

**County of Kane**  
**July 1, 2018 – June 30, 2019 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-four (24) 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>

**From the Illinois General Assembly, County Codes:**

1 Sec. 3-2003-2. Internal operations of office. The County Clerk shall have the right to control the internal operations of his office, to procure necessary equipment, material and services to perform the duties of his office.

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

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

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

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

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

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

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. The County of Kane has created a single EEOP for itself and all of its affiliated elected offices. This EEOP contains two sets of statistical analyses. One set analyzes the Total County, i.e., all employees including those in the offices of elected officials, by workforce and utilization. One set that analyzes the workforce of each department

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. Further implementation is dependent upon funding and staffing levels. In 2008, a hiring moratorium (Resolution 08-278) was adopted as a result of the nation’s economic downturn. In 2017, Resolution 17-202 was adopted authorizing a moratorium on personnel hiring and replacement.

From time to time, this narrative is amended to reflect changes in County practices, policies and employee demographics.

### **County of Kane**

#### **Gender and Ethnicity Utilization Analysis: Females and Minorities**

**2018 – 2019** – During the 2018-2019 plan year, the County had 1334 employees. The percentage of male to female is 47% males and 53% females employed. The ratio of each ethnic group remains consistent with prior reporting years.

**2016 – 2018** - In 2016-2017 plan year, the number of County employees was 1300. The percentage of male to female employees remains consistent in 2016-2017: 45.54% males, 54.46% females employed. In 2017-2018 plan year, the number of County employees was 1306. In 2017-2018, the percentage males to females was 46.71% males to 53.29% females. The overall ratio of each ethnic group remains consistent with prior years.

**2015** – The number of County employees in 2015 was 1307. 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.

**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.

**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.

**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.

**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.

**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%.

**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.

**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, NonSworn 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.

**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.

**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.

**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.

### **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

**PART I. COUNTY OF KANE – 2018-2019 KANE COUNTY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	40.30%	1.49%	1.49%	0.00%	0.00%	0.00%	0.00%	43.28%	7.46%	4.48%	1.49%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-13.91%	-0.10%	-3.12%	-1.83%	-0.06%	0.00%	-0.13%	12.64%	6.18%	0.73%	0.15%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	35.33%	4.59%	4.19%	0.60%	0.00%	0.00%	0.20%	41.72%	4.59%	6.39%	1.60%	0.00%	0.20%	0.60%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-1.10%	3.14%	0.43%	-2.95%	-0.05%	-0.03%	0.12%	-3.82%	3.16%	2.08%	-1.13%	-0.01%	0.20%	0.22%
<b>TECHNICIANS</b>														
Workforce #%	57.69%	0.00%	3.85%	3.85%	0.00%	0.00%	0.00%	26.92%	0.00%	0.00%	7.69%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	19.57%	-3.90%	-2.33%	-0.42%	0.00%	0.00%	0.00%	-9.93%	-1.45%	-5.17%	5.15%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	64.48%	3.79%	10.00%	2.07%	0.00%	0.00%	1.03%	14.48%	2.07%	2.07%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	4.92%	-3.99%	0.95%	0.16%	0.00%	0.00%	-0.05%	3.36%	-1.43%	-3.33%	0.00%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
Workforce #%	25.00%	7.14%	3.57%	0.00%	0.00%	0.00%	0.00%	46.43%	3.57%	14.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	52.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.44%	0.00%	8.45%	0.00%	0.00%	0.00%	0.00%
Utilization %	-27.11%	7.14%	3.57%	0.00%	0.00%	0.00%	0.00%	6.99%	3.57%	5.84%	0.00%	0.00%	0.00%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	10.29%	0.57%	2.86%	0.29%	0.00%	0.00%	0.29%	63.14%	1.71%	19.43%	1.43%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-18.22%	-1.21%	-5.04%	-0.75%	-0.06%	0.00%	0.15%	20.94%	-2.25%	6.99%	0.10%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
Workforce #%	89.74%	5.13%	2.56%	0.00%	0.00%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	58.49%	1.74%	29.83%	1.89%	0.19%	0.00%	0.32%	3.15%	0.54%	2.89%	0.51%	0.00%	0.00%	0.00%
Utilization %	31.26%	3.39%	-27.27%	-1.89%	-0.19%	0.00%	2.24%	-3.15%	-0.54%	-2.89%	-0.51%	0.00%	0.00%	0.00%
<b>SERVICE/MAINTENANCE</b>														
Workforce #%	39.39%	3.03%	18.18%	0.00%	0.00%	0.00%	3.03%	27.27%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%
CLS #%	21.61%	3.18%	33.09%	1.11%	0.03%	0.02%	0.31%	16.71%	2.98%	18.97%	1.22%	0.05%	0.00%	0.26%
Utilization %	17.79%	-0.15%	-14.91%	-1.11%	-0.03%	-0.02%	2.72%	10.56%	-2.98%	-9.88%	-1.22%	-0.05%	0.00%	-0.26%

