P	M	White	04	Protective Services: Sworn	12/10/2007		
FT	CAJIC, LEONARD	M	White	04	Protective Services: Sworn	2/26/2001		
FT	CAWVEY, SHERDELL G	M	White	04	Protective Services: Sworn	2/9/2004		
FT	DAVIS, NICHOLAS P	M	White	04	Protective Services: Sworn	3/24/2008		
FT	DEATON, DANIEL	M	White	04	Protective Services: Sworn	10/5/2009		
FT	DELINE, MATTHEW J	M	White	04	Protective Services: Sworn	10/11/2011		
FT	DES JARDINE, MICHAEL A	M	White	04	Protective Services: Sworn	6/8/1987		
FT	DESHARNAIS, MARCUS H	M	White	04	Protective Services: Sworn	2/25/2002		
FT	DUNAWAY, PAUL D	M	White	04	Protective Services: Sworn	8/13/2001		
FT	FLOWERS, SCOTT A	M	White	04	Protective Services: Sworn	8/16/1994		
FT	GATS, MARK G	M	White	04	Protective Services: Sworn	2/9/2004		
FT	GIBBONS, JOHN F	M	White	04	Protective Services: Sworn	10/6/2008		
FT	GILLUM, DEVON S	M	White	04	Protective Services: Sworn	7/18/2005		
FT	GULANCZYK, GREG	M	White	04	Protective Services: Sworn	2/4/2008		
FT	HANSON, DONALD D	M	White	04	Protective Services: Sworn	7/13/1998		
FT	HARDEKOPF, ADAM T	M	White	04	Protective Services: Sworn	5/29/2007		
FT	HAYES, PHILIP L	M	White	04	Protective Services: Sworn	2/26/2001	2/1/2017	
FT	HEINZ, BRET M	M	White	04	Protective Services: Sworn	12/10/2007		
FT	HEWITT, CHRISTOPHER R	M	White	04	Protective Services: Sworn	5/13/1996		
FT	HOFFMAN, JOHN P	M	White	04	Protective Services: Sworn	9/29/1995		
FT	HOLLOWAY, DANIEL D	M	White	04	Protective Services: Sworn	1/16/1992		
FT	HUGHES, RANDY A	M	White	04	Protective Services: Sworn	3/29/1999		
FT	HUNT, JUSTIN J	M	White	04	Protective Services: Sworn	10/1/2012		
FT	HUSTON, MICHAEL E	M	White	04	Protective Services: Sworn	8/18/1991		
FT	JOHNSON, ALAN R	M	White	04	Protective Services: Sworn	7/1/1990	5/13/2016	
FT	KEATY, ANTHONY P	M	White	04	Protective Services: Sworn	2/2/2015		
FT	KHOLLMAN, CORY S	M	White	04	Protective Services: Sworn	2/4/2008		
FT	KMIECIAK, BRETT M	M	White	04	Protective Services: Sworn	10/10/2006		
FT	KOBALD JR, RAYMOND C	M	White	04	Protective Services: Sworn	2/2/2009		
FT	KRAMER, COLIN J	M	White	04	Protective Services: Sworn	2/1/2016		
FT	KRAWCZYK, JERRY	M	White	04	Protective Services: Sworn	8/13/2001		

FT	LANG, DONALD J	M	White	04	Protective Services: Sworn	3/26/1995		
FT	LARRY, BRADLEY J	M	White	04	Protective Services: Sworn	12/10/2007		
FT	LAVALLE, JOSEPH A	M	White	04	Protective Services: Sworn	7/6/2015	6/15/2016	
FT	LAVIGNE, JASON R	M	White	04	Protective Services: Sworn	4/14/2008		
FT	LOOMIS, SHAWN M	M	White	04	Protective Services: Sworn	11/8/1999		
FT	LUNGREN, KEVIN M	M	White	04	Protective Services: Sworn	7/23/2007		
FT	MANN, BRYAN W	M	White	04	Protective Services: Sworn	5/30/2006		
FT	MARCRUM, GREGORY A	M	White	04	Protective Services: Sworn	9/29/1995		
FT	MARCRUM, LARRY S	M	White	04	Protective Services: Sworn	5/12/1992		
FT	MCGILL, RYNE E	M	White	04	Protective Services: Sworn	7/23/2007		
FT	MCKANNA, SCOTT A	M	White	04	Protective Services: Sworn	5/24/2004		
FT	MCKINESS, RANDIE S	M	White	04	Protective Services: Sworn	9/1/1996		
FT	MILLER, PHILIP W	M	White	04	Protective Services: Sworn	12/10/2007		
FT	MILNER, ERIK A	M	White	04	Protective Services: Sworn	2/2/2009		
FT	MONTAVON, STEVEN D	M	White	04	Protective Services: Sworn	7/17/2000		
FT	MORRISON, GARRY J	M	White	04	Protective Services: Sworn	9/19/2005		
FT	NALLY, JAMES P	M	White	04	Protective Services: Sworn	2/7/2000		
FT	NELSON, MARK A	M	White	04	Protective Services: Sworn	3/3/2003		
FT	NORRIS, RUSSEL H	M	White	04	Protective Services: Sworn	7/13/1998		
FT	O'CONNOR, HUGH G	M	White	04	Protective Services: Sworn	7/17/2000		
FT	OSMANI, PERPARIM	M	White	04	Protective Services: Sworn	2/25/2002		
FT	REGNIER, KARL R	M	White	04	Protective Services: Sworn	4/1/1996	5/1/2016	
FT	RIEDL, GEORGE	M	White	04	Protective Services: Sworn	5/14/1996	6/1/2016	
FT	ROOT, SAMUEL J	M	White	04	Protective Services: Sworn	4/4/2016		
FT	RYDER, JOSHUA A	M	White	04	Protective Services: Sworn	2/25/2002		
FT	SALISBURY, RYAN L	M	White	04	Protective Services: Sworn	4/2/2007	8/10/2015	
FT	SCHNITZLER, THOMAS J	M	White	04	Protective Services: Sworn	2/9/2004		
FT	SCOTT, SAMUEL R	M	White	04	Protective Services: Sworn	1/17/2012		
FT	SEEGO JR., CARMINE A	M	White	04	Protective Services: Sworn	2/4/2008		
FT	SINGER, RANDY W	M	White	04	Protective Services: Sworn	5/12/2014		
FT	SMITH, DONALD D	M	White	04	Protective Services: Sworn	4/7/1997		
FT	SMITH, JUSTIN W	M	White	04	Protective Services: Sworn	2/13/2007		
FT	SPRINGER, STEVEN M	M	White	04	Protective Services: Sworn	4/4/2016		
FT	STROSSNER, DEL D	M	White	04	Protective Services: Sworn	10/10/2006		
FT	SWICK, JAMES A	M	White	04	Protective Services: Sworn	3/3/2003		
FT	TIERNEY, PATRICK M	M	White	04	Protective Services: Sworn	2/2/2009		
FT	TIMMERMAN, PAUL S	M	White	04	Protective Services: Sworn	7/18/2005		
FT	TOUSIGNANT, MARK A	M	White	04	Protective Services: Sworn	7/23/2007		
FT	TROTTIER, THOMAS J	M	White	04	Protective Services: Sworn	9/20/1999		
FT	TRYGAR, MATTHEW J	M	White	04	Protective Services: Sworn	10/10/2006		
FT	UNDESSER, JOHN R	M	White	04	Protective Services: Sworn	7/6/2015		
FT	VANBUREN, AUSTIN JAMES	M	White	04	Protective Services: Sworn	7/28/2015	1/18/2017	
FT	WATSON, JACOB S	M	White	04	Protective Services: Sworn	3/3/2003		
FT	ANZELONE, JOSEPH	M	White	04	Protective Services: Sworn	11/1/2005		

FT	BATITSAS, PETER S	M	White	04	Protective Services: Sworn	8/18/2014	12/16/2016	
FT	CALHOUN, CHAD P	M	White	04	Protective Services: Sworn	11/12/2003		
FT	CHRISTENSON, PATRICK B	M	White	04	Protective Services: Sworn	2/7/2011		
FT	FEIZA, DEREK J	M	White	04	Protective Services: Sworn	4/18/2011		
FT	FLETCHER, LLOYD	M	White	04	Protective Services: Sworn	6/6/2000		
FT	GABRIELSON, MATTHEW J	M	White	04	Protective Services: Sworn	9/26/2005		
FT	GRANT, ROBERT D	M	White	04	Protective Services: Sworn	6/6/2011		
PT	HAMMOND, JOHN D	M	White	04	Protective Services: Sworn	10/28/2013		
FT	HAYES, PAUL V	M	White	04	Protective Services: Sworn	5/12/2008		
FT	JOHNSTON, JAMES W	M	White	04	Protective Services: Sworn	2/25/2013		
FT	KURTZ, TRAVIS B	M	White	04	Protective Services: Sworn	7/25/2016	9/23/2016	
FT	LANDBERG, KEITH D	M	White	04	Protective Services: Sworn	10/2/2006		
FT	LANG, EDWARD F	M	White	04	Protective Services: Sworn	12/4/2000	6/30/2016	
FT	MEETERS, STEVEN D	M	White	04	Protective Services: Sworn	3/22/1999		
FT	OESTERREICHER, CLAUDE L	M	White	04	Protective Services: Sworn	12/1/1997	9/2/2016	
FT	OLSEN, KYLE D	M	White	04	Protective Services: Sworn	4/4/2016		
FT	PEARSON, JACK W Jr	M	White	04	Protective Services: Sworn	10/1/2012	8/3/2015	
FT	PILIPUF, RONALD J	M	White	04	Protective Services: Sworn	7/12/1999	3/4/2016	
FT	PISZCZEK, RUSSELL J	M	White	04	Protective Services: Sworn	12/30/2013		
FT	SCHWER, BOB L	M	White	04	Protective Services: Sworn	12/20/2010		
FT	SHEEHAN, GORDON T	M	White	04	Protective Services: Sworn	4/19/2011		
FT	VAN VLERAH, ROGER A	M	White	04	Protective Services: Sworn	1/10/2005	7/29/2016	
FT	WAGNER, DAVID E	M	White	04	Protective Services: Sworn	3/1/1993		
FT	WEBSTER, WILLIAM A	M	White	04	Protective Services: Sworn	10/9/2012		
FT	WYATT, TYLER F	M	White	04	Protective Services: Sworn	7/30/2014		
FT	BALOUN, ROBERT A	M	White	04	Protective Services: Sworn	10/16/1989	6/1/2016	
FT	BARROWS, SHAWN D	M	White	04	Protective Services: Sworn	9/9/1996		
FT	BEATUS, MICHAEL J	M	White	04	Protective Services: Sworn	7/1/1993		
FT	BENSON, STEVEN G	M	White	04	Protective Services: Sworn	3/21/2016		
FT	BIDDLE, ANDREW T	M	White	04	Protective Services: Sworn	4/4/2006		
FT	BODIN, JEFFREY M	M	White	04	Protective Services: Sworn	4/2/2007		
FT	BRAUER, DOUGLAS P	M	White	04	Protective Services: Sworn	4/17/2006		
FT	BRUENING, STEVEN L	M	White	04	Protective Services: Sworn	6/4/1998		
FT	BURGERT, PETER A	M	White	04	Protective Services: Sworn	7/7/2014		
FT	CATICH, EDWARD K	M	White	04	Protective Services: Sworn	4/4/2005		
FT	COLLINS, STEVEN W	M	White	04	Protective Services: Sworn	3/16/1998		
FT	CYZEN, KENNETH J	M	White	04	Protective Services: Sworn	5/18/1993		
FT	DEMETER, BRIAN W	M	White	04	Protective Services: Sworn	6/24/1994		
FT	DURHAM, THOMAS A	M	White	04	Protective Services: Sworn	9/23/2002		
FT	FEIZA, AARON J	M	White	04	Protective Services: Sworn	8/3/1998		
FT	FLOWERS, TIMOTHY W	M	White	04	Protective Services: Sworn	7/1/1994		
FT	GARDNER, KEITH A	M	White	04	Protective Services: Sworn	9/9/1996		
FT	GARTLAND, JAMIE	M	White	04	Protective Services: Sworn	9/1/1996		
FT	GAST, DAVID D	M	White	04	Protective Services: Sworn	9/7/1999		



FT	GATSKE, WILLIAM A	M	White	04	Protective Services: Sworn	6/21/1999		
FT	GENTRY, BRANDEN W	M	White	04	Protective Services: Sworn	3/21/1997		
FT	GONCHER, MATTHEW J	M	White	04	Protective Services: Sworn	7/19/1999		
FT	HAHN, RONALD C	M	White	04	Protective Services: Sworn	3/3/2003		
FT	HOFFMAN, TERENCE L	M	White	04	Protective Services: Sworn	2/1/2005		
FT	HOYT, TREVOR L	M	White	04	Protective Services: Sworn	2/10/2012		
FT	HUMM, MATTHEW A	M	White	04	Protective Services: Sworn	9/26/2005		
FT	JOHNSON, KENNETH E	M	White	04	Protective Services: Sworn	3/30/1998		
FT	LEWIS, BRIAN T	M	White	04	Protective Services: Sworn	9/28/1998		
FT	MCKINESS, BRANDON S	M	White	04	Protective Services: Sworn	7/18/2005		
FT	MONAGHAN, RYAN J	M	White	04	Protective Services: Sworn	3/25/2012		
FT	MORAVEC, NATHAN M	M	White	04	Protective Services: Sworn	4/17/2006		
FT	O'HARA, DANIEL T	M	White	04	Protective Services: Sworn	7/20/1987	8/12/2016	
FT	PEELER, CHRISTOPHER T	M	White	04	Protective Services: Sworn	11/16/1993		
FT	PHELPS, WESLEY L	M	White	04	Protective Services: Sworn	3/21/2016		
FT	POGORZELSKI, EDWARD A	M	White	04	Protective Services: Sworn	5/19/1997	8/1/2016	
FT	REITMEYER, STEVEN E	M	White	04	Protective Services: Sworn	8/16/1994		
FT	ROSEBUSH, THOMAS F	M	White	04	Protective Services: Sworn	10/3/1988	8/2/2016	
FT	RUCHAJ, CHRISTOPHER M	M	White	04	Protective Services: Sworn	1/24/1997		
FT	SCHURING, PHILLIP P	M	White	04	Protective Services: Sworn	1/10/1997		
FT	SCHWAB, ANDREW C	M	White	04	Protective Services: Sworn	9/28/2012		
FT	SEIDELMAN, JAMES A	M	White	04	Protective Services: Sworn	9/12/1997		
FT	THORGESEN, DAVID A	M	White	04	Protective Services: Sworn	10/9/1994		
FT	THRUN, JAMES P	M	White	04	Protective Services: Sworn	9/21/2015		
FT	TINDALL, KEVIN W	M	White	04	Protective Services: Sworn	8/20/1990		
FT	TOWERS, STANLEY	M	White	04	Protective Services: Sworn	11/1/1995		
FT	WALLACE, DENNY L	M	White	04	Protective Services: Sworn	1/4/2006		
FT	WALLACE, KOREY A	M	White	04	Protective Services: Sworn	2/7/1989		
FT	WARREN, PAUL K	M	White	04	Protective Services: Sworn	9/1/1998		
FT	WAY, MICHAEL A	M	White	04	Protective Services: Sworn	12/28/2015	6/24/2016	
FT	WIDLARZ, MICHAEL J	M	White	04	Protective Services: Sworn	6/9/2003		
FT	WILGOSIEWICZ, MICHAEL	M	White	04	Protective Services: Sworn	3/24/2008		
FT	WOLF, DAVID R	M	White	04	Protective Services: Sworn	1/10/1997		
FT	WOLF, NICHOLAS G	M	White	04	Protective Services: Sworn	1/3/2000		
FT	ZENTMYER, BRAD	M	White	04	Protective Services: Sworn	3/16/1993		
FT	ZYDZIK, CHRISTOPHER L	M	White	04	Protective Services: Sworn	1/19/2014		
FT	BUMBAR, JEFFREY	M	White	07	Skilled Craft	9/1/1982		
FT	HARRISON, GARY W	M	White	07	Skilled Craft	6/1/1998		
FT	SENESE, HAYDEN D	M	White	07	Skilled Craft	6/24/2013		
FT	299							
PT	1							
Total	300							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 SHERIFF WORKFORCE**

		MALE						FEMALE					
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	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)		15 100%	12 80%	2 13.33%	0 0%	0 0%	0 0%	1 6.67%	0 0%	0 0%	0 0%	0 0%	
Technicians (03)		The Sheriff's Office does not have employees in this job category.											
Protective Services	Sworn (04)	238 100%	162 68.07%	9 3.78%	22 9.24%	6 2.52%	0 0%	31 13.03%	4 1.68%	4 1.68%	0 0%	0 0%	
	Non-Sworn (05)	7 100%	2 28.57%	2 28.57%	1 14.29%	0 0%	0 0%	2 28.57%	0 0%	0 0%	0 0%	0 0%	
Office/Clerical (06)		35 100%	2 5.71%	0 0%	0 0%	0 0%	0 0%	27 77.15%	0 0%	6 17.14%	0 0%	0 0%	
Skilled Craft (07)		3 100%	3 100%	0 0%	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%	

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 SHERIFF UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		50%	50%	0%	0%	0%	0%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		-4.2%	48.4%	-4.6%	-1.8%	-0.1%	-30.6%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #/%		80%	13.33%	0.0%	0%	0%	6.67%	0%	0%	0%	0%
CLS #/%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		43.6%	11.83%	-3.8%	-3.6%	0%	-38.83%	-1.4%	-4.3%	-2.7%	0%
TECHNICIANS											
Workforce #/%		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-38.1%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	68.07%	3.78%	9.24%	2.52%	0%	13.03%	1.68%	1.68%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	8.67%	-4.02%	0.24%	0.62%	0%	1.93%	-1.82%	-3.72%	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%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-23.53%	28.57%	14.29%	0%	0%	-10.83%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		5.71%	0%	0%	0%	0%	77.15%	0%	17.14%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		-22.79%	-1.8%	-7.9%	-1%	-1%	34.95%	-4%	4.74%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%

4/10/2017

# **EQUAL EMPLOYMENT OPPORTUNITY PLAN**



## **OFFICE OF THE KANE COUNTY STATE'S ATTORNEY**

Effective Date: August 1, 2017 through July 31, 2019

## INTRODUCTORY INFORMATION

The Kane County State's Attorney's Office is the recipient of various federal grant monies authorized under the Omnibus Crime Control and Safe Streets Act of 1968 and the Victims of Crime Act of 1984.

In compliance with conditions of the grants and federal law, this Equal Employment Opportunity Plan ("EEOP") report has been compiled to analyze key employment data to help ensure equal employment opportunities.

The current workforce and utilization analysis data referenced in this report is summarized in Attachments A and B and reflects the State's Attorney's Office workforce information as of June 30, 2016. The community labor statistics which are referenced in the utilization analysis are derived from the 2010 Census for Kane County, the most recent year for which complete census data is available.

This EEOP is effective August 1, 2017 through July 31, 2019, and will be updated on a bi-annual basis.

### Grant Information (as of August 1, 2017):

---

**Grant Title:** Law Enforcement/Prosecutor-  
Based Victim Assistance Services  
VOCA FFY2015 Funds

**Grant Number:** 215235

**Grantee Name:** County of Kane/Kane County  
State's Attorney

**Award Amount:** \$101,401.00

**Address:** 37W777 Route 38, Suite 300, St. Charles, IL 60175

**Contact Person:** Eloise Fara

**Telephone #:** (630) 208-2124

---

**Grant Title:** Child Advocacy Center Services  
VOCA FFY2015 Funds

**Grant Number:** 215256

**Grantee Name:** County of Kane/Kane County  
State's Attorney

**Award Amount:** \$27,818.00

**Address:** 37W777 Route 38, Suite 300, St. Charles, IL 60175

**Contact Person:** Eloise Fara

**Telephone #:** (630)208-2124

---

**Grant Title:** Multi-Jurisdictional Drug  
Prosecution Unit  
JAG FFY2015 Funds

**Grant Number:** 415022

**Grantee Name:** County of Kane/Kane County  
State's Attorney

**Award Amount:** \$115,174.00

**Address:** 37W777 Route 38, Suite 300, St. Charles, IL 60175

**Contact Person:** Eloise Fara

**Telephone #:** (630)208-2124

---

### **POLICY STATEMENT**

It is the State's Attorney's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, age, national origin, ancestry, citizenship status, disability, marital status, sexual orientation, pregnancy, genetic information, order of protection status, military status, veteran status, military service, unfavorable military discharge or any legally protected status. This policy applies to all aspects of employment, including, but not limited to, recruiting, hiring, promotions, compensation, assignments, benefits, training, layoffs, discipline and termination. Additionally, it is the policy of the State's Attorney to provide its employees with a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the State's Attorney's Office who fails to comply with this policy is subject to appropriate disciplinary action.