**PART I. COUNTY OF KANE – 2018-2019 KANE COUNTY WORKFORCE**

Job Category	Total	Male							Female						
		W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	67	27	1	1	0	0	0	0	29	5	3	1	0	0	0
	100%	40.30%	1.49%	1.49%	0.00%	0.00%	0.00%	0.00%	43.28%	7.46%	4.48%	1.49%	0.00%	0.00%	0.00%
02 - Professionals	501	177	23	21	3	0	0	1	209	23	32	8	0	1	3
	100%	35.33%	4.59%	4.19%	0.60%	0.00%	0.00%	0.20%	41.72%	4.59%	6.39%	1.60%	0.00%	0.20%	0.60%
03 - Technicians	26	15	0	1	1	0	0	0	7	0	0	2	0	0	0
	100%	57.69%	0.00%	3.85%	3.85%	0.00%	0.00%	0.00%	26.92%	0.00%	0.00%	7.69%	0.00%	0.00%	0.00%
04 - Protective Services: Sworn	290	187	11	29	6	0	0	3	42	6	6	0	0	0	0
	100%	64.48%	3.79%	10.00%	2.07%	0.00%	0.00%	1.03%	14.48%	2.07%	2.07%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	28	7	2	1	0	0	0	0	13	1	4	0	0	0	0
	100%	25.00%	7.14%	3.57%	0.00%	0.00%	0.00%	0.00%	46.43%	3.57%	14.29%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	350	36	2	10	1	0	0	1	221	6	68	5	0	0	0
	100%	10.29%	0.57%	2.86%	0.29%	0.00%	0.00%	0.29%	63.14%	1.71%	19.43%	1.43%	0.00%	0.00%	0.00%
07 - Skilled Craft	39	35	2	1	0	0	0	1	0	0	0	0	0	0	0
	100%	89.74%	5.13%	2.56%	0.00%	0.00%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
08 - Service/Maintenance	33	13	1	6	0	0	0	1	9	0	3	0	0	0	0
	100%	39.39%	3.03%	18.18%	0.00%	0.00%	0.00%	3.03%	27.27%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## **2018-2019 EEOP Animal Control Statement**

### **1. Address hiring practices**

In 2018 to 2019 Kane county Animal Control did not have testing for our applicants that apply for jobs to this facility. Instead they were asked a series of questions related to the area of our field in which they applied. All applicants in each job category were asked the same set of questions and graded on the answers they provided to each question.

### **2. Promotions**

Kane County Animal Control will promote internally whenever possible. We like to reward hard workers that understand our facility and help to strength our mission. In November of 2018 we promoted 0 employees.

### **3. Transfers**

We have 0 transfers from this department.

### **4. Record of disciplinary actions**

In 2019 Kane County Animal Control disciplined 0 employees.

### **5. The number of employees in each job category by race, sex, and national origin who made application for promotion or transfer for each year period and the number in each job category by race, sex, and national origin who were promoted or transferred.**

N/A

### **6. A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202(c).**

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.

### **7. Please provide a list of publications and/or websites that job openings can be posted to or published in to assist in recruitment efforts for your office/department. These may include professional publications, trade magazines, newsletters, etc.**

We post available jobs on the county website and <http://www.animalsheltering.org/jobs>.

**Ethnic Detail for Animal Control Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20180255	BALK, CARLEE A	F	White	08	Service/Maintenance	09/03/2018	04/25/2019
FT	20190089	BROUCH, DIANE	F	White	08	Service/Maintenance	04/22/2019	05/08/2019
FT	20180202	CARBAUGH, STEVEN H	M	White	05	Protective Services: Non Sworn	06/07/2018	
PT	20180023	CORTEZ, SARAH C	F	Hispanic or Latino	08	Service/Maintenance	02/23/2018	08/05/2018
FT	20190006	DEBOER, KAMERON A	F	White	05	Protective Services: Non Sworn	01/21/2019	
PT	20190041	EGGEN, ALEXIS E	F	White	08	Service/Maintenance	03/16/2019	05/04/2019
FT	19740004	ELLBERG, LYNNE A	F	White	06	Administrative Support	05/13/1974	
FT	20160063	LOOMIS, JESSICA M	F	White	08	Service/Maintenance	06/21/2016	09/20/2018
FT	20160179	MESZAROS, RITA E	F	Hispanic or Latino	06	Administrative Support	12/19/2016	
FT	20150028	METZEL, TECLA L	F	White	06	Administrative Support	03/30/2015	
FT	20140091	MORGAN, BRENDAN E	M	White	08	Service/Maintenance	08/02/2014	
FT	20140094	SAENZ, MARIA J	F	Hispanic or Latino	05	Protective Services: Non Sworn	08/11/2014	
FT	20160178	SCHWER, CASSANDRA A	F	White	06	Administrative Support	12/19/2016	
FT	20000199	VARETONI, CAROLE L	F	White	05	Protective Services: Non Sworn	09/08/2000	
PT	20180596	WILSON, ANNIKA M	F	White	08	Service/Maintenance	11/04/2018	
FT	20140102	YOUNGSTEADT, BRETT J	M	White	02	Professionals	09/02/2014	

**PART I. COUNTY OF KANE – 2018-2019 ANIMAL CONTROL UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	63.57%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-45.53%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
Workforce #%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	52.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.44%	0.00%	8.45%	0.00%	0.00%	0.00%	0.00%
Utilization %	-27.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.56%	0.00%	16.55%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	32.80%	-3.96%	12.56%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
Workforce #%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	71.43%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	21.61%	3.18%	33.09%	1.11%	0.03%	0.02%	0.31%	16.71%	2.98%	18.97%	1.22%	0.05%	0.00%	0.26%
Utilization %	-7.32%	-3.18%	-33.09%	-1.11%	-0.03%	-0.02%	-0.31%	54.71%	-2.98%	-4.68%	-1.22%	-0.05%	0.00%	-0.26%

**PART I. COUNTY OF KANE – 2018-2019 ANIMAL CONTROL WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Animal Control does not have employees in this job category.														
02 - Professionals	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Animal Control does not have employees in this job category.														
04 - Protective Services: Sworn	Animal Control does not have employees in this job category.														
05 - Protective Services: Non Sworn	4 100%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 50.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
06 - Administrative Support	4 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 75.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Animal Control does not have employees in this job category.														
08 - Service/Maintenance	7 100%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 71.43%	0 0.00%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## Kane County Building Management EEOP 07/01/2018-06/30/2019

### Narrative:

- a. Hiring Practices – Follows the employment policies and practices as defined by the Human Resources Department of Kane County.
- b. Promotions – None
- c. Transfers – None
- d. Disciplinary Actions – None
- e. Made application for transfer or promotion – None
- f. 3 tests given: a questionnaire, a hands on test, a picture test  
The test is 45 minutes.  
Scoring based on a percentage of correct completed test.
- g. Publications – Kane County website, Newspaper



**Ethnic Detail for Building Management Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20040139	BERRIOS, CARLOS A	M	Hispanic or Latino	08	Service/Maintenance	07/07/2004	
FT	20170754	BERTUCCI, JACOB M	M	White	08	Service/Maintenance	11/06/2017	12/28/2018
FT	20130173	BIGGS, DONALD R	M	White	02	Professionals	12/30/2013	08/20/2018
FT	20170755	BROWN, RYAN C	M	White	08	Service/Maintenance	11/06/2017	
FT	20110095	BRUSVEEN, DAN A	M	White	08	Service/Maintenance	12/19/2011	
FT	20190016	COOK, KYLE M	M	White	08	Service/Maintenance	01/22/2019	
FT	19990083	DOUGLAS, DEVONDA R	F	Hispanic or Latino	08	Service/Maintenance	04/16/1999	05/02/2019
FT	20140153	EARLE, WILLIAM C III	M	White	02	Professionals	12/01/2014	
FT	20110023	ELVIN, DOUGLAS L	M	White	06	Administrative Support	02/14/2011	
FT	20140142	GIESE, DAVID M	M	White	06	Administrative Support	12/05/2014	
FT	20150037	GRIFFITH, RICHARD J	M	White	02	Professionals	04/20/2015	
FT	20140135	GRIFFITH, RICHARD J Jr	M	White	02	Professionals	11/17/2014	
FT	20190015	HANNENBERG, ALEX R	M	White	08	Service/Maintenance	01/22/2019	
FT	20110022	IBARRA RODRIGUEZ, PEDRO U	M	Hispanic or Latino	08	Service/Maintenance	02/14/2011	
FT	20170025	JARKA, TONI L	F	White	06	Administrative Support	01/30/2017	
FT	20140110	KAHL, GRANT M	M	White	02	Professionals	08/04/2015	
FT	20130019	KLIMPKE, WILLIAM E	M	White	08	Service/Maintenance	02/25/2013	
FT	20140144	KREGG, LILLIAN	F	White	06	Administrative Support	12/02/2014	
FT	20180245	MANZANAREZ, ERIK	M	Hispanic or Latino	08	Service/Maintenance	08/13/2018	11/23/2018
FT	20060087	MATUSZAK, MICHELE H	F	White	06	Administrative Support	04/24/2006	
FT	20150142	MOORE, ALEXANDER E	M	White	08	Service/Maintenance	12/14/2015	
FT	20150026	NAVARRETE DE ECHEVER, CECILIA	F	Hispanic or Latino	08	Service/Maintenance	03/16/2015	
FT	19890037	NEWBOLDS, MICHAEL E	M	White	08	Service/Maintenance	07/28/1989	
FT	20190014	PERDUE, JONATHAN C	M	Two or More Races	08	Service/Maintenance	01/22/2019	
FT	20160067	RAMIREZ, AUSTIN M	M	Hispanic or Latino	08	Service/Maintenance	07/05/2016	12/14/2018
FT	20180599	RIGLER, KYLE L	M	White	08	Service/Maintenance	11/19/2018	01/16/2019
FT	20180173	SCHULTZ, FAITH A	F	White	08	Service/Maintenance	05/02/2018	
FT	20010171	SMALL, STEVE H	M	White	08	Service/Maintenance	08/01/2001	
FT	19970163	SORIA, JUAN	M	Hispanic or Latino	08	Service/Maintenance	08/25/1997	
FT	20180272	SPARKS, RICKEY	M	Black	02	Professionals	09/24/2018	
FT	20050243	TAYLOR, WALTER H	M	Black	08	Service/Maintenance	11/21/2005	
FT	20140096	THOMAS, TYLER J	M	White	08	Service/Maintenance	08/18/2014	07/14/2017
FT	20180179	VALERIO, JOSE L	M	Hispanic or Latino	08	Service/Maintenance	05/07/2018	
FT	20160068	ZILLGES, JONATHAN J	M	White	08	Service/Maintenance	07/05/2016	12/28/2018