### **UTILIZATION ANALYSIS NARRATIVE**

Community labor statistics for Kane County show that the Black, Asian, and American Indian/Alaskan Native populations constitute a very small percentage of the Officials/Executives and Professionals workforces within Kane County (all are 1.8% or less, with the exception of male and female Asian Professionals, which constitute 3.6% and 2.7%, respectively, of the workforce. Hispanics constitute 4.6% or less of the Officials/Executives workforce and 4.3% or less of the Professionals workforce. In addition, American Indian/Alaskan Native populations constitute 0% of all the Protective Services and .1% of the Office/Clerical categories within the community workforce, and Asian populations in the Protective Services categories constitute 1.9% or less of the community workforce. Further, Black populations constitute only 1.8% of the male Office/Clerical workforce.

Further, although the analysis shows underutilization of all categories of males and of all minority categories of females in the Officials/Executive category, the State's Attorney's Office has only one position (First Assistant State's Attorney) in this category.

Similarly, because the State's Attorney's Office has only five employees in the Protective Services (Sworn) job category, it is difficult to interpret the level of underutilization as significant in relation to the relevant community labor market.

The State's Attorney's Office is structured similar to a law firm. There are approximately 60 attorneys, 5 sworn investigators, and 65 administrative staff personnel, including but not limited to paralegals, legal administrative assistants, victim advocates, IT, human resources, and finance personnel.

In reviewing the utilization analysis (current workforce as compared to community labor market), underutilization was noted for the following job group categories:

Professionals (Attorneys): Black males are underutilized by 1.5%, Hispanic males are underutilized by 3.8%, and Asian males are underutilized by 3.6%. Black females are underutilized by 1.4%, Hispanic females are underutilized by .96%, and Asian females are underutilized by 2.7%.

Protective Services (Sworn): Because the State's Attorney's Office has only five investigators in the protective services category, it is difficult to interpret the level of underutilization in this category. Nevertheless, it was noted, Black males are underutilized by 7.8%, Hispanic males are underutilized by 9%, and Asian males are underutilized by 1.9%. Black females are underutilized by 3.5%, and Hispanic females are underutilized by 5.4%.

Office/Clerical: White males are underutilized in this category by 28.88%, Black males are underutilized by 1.8%, Hispanic males are underutilized by 6.36%, and Asian and American Indian/Alaskan Native males are underutilized by 1%. Black females are underutilized by .927%, Asian females are underutilized by 1.3%, and American Indian/Alaskan Native females are underutilized by .1%.

## **OBJECTIVES**

The State's Attorney's Office has done well in recruiting females in the Professionals category, which is limited to attorney positions; females currently represent 56.7% of the Office's workforce in this category. The State's Attorney's Office will continue its efforts to target females in its recruitment and hiring process for these positions. In addition, while the underutilization of the Black, Hispanic and Asian populations remains small in this category, it is the State's Attorney's goal to increase representation of these groups by evaluating the recruiting practices when positions become available to ensure that these groups receive an equal opportunity to secure employment. The State's Attorney will attempt to attract qualified minority applicants for the Professionals category.

While the State's Attorney's Office has only five investigator positions, because Black, Hispanic and Asian males and Black and Hispanic females are underutilized in the Protective Services category, it is the State's Attorney's goal to increase representation of these groups by evaluating the recruitment practices when positions become available to ensure that these groups receive an equal opportunity to secure employment. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal

employment opportunity. The State's Attorney will attempt to attract qualified minority and female applicants for the Protective Services category.

The State's Attorney's Office has done well in recruiting females in all categories for the Office/Clerical positions, including especially Hispanic females. It will continue to target all populations in its recruitment and hiring process for these positions. Because males are in all categories are underutilized in the Office/Clerical positions, the State's Attorney will review and evaluate the recruitment practices to ensure that males receive an equal opportunity to secure employment in this category, in an effort to increase representation. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny males equal employment opportunity. The State's Attorney will attempt to attract qualified male applicants for Office/Clerical positions.

### **STEPS TO ACHIEVE OBJECTIVES**

- Continue to send job postings to County and State's Attorney's Office Websites, and to Collegiate Employment Network and Local Newspapers, if necessary.
- Continue to attend Elgin Hispanic Network meetings and Midwest Public Interest Law Career Conferences.
- Explore new methods to recruit employees.
- Review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.
- Provide training to supervisors and managing directors concerning EEOP policies, documentation, interview processes and employment requirements.

### **DISSEMINATION**

#### **Internal:**

- All new employees will be provided with a copy of the EEOP during orientation.
- The Human Resource coordinator will maintain a hard copy of the EEOP and advise employees and applicants of its availability.
- A digital copy will be posted on the Office's internal website for all employees.

#### **External:**

- The Office will continue to include the statement "Equal Opportunity Employer" on all job postings, and notice will be provided as to where job applicants for positions can obtain a copy of the EEOP.
- The Human Resource Management Director for Kane County will be provided with the plan for dissemination to any interested person.
- A digital copy of the EEOP will be posted to the County website.



- The EEOP will be available as a public record upon request.

## **ATTACHMENT A**

### **2016 Kane County State's Attorney' Office Workforce Chart**

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 STATE'S ATTORNEY WORKFORCE**

Job Category	MALE				FEMALE						
	TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%
Professionals (02)	60 100%	26 43.33%	0 0%	0 0%	0 0%	0 0%	32 53.33%	0 0%	2 3.34%	0 0%	0 0%
Technicians (03)	The State's Attorney does not have employees in this job category.										
Protective Services	Sworn (04)	5 100%	4 75%	0 0%	0 0%	0 0%	1 25%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn (05)	The State's Attorney does not have employees in this job category.									
Office/Clerical (06)	65 100%	3 4.62%	0 0%	1 1.54%	0 0%	0 0%	40 61.53%	2 3.08%	19 29.23%	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.										

7/14/2017-rev

**KEY**  
 B - Black  
 W - White  
 H - Hispanic  
 A - Asian  
 AI/AN - American Indian or Alaskan Native

## **ATTACHMENT B**

### **Kane County State's attorney's Office Utilization Analysis Chart**

PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) - 2016 STATE'S ATTORNEY UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE					FEMALE				
	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/ % CLS #/ % Utilization %	0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	100% 30.6% 69.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/ % CLS #/ % Utilization %	43.33% 36.4% 6.93%	0% 1.5% -1.5%	0% 3.8% -3.8%	0% 3.6% -3.6%	0% 0% 0%	53.33% 45.5% 7.83%	0% 1.4% -1.4%	3.34% 4.3% -0.96%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/ % CLS #/ % Utilization %	0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/ % CLS #/ % Utilization %	75% 59.4% 15.6%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	25% 11.1% 13.9%	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% 39.4% -39.4%	0% 0% 0%	0% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce #/ % CLS #/ % Utilization %	4.62% 28.5% -28.88%	0% 1.8% -1.8%	154% 7.9% -6.36%	0% 1% -1%	0% 0.1% -0.1%	61.53% 42.2% 19.33%	3.08% 4% -0.927%	29.23% 12.4% 16.83%	0% 1.3% -1.3%	0% 0.1% -0.1%
SKILLED CRAFT Workforce #/ % CLS #/ % Utilization %	0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/ % CLS #/ % Utilization %	0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

# **ATTACHMENT C**

## **Employee Discipline and Promotions Charts**

**Disciplinary Actions  
FY2016**

- |             |        |                   |
|-------------|--------|-------------------|
| 1. Hispanic | Female | Formal Discussion |
| 2. Hispanic | Female | Verbal Warning    |