**PART I. COUNTY OF KANE – 2018-2019 BUILDING MANAGEMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	46.91%	15.21%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-45.53%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	11.49%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	17.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
Workforce #%	52.17%	4.35%	26.09%	0.00%	0.00%	0.00%	4.35%	4.35%	0.00%	8.70%	0.00%	0.00%	0.00%	0.00%
CLS #%	21.61%	3.18%	33.09%	1.11%	0.03%	0.02%	0.31%	16.71%	2.98%	18.97%	1.22%	0.05%	0.00%	0.26%
Utilization %	30.57%	1.17%	-7.01%	-1.11%	-0.03%	-0.02%	4.04%	-12.37%	-2.98%	-10.27%	-1.22%	-0.05%	0.00%	-0.26%

**PART I. COUNTY OF KANE – 2018-2019 BUILDING MANAGEMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Building Management does not have employees in this job category.														
02 - Professionals	6 100%	5 83.33%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Building Management does not have employees in this job category.														
04 - Protective Services: Sworn	Building Management does not have employees in this job category.														
05 - Protective Services: Non Sworn	Building Management does not have employees in this job category.														
06 - Administrative Support	5 100%	2 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 60.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Building Management does not have employees in this job category.														
08 - Service/Maintenance	23 100%	12 52.17%	1 4.35%	6 26.09%	0 0.00%	0 0.00%	0 0.00%	1 4.35%	1 4.35%	0 0.00%	2 8.70%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



## Office of the Kane County Circuit Court Clerk

Thomas M. Hartwell, Clerk  
540 S. Randall Rd., St. Charles, IL 60174  
Telephone (630) 232-3413  
[www.cic.co.kane.il.us](http://www.cic.co.kane.il.us)

April 29, 2020

To: Sylvia Wetzel  
Susan Brown

From: Karin Herwick- Circuit Clerk Chief Deputy/COO/IPMA-HR-CP

RE: EEOP Reports Office of Circuit Clerk Thomas M. Hartwell

Attached you will find the reporting EEOP information for the Circuit Clerk's Office for the reporting period of July 1, 2018 thru June 30, 2019. Please contact me at 630.232.3434 or [herwickkarin@co.kane.il.us](mailto:herwickkarin@co.kane.il.us) if you have questions.

Thank you.

**Circuit Clerk's Office – Narrative statement – Office existing employment policies and practices – July 1, 2018 thru June 30, 2019.**

The majority of the employees employed at the Kane County Circuit Clerk's Office fall into the category of Administrative Support. The main responsibility is to perform record keeping responsibilities for the office and courts. The official record is in a period of transition from manual to electronic where we still perform basic clerical work such as filing of documents into file folders as well as data entry of all documents filed on a case management system to create the electronic records. There is a high volume work load supporting the various Kane County Courts and deputy clerks perform work ranging from data entry, filing of records, scanning, and working with the public in person, on phones, via email, working with court personnel in court rooms, processing payments and many other clerical responsibilities.

When hiring for these positions the following tests are administered to all applicants:

1. 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.
2. Addition and subtraction tests are also administered. No calculator is used for these two tests. There is an allowance of 2 minutes to complete each the addition and subtraction and then an additional minute to answer a problem solving question. Test takes a total of (5) five minutes for the applicant to take. Errors represent the potential issues in handling money where change may need to be made or for calculating amounts for assessments and distributions which must be inputted from documents into the case management system. This test is provided by math.about.com.
3. A typing test is given to all applicants. It consists of a one (1) minute test to test for both accuracy and also number of words per minute since there is a high volume of data entry performed. This is found online at typingtest.com.
4. 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.
5. Applicants all go thru a background check. The purpose of the background check is to ensure that the applicant doesn't have any disqualifying criminal records and have a satisfactorily drivers record since a vehicle is necessary to drive to the various job assignments.

6. When hiring for any of the professional positions (Managers, Supervisors, etc.), additional interview questions are added which have also been obtained from the book "Hiring the Best". Depending on the management position interviewed 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 - Utilization Analysis Narrative and Goals Objectives to Achieve – July 1, 2018 thru June 30, 2019.**

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 -54.21% and in the Professional area listed as -36.43%. In both of these areas the employees in these categories have been with the Circuit Clerk's Office for 18 to 20 plus years. Some turnover due to retirements of long term employees has opened up the office for advancement. With the retirement office operations were reviewed and some restructure of positions took place allowing the opportunity for Administrative Support and Professionals positions to promote into.

In the Administrative Support category the underutilization of males is -16.93%. Traditionally most clerical applicants are woman. However, this has stayed close to level with last year's report in the Office/Clerical area.

The Circuit Clerk's Office is located on a very busy highway and the flow of applications being handed in from applicants' remains low with the rate of unemployment during this time being low. There is an internal posting period for most available positions at the office where by Union agreement the Circuit Clerk posts positions for 10 days. When applicants are needed we have County HR post the available openings to the County Website.

The following will be used by the Circuit Clerk's Chief Deputy Clerk/COO/ IPMA HR-CP to help address underutilization.

- \*\* Obtain additional applications from the County's H.R. electronic application notifications..
- \*\* Post all job openings on the county website when needed.
- \*\* Post all job openings on the Circuit Clerk Office website when needed.
- \*\* Utilize social media outlets to share job postings.
- \*\* 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 job responsibilities.
- \*\* Continue to post that the Circuit Clerk is an Equal Opportunity Employer.

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

Circuit Clerk's Office – Promotions and Transfers – July 1, 2018 thru June 30, 2019. The following applications made for promotion or transfer.

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

**Male**

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
Promotion 1	1	1	0		0	0
Promotion 2	1	1	0	0	0	0
Promotion 3			0	0	0	0
Transfer 1 Workforce reduction in a team. Employee transferred to another team.	0	0	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

**Female**

Promotion or Transfer	# Of Applicants	W	B	H	A/PI	AI/AN
Promotion 1	5	4	0	1	0	0
Promotion 2	5	5	0	0	0	0
Promotion 3	4	4	0	0	0	0
Promotions 4	1	1				
Promotions 5	1	1				
Transfer 1 Workforce reduction in a team. Employee transferred to another team.	1	1	0	0	0	0
Transfer 2	1	1	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 – Record of disciplinary actions – July 1, 2018 thru June 30, 2019.**  
**The following number and types of disciplinary action that have taken place.**

**Male**

<b>Category of Discipline</b>	<b>Sanction Imposed</b>	<b>Total</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>
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	1	0	1	1	0	0
Attendance	Written Warning	0	0	0	0	0	0
Attendance	Suspension 3 Days	0	0	0	0	0	0
Attendance	Termination	0	0	0	0	0	0

**Female**

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

Attendance	Suspension 3 Days	0	0	0	0	0	0
Attendance	Termination	1	0	0	1	0	0

### Ethnic Detail for Circuit Clerk Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20040071	ADAMS, MARY L	F	White	06	Administrative Support	04/16/2004	
FT	19950122	ALLEN, CANDY K	F	White	02	Professionals	08/01/1995	
FT	20140026	ARTZ, RICHARD J	M	White	03	Technicians	03/11/2014	
FT	20040148	BANKS, PEGGY J	F	White	06	Administrative Support	08/02/2004	
FT	20070186	BART, RUTH	F	White	06	Administrative Support	10/16/2007	
FT	20150115	BARTEN, KAITLYN M	F	White	06	Administrative Support	10/05/2015	03/29/2019
FT	20000090	BEGALKA, BARBARA A	F	White	06	Administrative Support	06/01/2000	
FT	19970159	BOLAND, LYNN MARIE	F	White	06	Administrative Support	08/19/1997	
FT	19950202	BOMMELMAN, CURT A	M	White	06	Administrative Support	11/13/1995	
FT	20060055	BOYNTON, JILL S	F	White	06	Administrative Support	03/16/2006	
FT	20140103	BRIGGS, AMANDA E	F	White	06	Administrative Support	09/08/2014	
FT	20150047	BRIGHT, JORDAN A	M	Black	06	Administrative Support	06/01/2015	
FT	19980158	BROOKS, DEANNA M	F	White	06	Administrative Support	08/17/1998	
FT	20180064	BROUCH, BARBARA J	F	White	06	Administrative Support	03/26/2018	
FT	20180239	BROWN, MARISSA K	F	White	06	Administrative Support	08/01/2018	
FT	20170550	BUENROSTRO, JULIAN	M	Hispanic or Latino	06	Administrative Support	04/03/2017	
FT	19990282	CAMERON, HEATHER	F	White	06	Administrative Support	12/01/1999	
FT	19910060	CAMPEGGIO, NANCY K	F	White	06	Administrative Support	11/04/1991	
FT	20160001	CANTRALL, MICHELLE M	F	White	06	Administrative Support	01/04/2016	
FT	20000172	CAPPARELLI, JAMES C	M	Hispanic or Latino	06	Administrative Support	08/16/2000	
FT	20010221	CASSON, LISA M	F	White	06	Administrative Support	09/17/2001	
FT	20060088	CHAN, DEBORAH M	F	White	03	Technicians	05/01/2006	
FT	20160096	CHAPA, ELISA E	F	Hispanic or Latino	06	Administrative Support	10/11/2016	
FT	19990194	CONWAY, JOANNE	F	White	06	Administrative Support	09/01/1999	
FT	20080085	CREIGHTON, AIMEE M	F	White	06	Administrative Support	06/09/2008	
FT	20040019	CRISTALLO, LANA M	F	White	06	Administrative Support	01/26/2004	
FT	20000025	DAVIS, JANET L	F	Black	06	Administrative Support	03/01/2000	
FT	20100015	DETTMANN, BRIAN	M	White	06	Administrative Support	02/22/2010	
FT	20060194	DUNNE, CHERYL R	F	White	06	Administrative Support	11/06/2006	
FT	20190039	ENSTROM, RACHEL K	F	White	06	Administrative Support	03/25/2019	06/24/2019
FT	19810018	ESSIG, JAMES E	M	White	06	Administrative Support	11/05/1981	
FT	19810019	ESSIG, JOHN M	M	White	06	Administrative Support	11/05/1981	
FT	20150104	FENN, HEATHER	F	White	06	Administrative Support	09/14/2015	
FT	20180180	FERREL, LATIMER	M	Two or More Races	06	Administrative Support	05/21/2018	
FT	19950108	FLETCHER, MERSENE	F	White	06	Administrative Support	07/03/1995	
FT	20190065	FRASCONA, MEGAN M	F	White	06	Administrative Support	04/09/2019	
FT	20150108	FRIEDERS, DANIELLE A	F	White	06	Administrative Support	09/28/2015	01/03/2019