**Promotions or Transfers  
FY2016**

None

**Ethnic Detail for State's Attorney Employees between 7/1/2015 and 6/30/2016**

Type	Employee Name	Gender	Race	EEO Category	EEO Title	Hire Date	Term Date	Comment
FT	AMOS, FRENCHIE S	F	Black	06	Administrative Support	3/24/2008	9/3/2015	
FT	BRADLEY, PAMELA	F	Black	06	Administrative Support	9/27/1999		
FT	BARBOSA GOMEZ, ANGELICA	F	Hispanic or Latino	06	Administrative Support	11/9/2015		
FT	BOLDEN, ELISA	F	Hispanic or Latino	06	Administrative Support	1/5/2009		
FT	CAMACHO, ROSALVA	F	Hispanic or Latino	06	Administrative Support	4/8/2003		
FT	FAUSTO, RAQUEL	F	Hispanic or Latino	06	Administrative Support	2/16/2016		
FT	FUENTES, MARIELENA	F	Hispanic or Latino	06	Administrative Support	1/11/1996	1/4/2017	
FT	GALLO ROLON, SOFIA B	F	Hispanic or Latino	06	Administrative Support	6/13/2016		
FT	GARCIA, DIANA	F	Hispanic or Latino	06	Administrative Support	9/9/2013	2/5/2016	
FT	GONZALEZ, GABRIELA	F	Hispanic or Latino	06	Administrative Support	11/18/2013	2/5/2016	
FT	GONZALEZ, MELISSA	F	Hispanic or Latino	06	Administrative Support	4/18/2016		
FT	GONZALEZ, YASMIN	F	Hispanic or Latino	06	Administrative Support	1/8/2013		
FT	LENZ, STELLA A	F	Hispanic or Latino	06	Administrative Support	8/19/2013		
FT	LLAMAS, ROCIO R	F	Hispanic or Latino	06	Administrative Support	8/26/2013	12/15/2015	
FT	MALDONADO, ELIZABETH S	F	Hispanic or Latino	06	Administrative Support	2/22/2016		
FT	MONTOYA, MARITZA	F	Hispanic or Latino	06	Administrative Support	2/16/2016		
FT	MONTOYA, NEOMI	F	Hispanic or Latino	06	Administrative Support	10/29/2008	11/8/2016	
FT	SOSA, ALEJANDRA	F	Hispanic or Latino	06	Administrative Support	4/7/2014		
FT	SOTO, MICHELLE A	F	Hispanic or Latino	06	Administrative Support	11/18/2013		
FT	VARGAS, JESSICA	F	Hispanic or Latino	06	Administrative Support	4/18/2016		
FT	VAZQUEZ NUNEZ, JENNIFER	F	Hispanic or Latino	06	Administrative Support	8/25/2014		
FT	GARCIA, GEORGE L	M	Hispanic or Latino	06	Administrative Support	9/14/2015		
FT	CAMACHO, BENJAMIN K	M	Native Hawaiian or Other Pacific Islander	06	Administrative Support	5/12/2014	11/20/2015	not included in statistics
FT	BERG, CAROL J	F	White	06	Administrative Support	1/22/2007		
FT	BLAND, JUDITH A	F	White	06	Administrative Support	2/24/1997		
FT	CHINN, SHARON A	F	White	06	Administrative Support	5/22/2006		
FT	DAY, DEBORAH A	F	White	06	Administrative Support	4/5/2010		
FT	DECHRISTOPHER, CHRISTY	F	White	06	Administrative Support	12/1/2004		
FT	DECHRISTOPHER, SUSAN	F	White	06	Administrative Support	11/8/2010		
FT	DUET, JANET L	F	White	06	Administrative Support	1/14/2002		
FT	ENGEL, SUSAN E	F	White	06	Administrative Support	1/29/2001		
FT	FARA, ELOISE	F	White	06	Administrative Support	11/8/1999		
FT	FISHER, KAREN M	F	White	06	Administrative Support	9/15/2014		
PT	FRYE, LISA	F	White	06	Administrative Support	1/30/1995		
FT	HAGEMANN, LINDA	F	White	06	Administrative Support	2/1/1980		
FT	HALBESMA, MICHELLE K	F	White	06	Administrative Support	8/1/1993		
FT	HALSEY, JANET	F	White	06	Administrative Support	11/23/1970		
FT	HARROD, SUSAN S	F	White	06	Administrative Support	5/13/1997		
FT	HEATH, KRISTI K	F	White	06	Administrative Support	1/22/2009		
FT	HENKE, BRITTANY L	F	White	06	Administrative Support	2/23/2015	12/5/2016	
FT	HESTER, NANCY L	F	White	06	Administrative Support	4/22/1991		
FT	HOFFMAN, ALICIA L M	F	White	06	Administrative Support	2/9/2015	8/17/2016	
FT	HUGHES, MARY ELLEN	F	White	06	Administrative Support	12/1/1992		
OT	JONES, ALLISON R	F	White	06	Administrative Support	6/6/2011	10/22/2016	not included in statistics
PT	KARAYANNIS, KATHLEEN A	F	White	06	Administrative Support	5/27/2014	10/22/2016	not included in statistics



FT	KLIMOWSKI, JULIE E	F	White	06	Administrative Support	4/8/1996		
PT	LANZARA, JULIE L	F	White	06	Administrative Support	10/16/2006		
FT	MAVIGLIANO, KIMBERLY A	F	White	06	Administrative Support	3/19/2001		
PT	MILLER, CANDACE A	F	White	06	Administrative Support	2/18/2016		
PT	MOON, MARY M	F	White	06	Administrative Support	3/1/2005	12/31/2015	
FT	OSTRANDER, JENNA S	F	White	06	Administrative Support	1/26/2015	2/26/2016	
FT	PATRICOSKI, AMANDA K	F	White	06	Administrative Support	4/18/2011	8/5/2016	
FT	PATTON, BRENDA L	F	White	06	Administrative Support	3/2/2009		
FT	PETERSON, TAMMY J	F	White	06	Administrative Support	1/21/2014		
FT	POHLMAN, JULIE E	F	White	06	Administrative Support	1/30/2006		
FT	ROBOTHAM, SHERRIE J	F	White	06	Administrative Support	3/12/1990		
FT	SCHAM, LINDA J	F	White	06	Administrative Support	7/6/1992	3/15/2016	
FT	SMETAK, ASHLEY A	F	White	06	Administrative Support	9/23/2013	2/19/2016	
FT	VAUGHN, GERALDINE M	F	White	06	Administrative Support	10/17/2006	1/29/2016	
FT	VOGELSBERG, D D	F	White	06	Administrative Support	4/29/2013		
PT	VOIRIN, LINDA R	F	White	06	Administrative Support	5/14/2001	1/13/2017	
FT	WALSH, MARY G	F	White	06	Administrative Support	12/1/2015	4/18/2016	
FT	WHITE, TONI F	F	White	06	Administrative Support	9/1/2000		
FT	WILLIAMSON, ELIZABETH A	F	White	06	Administrative Support	9/25/1997		
FT	WINTER, CAROL A	F	White	06	Administrative Support	2/23/1998		
FT	BUMPUS, FRANK J	M	White	06	Administrative Support	6/27/2000		
FT	NELSON, CHRISTOPHER K	M	White	06	Administrative Support	6/16/2007		
FT	STEELE, JEFFREY A	M	White	06	Administrative Support	1/21/2014		
FT	GLEASON, JODY P	F	White	01	Official/Administration	12/1/2000		
OT	MCAHON, JOSEPH H	M	White	01	Official/Administration	12/1/2010		not included in statistics
FT	CAMARGO, BIANCA	F	Hispanic or Latino	02	Professionals	8/9/2010		
FT	MOLINA, NYDIA	F	Hispanic or Latino	02	Professionals	1/8/2007		
PT	BAXTER, HEIDI D	F	White	02	Professionals	1/9/1989		
FT	BAXTER, MEGAN L	F	White	02	Professionals	10/6/2010		
FT	BAYER, CHRISTINE C	F	White	02	Professionals	7/21/1997		
FT	BELLARIO, CATHERINE E	F	White	02	Professionals	12/1/1997		
FT	BOSTROM, SARAH J	F	White	02	Professionals	8/3/2015	6/10/2016	
FT	BREE, DEBRA L	F	White	02	Professionals	4/3/2000		
FT	CAIN, SAMANTHA L	F	White	02	Professionals	4/4/2016		
FT	CONFORTI, DEBRA L	F	White	02	Professionals	11/19/2001		
FT	COWART, MARINA LARK	F	White	02	Professionals	4/5/2004		
FT	CRIMMINS, LORI	F	White	02	Professionals	9/4/2011		
FT	CURTISS, DANIELLE A	F	White	02	Professionals	11/19/2012	7/8/2016	
FT	DOYEN, KATHLEEN R	F	White	02	Professionals	6/20/2011	8/26/2015	
FT	FLINN, KELLEY V	F	White	02	Professionals	3/5/2012		
FT	GAEKE, ERIN M	F	White	02	Professionals	2/14/2011		
FT	GERDING, JULIANNE M	F	White	02	Professionals	10/20/2014		
FT	HATZIS, LINDSAY A	F	White	02	Professionals	9/8/2009		
FT	HOOGEWERF, ERICA M	F	White	02	Professionals	5/6/2013		
FT	KERSTETTER, KAITLIN E	F	White	02	Professionals	8/18/2014		
FT	LANG HOMCO, DEBORAH A	F	White	02	Professionals	8/22/2006		
FT	MAGLIO, LAURA R	F	White	02	Professionals	4/29/2013		
FT	MCGOWAN, AMY M	F	White	02	Professionals	12/9/2013		

FT	MICHEL, JESSICA M	F	White	02	Professionals	3/9/2015		
FT	NIERMANN, MICHELE L	F	White	02	Professionals	8/7/1995		
FT	ORLAND, KELLY M	F	White	02	Professionals	8/20/2001		
FT	PITTMAN, REAGAN M	F	White	02	Professionals	5/8/2006		
FT	SABBIA, BRIDGET A	F	White	02	Professionals	8/12/2013		
FT	SCHMIDT, KELLI C	F	White	02	Professionals	8/17/2015		
FT	SCHMIDT, LORI A	F	White	02	Professionals	5/14/2003		
FT	SEBERGER, SARAH E	F	White	02	Professionals	8/13/2013		
FT	TROOST, DAWN	F	White	02	Professionals	11/19/2012		
FT	VAN DE BURGT, MARZENA M	F	White	02	Professionals	8/18/1997		
FT	WATSON, KATHLEEN K	F	White	02	Professionals	4/15/2013		
FT	BEDERKA, ALEXANDER G	M	White	02	Professionals	9/1/2008		
FT	BELSHAN, DAVID F	M	White	02	Professionals	1/11/1999		
FT	COYLE, VINCENT M	M	White	02	Professionals	2/22/2011		
FT	CULLEN, JOSEPH	M	White	02	Professionals	2/8/2010		
FT	ENGERMAN, WILLIAM G	M	White	02	Professionals	3/7/2011		
FT	GAEKE, NICHOLAS R	M	White	02	Professionals	5/14/2012	7/1/2016	
FT	GAY, JOSEPH M	M	White	02	Professionals	4/29/2013		
FT	GEOCARIS, CHRISTOPHER C	M	White	02	Professionals	1/7/2013		
FT	HOSCHEIT, MICHAEL J	M	White	02	Professionals	8/17/2015		
FT	KATZ, ADAM L	M	White	02	Professionals	9/14/2000		
FT	KINSELLA, ROBERT J	M	White	02	Professionals	4/21/2014		
FT	KORWIN, MICHAEL J	M	White	02	Professionals	7/17/2000		
FT	LLOYD, JOSHUA D	M	White	02	Professionals	9/9/2013	6/17/2016	
FT	LOPICCOLO, SALVATORE	M	White	02	Professionals	8/19/2013		
FT	LULVES, JOSEPH F	M	White	02	Professionals	4/10/2000		
FT	MATEKAITIS, JAKE G	M	White	02	Professionals	9/17/2014		
FT	MELZER, BRADLEY D	M	White	02	Professionals	11/19/2012		
FT	MERKEL, RYAN G	M	White	02	Professionals	9/14/2015		
FT	RODGERS, MATTHEW S	M	White	02	Professionals	6/27/2016		
FT	SAMS, GREG A	M	White	02	Professionals	10/3/1996		
FT	SCHWERTLEY, SCOTT A	M	White	02	Professionals	8/4/2003		
FT	SIMS, STEVEN M	M	White	02	Professionals	12/15/1997		
FT	STAJDOHAR, MARK D	M	White	02	Professionals	8/7/2000		
FT	STEGE, RYAN D	M	White	02	Professionals	11/24/2014		
FT	WEILER, DANIEL H	M	White	02	Professionals	8/6/2012		
FT	WHITFIELD, ANDREW G	M	White	02	Professionals	9/4/2007		
FT	ELY, PAMELA	F	White	04	Protective Services: Sworn	1/29/2002		
FT	BERG, DAVID M	M	White	04	Protective Services: Sworn	8/16/1999	10/14/2016	
FT	BRICHTSON, MARK S	M	White	04	Protective Services: Sworn	3/26/2001		
FT	CHILTON, RONALD D	M	White	04	Protective Services: Sworn	12/1/2004		
FT	MARTIN, TIMOTHY E	M	White	04	Protective Services: Sworn	2/25/2002		
FT		126						
PT		5						
Total		131						

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 STATE’S ATTORNEY WORKFORCE**

		MALE						FEMALE				
Job Category		TOTAL	W	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)		1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%
Professionals (02)		60 100%	26 43.33%	0 0%	0 0%	0 0%	0 0%	32 53.33%	0 0%	2 3.34%	0 0%	0 0%
Technicians (03)		The State’s Attorney does not have employees in this job category.										
Protective Services	Sworn (04)	5 100%	4 75%	0 0%	0 0%	0 0%	0 0%	1 25%	0 0%	0 0%	0 0%	0 0%
	Non-Sworn (05)	The State’s Attorney does not have employees in this job category.										
Office/Clerical (06)		65 100%	3 4.62%	0 0%	1 1.54%	0 0%	0 0%	40 61.53%	2 3.08%	19 29.23%	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.										

7/14/2017-rev

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native

**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 STATE’S ATTORNEY UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE		0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
Workforce #/%		54.2%	1.6%	4.6%	1.8%	0.1%	30.6%	1.3%	3.7%	1.3%	0.1%
CLS #/%		-54.2%	-1.6%	-4.6%	-1.8%	-0.1%	69.4%	-1.3%	-3.7%	-1.3%	-0.1%
Utilization %											
PROFESSIONALS											
Workforce #/%		43.33%	0%	0.0%	0%	0%	53.33%	0%	3.34%	0%	0%
CLS #/%		36.4%	1.5%	3.8%	3.6%	0%	45.5%	1.4%	4.3%	2.7%	0%
Utilization %		6.93%	-1.5%	-3.8%	-3.6%	0%	7.83%	-1.4%	-0.96%	-2.7%	0%
TECHNICIANS											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		38.1%	3.9%	6.1%	4.3%	0%	36.8%	1.5%	5.1%	2.5%	0%
Utilization %		-38.1%	-3.9%	-6.1%	-4.3%	0%	-36.8%	-1.5%	-5.1%	-2.5%	0%
PROTECTIVE SERVICES	SWORN										
	Workforce #/%	75%	0%	0%	0%	0%	25%	0%	0%	0%	0%
	CLS #/%	59.4%	7.8%	9%	1.9%	0%	11.1%	3.5%	5.4%	0%	0%
	Utilization %	15.6%	-7.8%	-9%	-1.9%	0%	13.9%	-3.5%	-5.4%	0%	0%
	NON-SWORN										
	Workforce #/%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	CLS #/%	52.1%	0%	0%	0%	0%	39.4%	0%	8.5%	0%	0%
	Utilization %	-52.1%	0%	0%	0%	0%	-39.4%	0%	-8.5%	0%	0%
OFFICE/CLERICAL											
Workforce		4.62%	0%	154%	0%	0%	61.53%	3.08%	29.23%	0%	0%
CLS #/%		28.5%	1.8%	7.9%	1%	.1%	42.2%	4%	12.4%	1.3%	.1%
Utilization		-28.88%	-1.8%	-6.36%	-1%	-1%	19.33%	-0.927%	16.83%	-1.3%	-1%
SKILLED CRAFT											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		58.4%	1.7%	29.8%	1.9%	0.2%	3.1%	0.5%	2.8%	0.5%	0%
Utilization %		-58.4%	-1.7%	-29.8%	-1.9%	-0.2%	-3.1%	-0.5%	-2.8%	-0.5%	0%
SVCS/MAINTENANCE											
Workforce #/%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLS #/%		21.6%	3.2%	33.1%	1.1%	0%	16.7%	3%	19.0%	1.2%	0.1%
Utilization %		-21.6%	-3.2%	-33.1%	-1.1%	0%	-16.7%	-3%	-19.0%	-1.2%	-0.1%

# 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:** March 12, 2018

**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*

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 (FY16). 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 taken against employees during this time period

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 16) and the number in each job category by race, sex, and national origin who were promoted or transferred.*

No applications for promotion or transfer by employees during this time period

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.

**Ethnic Detail for Treasurer Employees between 7/1/2015 and 6/30/2016**

<b>Type</b>	<b>Employee Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Title</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Comment</b>
FT	AGUILAR, REBECCA	F	Hispanic or Latino	06	Administrative Support	3/11/2013		
FT	VALDIVIA FUENTES, ELIZABETH	F	Hispanic or Latino	06	Administrative Support	4/11/2016		
PT	DEVINE, DENISE A	F	White	06	Administrative Support	3/18/2015	7/31/2015	not included in statistics
OT	FLURY, JUDY J	F	White	06	Administrative Support	4/7/2008		not included in statistics
PT	RUHDE, WENDY S	F	White	06	Administrative Support	7/24/2014		not included in statistics
FT	STAHL, PAMELA A	F	White	06	Administrative Support	5/1/2004		
PT	WINCKLER, DELLA M	F	White	06	Administrative Support	3/7/2016		not included in statistics
FT	HOPP, GARY P	M	White	06	Administrative Support	4/18/2006		
PT	NOVAK, EDWARD C	M	White	06	Administrative Support	3/11/2016		not included in statistics
FT	HERRERA, MARIA E	F	Hispanic or Latino	01	Official/Administration	5/1/1996		
OT	RICKERT, DAVID J	M	White	01	Official/Administration	12/1/1998		not included in statistics
FT	MATA, CARLOS	M	Hispanic or Latino	02	Professionals	2/1/1996		
FT	BRADY, CARROLLYN J	F	White	02	Professionals	10/17/2005		
FT	STOBART, MICHELLE D	F	White	02	Professionals	12/11/2013		
FT	8							

**PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2016 TREASURER WORKFORCE**

MALE							FEMALE				
Job Category	W	B	B	H	A	AI/AN	W	B	H	A	AI/AN
Officials/Administrators (01)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	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)	4 100%	0 0%	1 25%	0 0%	0 0%	0 0%	1 25%	0 0%	2 50%	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.										

4/10/2017

**KEY**

B - Black  
W - White  
H - Hispanic

A - Asian  
AI/AN - American Indian or Alaskan Native



**PART I. COUNTY OF KANE (WITH ELECTED OFFICIAL) – 2016 TREASURER UTILIZATION ANALYSIS**

		MALE					FEMALE				
JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.	White	Black	Hispanic	Asian	Amer. Indian/ Alaska Nat.
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		0% 54.2% -54.2%	0% 1.6% -1.6%	0% 4.6% -4.6%	0% 1.8% -1.8%	0% 0.1% -0.1%	100% 30.6% 69.4%	0% 1.3% -1.3%	0% 3.7% -3.7%	0% 1.3% -1.3%	0% 0.1% -0.1%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		0% 36.4% -36.4%	0% 1.5% -1.5%	33.33% 3.8% 29.53%	0% 3.6% -3.6%	0% 0% 0%	66.67% 45.5% 21.17%	0% 1.4% -1.4%	0% 4.3% -4.3%	0% 2.7% -2.7%	0% 0% 0%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 38.1% -38.1%	0% 3.9% -3.9%	0% 6.1% -6.1%	0% 4.3% -4.3%	0% 0% 0%	0% 36.8% -36.8%	0% 1.5% -1.5%	0% 5.1% -5.1%	0% 2.5% -2.5%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	0% 59.4% -59.4%	0% 7.8% -7.8%	0% 9% -9%	0% 1.9% -1.9%	0% 0% 0%	0% 11.1% -11.1%	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% 8.5% -8.5%	0% 0% 0%	0% 0% 0%
OFFICE/CLERICAL Workforce CLS #/% Utilization		25% 28.5% -3.5%	0% 1.8% -1.8%	0% 7.9% -7.9%	0% 1% -1%	0% .1% -.1%	25% 42.2% -17.2%	0% 4% -4%	50% 12.4% 37.6%	0% 1.3% -1.3%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		0% 58.4% -58.4%	0% 1.7% -1.7%	0% 29.8% -29.8%	0% 1.9% -1.9%	0% 0.2% -0.2%	0% 3.1% -3.1%	0% 0.5% -0.5%	0% 2.8% -2.8%	0% 0.5% -0.5%	0% 0% 0%
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		0% 21.6% -21.6%	0% 3.2% -3.2%	0% 33.1% -33.1%	0% 1.1% -1.1%	0% 0% 0%	0% 16.7% -16.7%	0% 3% -3%	0% 19.0% -19.0%	0% 1.2% -1.2%	0% 0.1% -0.1%

4/10/2017

# Kane County New Hires EEO Report

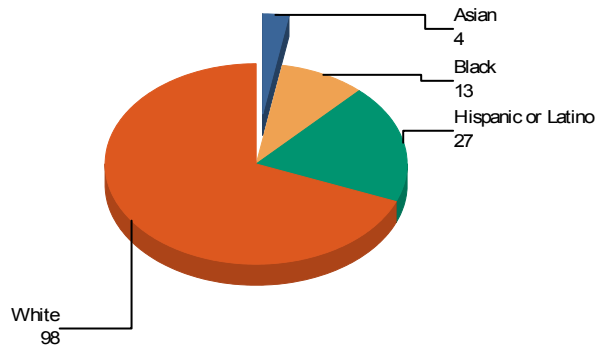
7/1/2015 - 6/30/2016

## Gender



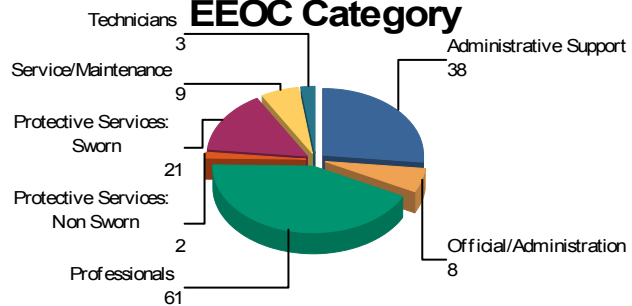
Female	73	51.4%
Male	69	48.6%
Total:	142	100.0%