### Ethnic Detail for Circuit Clerk Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130162	GAEDTKE, DONALD A	M	White	06	Administrative Support	12/03/2013	
FT	19930068	GEMMER, MARIANNE	F	White	06	Administrative Support	09/01/1993	
FT	20050255	GORDON, KATHRYN	F	White	06	Administrative Support	12/16/2005	
FT	20030204	GREENE, TERESA L	F	White	06	Administrative Support	11/17/2003	
FT	19780014	HACKMAN, CECELIA M	F	White	03	Technicians	10/10/1978	
FT	20160078	HAMES, KAREN E	F	White	06	Administrative Support	09/12/2016	
FT	20120035	HANSON, GINA R	F	White	06	Administrative Support	06/11/2012	
FT	20090065	HASSLER, JOANNE	F	White	06	Administrative Support	10/19/2009	
FT	19910056	HERWICK, KARIN M	F	White	01	Official/Administration	10/07/1991	
FT	20170722	HOLT, CODY A	M	White	06	Administrative Support	08/28/2017	
FT	20090072	HUBBS, DONNA	F	White	06	Administrative Support	11/02/2009	
FT	20040179	HULL, DENEEN S	F	Black	06	Administrative Support	08/23/2004	
FT	20130044	HYMAN, JOY A	F	White	06	Administrative Support	05/13/2013	
FT	20090057	JACKSON, JESSICA E	F	White	06	Administrative Support	09/28/2009	
FT	20170018	JACKSON, MELINDA M	F	White	06	Administrative Support	01/30/2017	
FT	19780003	JENSEN, TERRY R	F	White	06	Administrative Support	04/03/1978	
FT	19960153	JOHNSON, LORI A	F	White	02	Professionals	08/19/1996	
FT	19980206	JUNGERS, LINDA S	F	White	06	Administrative Support	10/01/1998	
FT	20180221	JUNKER, TRACY	F	White	06	Administrative Support	07/18/2018	
FT	20170419	KABARA, MARY	F	White	06	Administrative Support	03/06/2017	
FT	20020024	KANE, SHAUNA L	F	White	06	Administrative Support	02/04/2002	
FT	20060056	KISSANE, MELISSA D	F	White	06	Administrative Support	03/16/2006	
FT	20170011	KOSINSKA, KATHERINE	F	White	06	Administrative Support	01/23/2017	
FT	20070061	KOWALSKI, JACQUELINE	F	White	06	Administrative Support	04/16/2007	
PT	20180192	KUNCL, ADAM B	M	White	04	Protective Services: Sworn	06/04/2018	
FT	20170714	LAHL, SARAH D	F	White	06	Administrative Support	08/14/2017	
FT	19810005	LAMBERT, ANN C	F	White	02	Professionals	01/26/1981	
FT	20190038	LANG, ALYSSA K	F	White	06	Administrative Support	04/02/2019	
FT	19970105	LANGE, PENNY A	F	White	06	Administrative Support	06/02/1997	
FT	19910030	LAWRENCE, MONICA	F	White	01	Official/Administration	05/06/1991	
FT	20180022	LIBERIO, NICOLE E	F	White	06	Administrative Support	02/26/2018	07/09/2018
FT	19970068	LISNER, KELLY A	F	White	06	Administrative Support	02/19/2008	
FT	19940125	LISSON, DIANE M	F	White	06	Administrative Support	11/01/1994	12/03/2018
FT	20090068	LYNCH, REBECCA	F	White	06	Administrative Support	10/19/2009	
FT	20070202	MCMAHAN, SAMANTHA A	F	White	03	Technicians	11/16/2007	
FT	20180063	MEEKS, TAMARA K	F	Black	06	Administrative Support	03/26/2018	02/22/2019
FT	20010223	MESZAROS, ROSA	F	Hispanic or Latino	06	Administrative Support	09/17/2001	