## Race



Asian	4	2.8%
Black	13	9.2%
Hispanic or Latino	27	19.0%
White	98	69.0%
Total:	142	100.0%

## EEOC Category

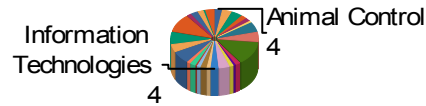


Administrative Support	38	26.8%
Official/Administration	8	5.6%
Professionals	61	43.0%
Protective Services: Non Sworn	2	1.4%
Protective Services: Sworn	21	14.8%
Service/Maintenance	9	6.3%
Technicians	3	2.1%
Total:	142	100.0%

# Kane County New Hires EEO Report

7/1/2015 - 6/30/2016

## Department



Animal Control	4	2.8%
Building Management	5	3.5%
Circuit Clerk	6	4.2%
County Board	3	2.1%
County Clerk	3	2.1%
Court Services/Adult Drug Court	1	0.7%
Court Services/Court Services Administration	8	5.6%
Court Services/Diagnostic Center	8	5.6%
Court Services/Juvenile Justice Center	19	13.4%
Development/County Development	3	2.1%
Development/Water Resources	1	0.7%
Finance	2	1.4%
Health	6	4.2%
Information Technologies	4	2.8%
Judiciary and Courts	2	1.4%
Kane Comm	3	2.1%
Merit Commission	2	1.4%
Other- Countywide Expenses/Aurora Election Expense	1	0.7%
Public Defender	3	2.1%
Regional Office of Education	2	1.4%
Sheriff/Adult Corrections	10	7.0%
Sheriff/Court Security	6	4.2%
Sheriff/Sheriff	10	7.0%
State's Attorney	15	10.6%
Supervisors of Assessment	2	1.4%
Transportation	4	2.8%
Treasurer/Collector	3	2.1%
Veteran's Commission	1	0.7%
Workforce Development	5	3.5%
Total:	142	100.0%

# Kane County New Hire Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>JobTitle</u>	<u>Status</u>	<u>HireDate</u>
Animal Control	LOOMIS, JESSICA M	Kennel Assistant	ACTIVE	06/21/2016
Building Management	KAHL, GRANT M	Chief Building Engineer	ACTIVE	08/04/2015
Building Management	MOORE, ALEXANDER E	Maintenance Worker	ACTIVE	12/14/2015
Building Management	SHARP, ERIC J	Maintenance Worker	ACTIVE	02/16/2016
Circuit Clerk	BARTEN, KAITLYN M	Deputy Clerk	ACTIVE	10/05/2015
Circuit Clerk	CANTRALL, MICHELLE M	Deputy Clerk	ACTIVE	01/04/2016
Circuit Clerk	FENN, HEATHER	Deputy Clerk	ACTIVE	09/14/2015
Circuit Clerk	FRIEDERS, DANIELLE A	Deputy Clerk	ACTIVE	09/28/2015
County Board	DAHL, BRIAN W	Board Member	ACTIVE	07/14/2015
County Board	FIGLIOZZI, GABRIELLA M	Recording Secretary	ACTIVE	09/14/2015
County Board	NARDONE, VINCENT J	Intern	ACTIVE	05/02/2016
County Clerk	APONTE, VERONICA	Clerk V	ACTIVE	03/16/2016
County Clerk	SANDNER, ROBERT J	Chief Deputy/Compliance Coor	ACTIVE	12/30/2015
Court Services/Adult Drug Court	MCELLIN, DEBORAH M	Adult Drug Court PO	ACTIVE	11/09/2015
Court Services/Court Services Administration	GATES, DANIEL P	Probation Officer	ACTIVE	11/09/2015
Court Services/Court Services Administration	GONZALEZ, JULISSA	Probation Officer	ACTIVE	11/09/2015
Court Services/Court Services Administration	HICKENBOTTOM, SURITA	Probation Officer	ACTIVE	10/05/2015
Court Services/Court Services Administration	JENKINS, KRISTOPHER M	Probation Officer	ACTIVE	09/02/2015
Court Services/Court Services Administration	OSBORN, JOSHUA M	Deputy Director Program Manager	ACTIVE	10/05/2015
Court Services/Court Services Administration	RANGEL HERNANDEZ, VANESA	Probation Officer	ACTIVE	09/14/2015
Court Services/Diagnostic Center	GALLEY, STEPHANIE T	Administrative Assistant	ACTIVE	08/24/2015
Court Services/Diagnostic Center	LANCASTER, ELISA M	Staff Psychologist	ACTIVE	11/23/2015
Court Services/Diagnostic Center	OLIVERIO, MICHAEL A	Staff Psychologist	ACTIVE	07/20/2015
Court Services/Diagnostic Center	RUDAWSKI, CHRISTINA E	Staff Psychologist	ACTIVE	08/24/2015
Court Services/Juvenile Justice Center	CAVENDER, FAITH A	Youth Counselor JJC	ACTIVE	09/02/2015
Court Services/Juvenile Justice Center	CREED, BRANDON J	Youth Counselor JJC	ACTIVE	09/02/2015
Court Services/Juvenile Justice Center	GEISELMAN, ERIC J	Youth Counselor JJC	ACTIVE	11/17/2015
Court Services/Juvenile Justice Center	HANSEN, KYLE A	Cook JJC	ACTIVE	10/05/2015
Court Services/Juvenile Justice Center	MOODY, LEON L	Youth Counselor JJC	ACTIVE	03/21/2016

# Kane County New Hire Report

7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>JobTitle</u>	<u>Status</u>	<u>HireDate</u>
Court Services/Juvenile Justice Center	PACATTE, BLAIR A	Youth Counselor JJC	ACTIVE	06/13/2016
Court Services/Juvenile Justice Center	SIMPSON, DENISE H	Youth Counselor JJC	ACTIVE	06/13/2016
Court Services/Juvenile Justice Center	SKONIECKE, THOMAS J	Youth Counselor JJC	ACTIVE	09/03/2015
Court Services/Juvenile Justice Center	VARGAS, JESSICA	Youth Counselor JJC	ACTIVE	04/18/2016
Development/County Development	CHA, JAEYUN	Plan Examiner	ACTIVE	06/06/2016
Development/County Development	KRONING, SPENCER L	Building Inspector	ACTIVE	07/06/2015
Development/County Development	SICILIANO, MICHAEL J	Admin Officer Code Enforcement	ACTIVE	06/20/2016
Development/Water Resources	WILFORD, ANNE C	Engineer	ACTIVE	05/16/2016
Finance	GABER, JULIET R	Staff Accountant	ACTIVE	02/22/2016
Finance	RODRIGUEZ, JOHANNA A	WIA Staff Accountant	ACTIVE	02/16/2016
Health	BRILL, ADAM Z	CHS II Environ Hlth Practitioner	ACTIVE	02/29/2016
Health	HERNANDEZ SERRANO, HELIANA	CHS I Clinical Assistant	ACTIVE	03/21/2016
Health	PERGI, MARIA C	CHS III Emergency Response Coord	ACTIVE	11/23/2015
Health	RAUSCHER, ERIN M	Environmental Health Supervisor	ACTIVE	12/14/2015
Information Technologies	EARL, DARIN P	Web Developer I	ACTIVE	05/16/2016
Information Technologies	SCHMOOK, NANCY A	Analyst CCM	ACTIVE	08/31/2015
Judiciary and Courts	AKERLOW, DEBBI J	Judicial Assistant	ACTIVE	09/08/2015
Judiciary and Courts	SARANG, DIVYA K	16th Judicial Circuit Judge	ACTIVE	07/01/2015
Kane Comm	FARRIS, DAVID D	Director of Communications	ACTIVE	08/03/2015
Kane Comm	JOHNSON, KEEGAN L	Telecommunicator	ACTIVE	03/14/2016
Kane Comm	RENNINGER, BRYCE S	Telecommunicator	ACTIVE	02/01/2016
Merit Commission	BURGERT, PETER J	Vice Chairman Merit Commission	ACTIVE	04/12/2016
Other- Countywide Expenses/Aurora Election Expense	HERNANDEZ, MEGAN R	Assistant Executive Director	ACTIVE	05/16/2016
Public Defender	MCCLURE, SETH J	Assistant Public Defender	ACTIVE	11/23/2015
Public Defender	SANCHEZ, JOSEPH A	Assistant Public Defender	ACTIVE	02/04/2016
Regional Office of Education	BOZIK, MARK W	Asst Health Life Safety Coordina	ACTIVE	08/03/2015
Regional Office of Education	OLIVER, DEANNA L	Asst Regional Superintendent	ACTIVE	07/01/2015
Sheriff/Adult Corrections	BOCHNAK, ADAM	Correctional Officer	ACTIVE	04/04/2016
Sheriff/Adult Corrections	PEREZ, HECTOR A	Correctional Officer	ACTIVE	02/01/2016

# Kane County New Hire Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>JobTitle</u>	<u>Status</u>	<u>HireDate</u>
Sheriff/Adult Corrections	SPRINGER, STEVEN M	Correctional Officer	ACTIVE	04/04/2016
Sheriff/Adult Corrections	THOMAS, MEGAN R	Correctional Officer	ACTIVE	04/04/2016
Sheriff/Court Security	DIAZ, ANGELICA	Court Security Officer	ACTIVE	12/28/2015
Sheriff/Court Security	NILES, WESLEY S T	Court Security Officer	ACTIVE	10/13/2015
Sheriff/Court Security	PEREZ, NAYELLI	Court Security Officer	ACTIVE	10/13/2015
Sheriff/Sheriff	BENSON, STEVEN G	Peace Officer	ACTIVE	03/21/2016
Sheriff/Sheriff	KRAMER, COLIN J	Peace Officer	ACTIVE	02/01/2016
Sheriff/Sheriff	PHELPS, WESLEY L	Peace Officer	ACTIVE	03/21/2016
Sheriff/Sheriff	RAMSDEN, JONATHAN J	Information Specialist	ACTIVE	10/26/2015
Sheriff/Sheriff	SOLORIO SANCHEZ, GABRIELA A	Information Specialist	ACTIVE	12/28/2015
Sheriff/Sheriff	THRUN, JAMES P	Peace Officer	ACTIVE	09/21/2015
Sheriff/Sheriff	VIDRIO, ALFRED	Peace Officer	ACTIVE	12/28/2015
State's Attorney	BARBOSA GOMEZ, ANGELICA V	Administrative Assistant	ACTIVE	11/09/2015
State's Attorney	CAIN, SAMANTHA L	Assistant States Attorney	ACTIVE	04/04/2016
State's Attorney	GALLO ROLON, SOFIA B	Administrative Assistant	ACTIVE	06/13/2016
State's Attorney	GARCIA, GEORGE L	IT System Support Analyst	ACTIVE	09/14/2015
State's Attorney	HOSCHEIT, MICHAEL J	Assistant States Attorney	ACTIVE	08/17/2015
State's Attorney	MALDONADO, ELIZABETH S	Administrative Assistant	ACTIVE	02/22/2016
State's Attorney	MERKEL, RYAN G	Assistant States Attorney	ACTIVE	09/14/2015
State's Attorney	MILLER, CANDACE A	Victims Advocate - Seniors	ACTIVE	02/18/2016
State's Attorney	MONTOYA, MARITZA	Administrative Assistant	ACTIVE	02/16/2016
State's Attorney	RODGERS, MATTHEW S	Assistant States Attorney	ACTIVE	06/27/2016
State's Attorney	SCHMIDT, KELLI C	Assistant States Attorney	ACTIVE	08/17/2015
Supervisors of Assessment	CAPOBIANCO, CARLO D	Board of Review Alternate	ACTIVE	08/12/2015
Supervisors of Assessment	HUBER, KATELYN E	Information Processor	ACTIVE	07/14/2015
Transportation	BENDA, LYDIA K	Civil Engineer II-Traffic Permit	ACTIVE	11/09/2015
Treasurer/Collector	NOVAK, EDWARD C	Assistant Cashier	ACTIVE	03/11/2016
Treasurer/Collector	VALDIVIA FUENTES, ELIZABETH	Collections Processor	ACTIVE	04/11/2016
Treasurer/Collector	WINCKLER, DELLA M	Deputy Treasurer	ACTIVE	03/07/2016

# Kane County New Hire Report

## 7/1/2015 - 6/30/2016

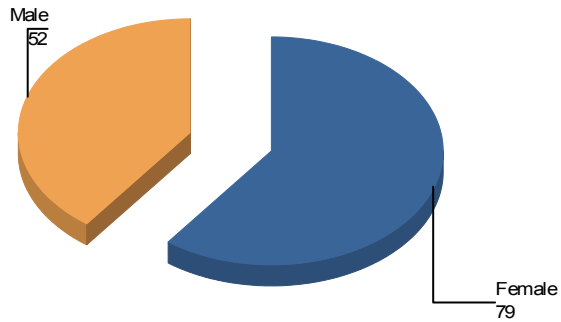
<u>Department</u>	<u>Employee Name</u>	<u>JobTitle</u>	<u>Status</u>	<u>HireDate</u>
Veteran's Commission	JOHNSON, NATHANIEL R	Veterans Service Officer	ACTIVE	01/04/2016
Workforce Development	MARKIN, SUZANNE M	Youth Program Manager	ACTIVE	10/05/2015
Workforce Development	RIVERA, ROBERTO D	Special Programs Representative	ACTIVE	01/11/2016

**90    *New Hire Employees***

# Kane County Terminations EEO Report

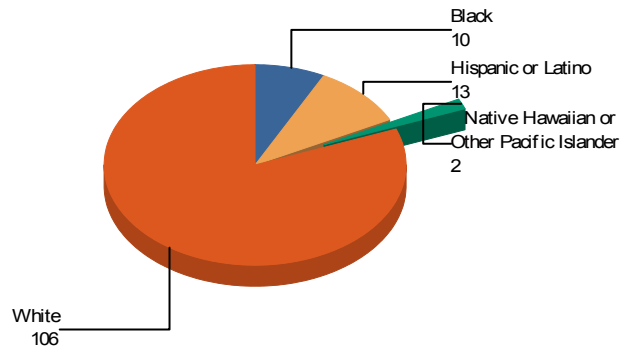
7/1/2015 - 6/30/2016

## Gender



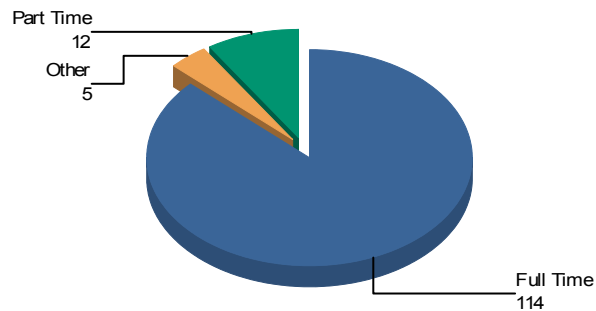
Female	79	60.3%
Male	52	39.7%
Total:	131	100.0%

## Race



Black	10	7.6%
Hispanic or Latino	13	9.9%
Native Hawaiian or Other Pacific Islander	2	1.5%
White	106	80.9%
Total:	131	100.0%

## EEOC Category



Full Time	114	87.0%
Other	5	3.8%
Part Time	12	9.2%
Total:	131	100.0%



# Kane County Terminations EEO Report

7/1/2015 - 6/30/2016

## Department



Animal Control	4	3.1%
Building Management	5	3.8%
Circuit Clerk	5	3.8%
Community Reinvestment	1	0.8%
County Board	1	0.8%
County Clerk	2	1.5%
Court Services/Adult Drug Court	1	0.8%
Court Services/Court Services Administration	9	6.9%
Court Services/Diagnostic Center	7	5.3%
Court Services/Juvenile Justice Center	9	6.9%
Development/County Development	2	1.5%
Development/Water Resources	1	0.8%
Finance	2	1.5%
Health	9	6.9%
Information Technologies	4	3.1%
Judiciary and Courts	2	1.5%
Kane Comm	3	2.3%
Merit Commission	2	1.5%
Other- Countywide Expenses/Aurora Election Expense	1	0.8%
Public Defender	3	2.3%
Regional Office of Education	3	2.3%
Sheriff/Adult Corrections	12	9.2%
Sheriff/Court Security	6	4.6%
Sheriff/Sheriff	11	8.4%
State's Attorney	13	9.9%
Supervisors of Assessment	2	1.5%
Transportation	6	4.6%
Treasurer/Collector	1	0.8%
Veteran's Commission	1	0.8%
Workforce Development	3	2.3%
Total:	131	100.0%

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Animal Control	BARREIRO, CHRISTINA G	8/10/2015
Animal Control	GENESER, REBECCA L	5/8/2016
Animal Control	LEWIS, JESSICA L	5/22/2016
Animal Control	WEALS, MEGHANN E	4/30/2016
Building Management	BAIRD, JOSEPH C	5/26/2016
Building Management	BEX, TROY	9/23/2015
Building Management	BROWN, PHILLIP J	7/31/2015
Building Management	MARCHESCHI, RYAN N	10/26/2015
Building Management	SUTTON, JEREMY M	3/16/2016
Circuit Clerk	BOENZI, AMANDA M	7/31/2015
Circuit Clerk	BRACKETT, KELLI D	2/11/2016
Circuit Clerk	FARBOTA, MATTHEW D	8/21/2015
Circuit Clerk	FRYE, RANDY S	6/15/2016
Circuit Clerk	KLIMPKE, SARA M	8/7/2015
Community Reinvestment	COYNE, AMY R	11/6/2015
County Board	BREDLAU, MARY H	5/4/2016
County Clerk	FAHNESTOCK, SUZANNE A	5/13/2016
County Clerk	MITCHELL, JANE E	9/1/2015
Court Services/Adult Drug Court	THOMAS, CARRIE A	6/1/2016
Court Services/Court Services Administration	ALVERIO, DEANIN	2/5/2016
Court Services/Court Services Administration	DORANZO, BRIAN J	7/23/2015

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Court Services/Court Services Administration	GRIFFIN, MERLYNETTE V	1/28/2016
Court Services/Court Services Administration	JOHNSON, DARNAS E	6/29/2016
Court Services/Court Services Administration	KASKI, CHARLES C	12/1/2015
Court Services/Court Services Administration	NAVARRO, ARIANNA	5/13/2016
Court Services/Court Services Administration	NOVAK, JENNIFER L	7/24/2015
Court Services/Court Services Administration	RECCHIA, DEANNA M	9/11/2015
Court Services/Court Services Administration	TORRES, GEORGE R	6/30/2016
Court Services/Diagnostic Center	BIDAWID, DIANA M	8/19/2015
Court Services/Diagnostic Center	BONZA, STEPHANIE L	8/31/2015
Court Services/Diagnostic Center	DOUGLAS, ANN E	7/22/2015
Court Services/Diagnostic Center	JUNEAU, JESSICA M	8/28/2015
Court Services/Diagnostic Center	ROSENLOF, SHAWN T	8/28/2015
Court Services/Diagnostic Center	ROTTY, MATTHEW K	6/15/2016
Court Services/Diagnostic Center	SANTORO, KATHRYN A	9/25/2015
Court Services/Juvenile Justice Center	CATE, MELISSA S	8/28/2015
Court Services/Juvenile Justice Center	COSMA, JOHN	4/1/2016
Court Services/Juvenile Justice Center	DEXTER, BRITTANY A	10/23/2015
Court Services/Juvenile Justice Center	ESTATE OF WALKER, LATONYA D	8/1/2015
Court Services/Juvenile Justice Center	GREGORY, ASHLEY E	7/14/2015
Court Services/Juvenile Justice Center	MAREK, KATARZYNA	8/6/2015
Court Services/Juvenile Justice Center	PRUITT, BIANCA Y	3/22/2016
Court Services/Juvenile Justice Center	SHERMAN, CLAIRE E	7/17/2015