### Ethnic Detail for Circuit Clerk Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19936088	MEYER, MICHAEL G	M	White	06	Administrative Support	11/16/2006	
FT	20180240	MOLINE, SHIRLEY L	F	White	06	Administrative Support	08/01/2018	
FT	20070108	MONNETT, ELIZABETH	F	White	06	Administrative Support	06/18/2007	
FT	19960213	PALM, SHELLEY L	F	White	06	Administrative Support	11/01/1996	
PT	20070116	PATE, DONALD	M	White	04	Protective Services: Sworn	07/02/2007	
FT	19970193	PATTERSON, MALINDA K	F	White	06	Administrative Support	10/01/1997	
FT	20140019	PAYNE, STACEY L	F	White	06	Administrative Support	02/18/2014	
FT	20050187	PHILLIPS, LINDSAY M	F	White	06	Administrative Support	01/03/2006	
FT	20120081	PICKERING, JOHNATHAN M	M	White	06	Administrative Support	10/15/2012	
FT	19980097	QUIRIN, DEBRA ANN	F	White	06	Administrative Support	06/08/1998	
FT	20010256	REGGIO, ANTHONY M	M	White	06	Administrative Support	11/01/2001	
FT	20060073	ROMANOW, JEFFREY P	M	White	06	Administrative Support	04/10/2006	
FT	20010050	ROOP, RACHEL L	F	White	06	Administrative Support	03/01/2001	
FT	20100008	SCHILKE, SARAH	F	White	03	Technicians	02/01/2010	
FT	19990270	SCHLIM, NANCY	F	White	06	Administrative Support	11/16/1999	
FT	20130009	SCHOEN, MICHELE	F	White	06	Administrative Support	01/16/2013	04/24/2019
FT	19980186	SHARPNESS, KRISTY L	F	White	02	Professionals	09/08/1998	
FT	19880022	SHERRELL, DOUGLAS R	M	White	06	Administrative Support	07/18/1988	
FT	20000061	SIFUENTES, JUAN M	M	Hispanic or Latino	02	Professionals	05/01/2000	
FT	20000107	SIFUENTES, MARIA I	F	Hispanic or Latino	06	Administrative Support	06/16/2000	
FT	20030047	SKWAREK, JESSICA A	F	White	06	Administrative Support	04/01/2003	
FT	19970071	SMICK, PAULA S	F	White	06	Administrative Support	04/07/1997	
FT	19950133	SMITH, JANICE	F	White	06	Administrative Support	08/03/1995	
FT	20190114	SPRINGMAN, TRICIA N	F	White	06	Administrative Support	06/17/2019	
FT	19920010	STEGING, LAURA	F	White	02	Professionals	03/03/1992	
FT	20180252	TAVIZON, NINA L	F	Hispanic or Latino	06	Administrative Support	09/10/2018	12/31/2018
FT	20050067	TURNER, STEPHANIE L	F	White	06	Administrative Support	04/01/2005	
FT	20170723	VALDEZ, CHEYANNE E	F	White	06	Administrative Support	08/28/2017	
FT	20170489	VALDEZ, SAVANNAH L	F	White	06	Administrative Support	03/13/2017	
FT	20180001	VALENCIA CRUZ, MONICA B	F	Hispanic or Latino	06	Administrative Support	01/29/2018	
FT	20170027	VIAIRA BORUNDA, CHRISTIAN	M	Hispanic or Latino	06	Administrative Support	02/14/2017	
FT	20080034	VOIGHT, JILL	F	White	06	Administrative Support	02/19/2008	
FT	19940008	WCISLO, MARY J	F	White	06	Administrative Support	01/18/1994	
FT	20190086	WEIBLER, EMMA J	F	White	06	Administrative Support	04/15/2019	
FT	19870013	WENBERG, MARILYN K	F	White	06	Administrative Support	05/18/1987	
FT	19980184	WOLF, KATHLEEN J	F	White	06	Administrative Support	09/08/1998	

**PART I. COUNTY OF KANE – 2018-2019 CIRCUIT CLERK UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	69.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	83.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	12.91%	-3.55%	-0.05%	-0.03%	-0.08%	37.80%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	-18.13%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	43.14%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	40.44%	-7.78%	-9.05%	-1.91%	0.00%	0.00%	-1.08%	-11.12%	-3.49%	-5.40%	0.00%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	11.58%	1.05%	3.16%	0.00%	0.00%	0.00%	1.05%	74.74%	3.16%	5.26%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-16.93%	-0.72%	-4.73%	-1.04%	-0.06%	0.00%	0.92%	32.54%	-0.80%	-7.17%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 CIRCUIT CLERK WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	6 100%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 83.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	5 100%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 80.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	2 100%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Circuit Clerk does not have employees in this job category.														
06 - Administrative Support	95 100%	11 11.58%	1 1.05%	3 3.16%	0 0.00%	0 0.00%	0 0.00%	1 1.05%	71 74.74%	3 3.16%	5 5.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Circuit Clerk does not have employees in this job category.														
08 - Service/Maintenance	Circuit Clerk does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT**  
**Community Development Division**  
**Equal Opportunity Plan Executive Narrative**  
**July 1, 2018 - June 30, 2019**

**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 (11.6%) 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** – One written employee warning notice was issued to a white male.