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Court Services/Juvenile Justice Center	TUCKER, SONYA	12/30/2015
Development/County Development	ESTATE OF JOHNSTON, STANLEY H	7/4/2015
Development/County Development	SODERQUIST, DAVID K	6/1/2016
Development/Water Resources	HAWK, SIMONA M	3/4/2016
Finance	CARLSTROM, LYNN M	12/31/2015
Finance	HERWALDT, MARY M	12/14/2015
Health	AMOO, DINA A	5/25/2016
Health	DUHIG, ALYSSA M	5/2/2016
Health	DURCZAK, JOSEPH B	10/22/2015
Health	FERRISS, DIANE L	2/11/2016
Health	FITZMAURICE, JEANINE	5/2/2016
Health	FOSEN, CYNTHIA A	10/13/2015
Health	HUENEKE, SARAH A	3/31/2016
Health	KARGOL, JACOB J	1/8/2016
Health	ZENTMYER, MICHELLE A	5/10/2016
Information Technologies	KOLEK, SANDRA L	8/31/2015
Information Technologies	PHILLIPS, DEBORAH A	8/31/2015
Information Technologies	QUILLMAN, CHERIE L	4/5/2016
Information Technologies	SIENKIEWICZ, ELLEN L	5/31/2016
Judiciary and Courts	MAHONEY, NEIL T	5/31/2016
Judiciary and Courts	SZOPINSKI, SUSANNE E	7/24/2015
Kane Comm	GORMAN, JENNIFER M	4/14/2016

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Kane Comm	SAUER, BRADLEY	8/1/2015
Kane Comm	WRIGHT, DAVID W	5/9/2016
Merit Commission	MCCURTAIN, PAUL H	3/16/2016
Merit Commission	WAGNER, DAVID E Jr	9/11/2015
Other- Countywide Expenses/Aurora Election Expense	QASIM, ASSAD	9/8/2015
Public Defender	KALANGES, SHAINA S	1/5/2016
Public Defender	PECCARELLI, BETH E	7/10/2015
Public Defender	SHAVER, MARIAH K	10/30/2015
Regional Office of Education	JARMAN, BRADLEY	8/14/2015
Regional Office of Education	JOHNSON, AMBER L	5/25/2016
Regional Office of Education	MARTHALER, KRISTEN P	11/19/2015
Sheriff/Adult Corrections	BAILEY, AMANDA E	7/15/2015
Sheriff/Adult Corrections	CAMPBELL, RICHARD J	7/1/2015
Sheriff/Adult Corrections	CROSS, TANIKA M	5/12/2016
Sheriff/Adult Corrections	JOHNSON, ALAN R	5/13/2016
Sheriff/Adult Corrections	LAVALLE, JOSEPH A	6/15/2016
Sheriff/Adult Corrections	MEZA, ROSENDO Jr	3/25/2016
Sheriff/Adult Corrections	POULL, ALICIA	12/3/2015
Sheriff/Adult Corrections	REGNIER, KARL R	5/1/2016
Sheriff/Adult Corrections	RIEDL, GEORGE	6/1/2016
Sheriff/Adult Corrections	SALISBURY, RYAN L	8/10/2015
Sheriff/Adult Corrections	SWANSON, DANIEL P	6/1/2016

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
Sheriff/Adult Corrections	VANOVERMEIREN, MARILYN J	12/2/2015
Sheriff/Court Security	AGUIRRE, VANESSA	3/7/2016
Sheriff/Court Security	GODINHO, PAULO D Jr	6/15/2016
Sheriff/Court Security	LANG, EDWARD F	6/30/2016
Sheriff/Court Security	PEARSON, JACK W Jr	8/3/2015
Sheriff/Court Security	PILIPUF, RONALD J	3/4/2016
Sheriff/Court Security	SCOTT, STEPHAN A	2/26/2016
Sheriff/Sheriff	ARDELAN, JANET F	12/1/2015
Sheriff/Sheriff	BALOUN, ROBERT A	6/1/2016
Sheriff/Sheriff	DOUGLAS, JUSTIN E	3/11/2016
Sheriff/Sheriff	KRUSE, NATALIE A	12/4/2015
Sheriff/Sheriff	MANCILLA, JUAN J	12/31/2015
Sheriff/Sheriff	NELSON, DARLENE M	9/1/2015
Sheriff/Sheriff	PARKER, DEBORAH A	6/3/2016
Sheriff/Sheriff	PISARSKI, ASHLEY M	8/25/2015
Sheriff/Sheriff	POE, MARTHA L	11/20/2015
Sheriff/Sheriff	VILLWOCK, ABBEY M	10/9/2015
Sheriff/Sheriff	WAY, MICHAEL A	6/24/2016
State's Attorney	AMOS, FRENCHIE S	9/3/2015
State's Attorney	BOSTROM, SARAH J	6/10/2016
State's Attorney	CAMACHO, BENJAMIN K	11/20/2015
State's Attorney	DOYEN, KATHLEEN R	8/26/2015

# Kane County Termination Report

## 7/1/2015 - 6/30/2016

<u>Department</u>	<u>Employee Name</u>	<u>Termination Date</u>
State's Attorney	GONZALEZ, GABRIELA	2/5/2016
State's Attorney	LLAMAS, ROCIO R	12/15/2015
State's Attorney	LLOYD, JOSHUA D	6/17/2016
State's Attorney	MOON, MARY M	12/31/2015
State's Attorney	OSTRANDER, JENNA S	2/26/2016
State's Attorney	SCHAM, LINDA J	3/15/2016
State's Attorney	SMETAK, ASHLEY A	2/19/2016
State's Attorney	VAUGHN, GERALDINE M	1/29/2016
State's Attorney	WALSH, MARY G	4/18/2016
Supervisors of Assessment	BAUER, PAUL	11/3/2015
Supervisors of Assessment	SMITH, ADAM F	8/21/2015
Transportation	BRUMUND, MACKENZIE M	8/14/2015
Transportation	ESTATE OF CHIDESTER, STEVE W	5/19/2016
Transportation	GUDDENDORF, JOHN J	8/7/2015
Transportation	KLINICKI, ARTHUR C	5/31/2016
Transportation	PATRICK, SEIRRA A	8/21/2015
Transportation	SULLIVAN, ROBERT M	7/15/2015
Treasurer/Collector	DEVINE, DENISE A	7/31/2015
Veteran's Commission	ARMSTRONG, TRUMAN	12/4/2015
Workforce Development	BANKER, DEBORAH A	8/28/2015
Workforce Development	BECKSTROM, MARK S	6/3/2016
Workforce Development	ROMERO, CARLOS	4/15/2016

**Kane County Termination Report**  
**7/1/2015 - 6/30/2016**

Department

Employee Name

Termination Date

**131    *Terminated Employees***



# KANE COUNTY TERMINATION REPORT

7/1/2015 - 6/30/2016

	FEMALE					MALE					
	Asian	Black	Hispanic	Native A	White	Asian	Black	Hispanic	Native A	White	Total
DECEASED	0	1	0	0	0	0	0	0	0	3	4
LAYOFF	0	0	0	0	0	0	0	0	0	0	0
NOT RE-ELECT	0	0	0	0	0	0	0	0	0	1	1
RESIGNED	0	4	5	0	39	0	2	5	2	22	79
RETIRED	0	1	1	0	11	0	0	2	0	14	29
TERMINATED	0	2	0	0	11	0	0	0	0	5	18
TOTAL	0	8	6	0	61	0	2	7	2	45	131

# 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: **215056 – Child Advocacy 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  
[Signature of Responsible Official]

EXECUTIVE Director, HR Mgmt  
[Title]

10/20/15  
[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: 719 BATAVIA AVE, GENEVA, IL 60134		
Grant Title: Victim Assistance Services	Grant Number: 215035	Award Amount: \$81,121
Name and Title of Contact Person: Sheila McCraven		
Telephone Number: 630.232.5932	E-Mail Address: mccravensheila@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: County of Kane, Human Resource Management [organization], 719 Batavia Ave., Geneva, IL 60134 [address].

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

Sheila D. McCraven  
Signature

10/20/15  
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: **215035 / 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  
[Signature of Responsible Official]

Executive Director, HR Mgmt  
[Title]

10/20/15  
[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: 719 BATAVIA AVE, GENEVA, IL 60134		
Grant Title: Child Advocacy Services	Grant Number: 215056	Award Amount: \$22,254
Name and Title of Contact Person: Sheila McCraven		
Telephone Number: 630.232.5932	E-Mail Address: mcravensheila@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: County of Kane, Human Resource Management [organization], 719 Batavia Ave., Geneva, IL 60134 [address].

Sheila D. McCraven, Executive Director, HRM

Print or Type Name and Title

*Sheila D. McCraven*  
Signature

10/24/15  
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"): **COUNTY OF KANE**

Address: 719 BATAVIA AVE.  
GENEVA, ILLINOIS 60134

COPY

Contact Person: SHEILA McCRAVEN, EXECUTIVE DIRECTOR

Telephone #: 630.232.5932

Fax #: 630.232.3421

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

Grant Number/Contract Name: 415022 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]

Executive Director, HR Mgmt  
[Title]

7/22/16  
[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: Multi-Jurisdictional Drug Prosecution	Grant Number: 415022	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: Sheila D. McCraven

Date 7/22/16

### 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, PREA, 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 D. McCraven**

Telephone #: **630.232.5932**

Fax #**630.232.3421**

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

Grant Number/Contract Name: **215256 – Child Advocacy 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*

[Signature of Responsible Official]

*Executive Director, HR Mgmt*

[Title]

*8/26/16*

[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: 719 Batavia Ave, Geneva, IL 60134		
Grant Title: Child Advocacy Services	Grant Number: 215256	Award Amount: \$27,818
Name and Title of Contact Person: Sheila McCraven		
Telephone Number: 630.232.5932	E-Mail Address: mccravensheila@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.

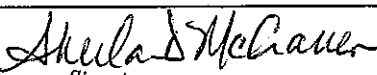
Print or Type Name and Title	Signature	Date
------------------------------	-----------	------

  
**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: <u>Sheila D. McCraven, Executive Director</u>	Signature: 	Date: <u>8/26/16</u>
---	---	----------------------

  
**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: **215235 / 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.

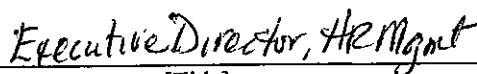
## **Check the following item(s) that apply:**


☒ 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

  
[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: County of Kane		DUNS Number: 608094389
Address: 719 Batavia Ave, Geneva, IL 60134		
Grant Title: Law Enforcement Victim Assistance	Grant Number: 215235	Award Amount: \$101,401
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: 8/29/16

### 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