**Promotions/Transfers** – None



## **Employment Practices**

When seeking staff, the Community Development Division utilizes the employment practices and policies described within the Kane County Personnel Policy Handbook.

## **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

## EMPLOYEE NOTICE OF DISCIPLINE

Employee	Work Location	Date of Discipline Action Given
Employee ID #	Date of Occurrence	Supervisor Issuing Action

### Violations

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Attendance             | <input type="checkbox"/> Vile, Foul or Abusive Language      | <input type="checkbox"/> Violation of District Policy:<br>(indicate policy) |
| <input type="checkbox"/> Unauthorized Absence   | <input type="checkbox"/> Safety/Carelessness                 |   |
| <input type="checkbox"/> Tardiness              | <input type="checkbox"/> Willful Damage to District Property |   |
| <input type="checkbox"/> Insubordination        | <input type="checkbox"/> Harassment                          |   |
| <input type="checkbox"/> Conduct                | <input type="checkbox"/> Falsification of Documentation      |   |
| <input type="checkbox"/> Endangerment to others | <input type="checkbox"/> Other                               |   |

### Violation Statement

(attach any supporting documentation)

Date of Violation: \_\_\_\_\_

Place of Violation: \_\_\_\_\_

Statement of Violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed by Supervisor

\_\_\_\_\_  
Issuing Action Date

\_\_\_\_\_  
Position

### Disciplinary Action

Article I. ☐ Written Oral Warning

Article II. ☐ Administrative Leave with Pay

Article III. ☐ Written Warning

Article IV. ☐ Progressive Disciplinary

Article V. ☐ Suspension without pay

Article VI. ☐ Termination

days

### Corrective Actions to be Taken

Corrective Actions/Timeframe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of

supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation

Employee's Signature\_\_\_\_\_

Date\_\_\_\_\_

Supervisor's Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness's Signature\_\_\_\_\_

Date\_\_\_\_\_

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The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

\_\_\_\_\_  
Executive Director – HRM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Ethnic Detail for Community Reinvestment Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20100028	BECK, JOSHUA	M	White	02	Professionals	04/05/2010	
FT	19990139	BERGER, SCOTT W	M	White	01	Official/Administration	07/16/1999	
FT	20140016	DALL, CHRISTOPHER S	M	White	02	Professionals	02/03/2014	
FT	20150056	GLASSFORD, TRACEY L	F	White	02	Professionals	06/08/2015	
FT	20010189	THAVONG, JULIA E	F	White	02	Professionals	08/16/2001	
PT	20160075	TREVE, MICHAEL R	M	White	02	Professionals	08/23/2016	
FT	20180471	WAKILEH, NISREEN A	F	White	02	Professionals	10/22/2018	
FT	20160066	ZILLY, KAREN E	F	White	02	Professionals	07/11/2016	

**PART I. COUNTY OF KANE – 2018-2019 COMMUNITY REINVESTMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
PROFESSIONALS														
Workforce #%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	57.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	6.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	11.61%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
No Employees for This Category														
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 COMMUNITY REINVESTMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00 %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	7 100%	3 42.86%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 57.14%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Community Reinvestment does not have employees in this job category.														
04 - Protective Services: Sworn	Community Reinvestment does not have employees in this job category.														
05 - Protective Services: Non Sworn	Community Reinvestment does not have employees in this job category.														
06 - Administrative Support	Community Reinvestment does not have employees in this job category.														
07 - Skilled Craft	Community Reinvestment does not have employees in this job category.														
08 - Service/Maintenance	Community Reinvestment does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

Kane County Coroner

2018-EEOP

Period covering July 1, 2018 through June 30 2019

**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 the office.

**Objectives:**

The Coroner will interview all qualified applicants with the commitment to make the workforce population in the Coroner's office 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:**

Status change for F/W- from PT/S to PT/R. Admin. Support.

**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 job description is thoroughly discussed with the applicant for the specific position desired. If the applicant is considered, they are then contacted and asked to complete a background check through the Kane County Sheriff's office and the new hire packet along with the appropriate paperwork is submitted to Human Resources Department.

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

All potential applicants come through professional referrals based on qualifications.

**Ethnic Detail for **Coroner** Employees between **07/01/2018** and **06/30/2019****

<b>Type</b>	<b>Employee No.</b>	<b>Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Description</b>	<b>Hire Date</b>	<b>Termination Date</b>
FT	20160167	ALLISON, GABRIELA	F	Hispanic or Latino	04	Protective Services: Sworn	12/08/2016	
FT	20180057	BRADSHAW, CURT A	M	White	04	Protective Services: Sworn	03/12/2018	04/08/2019
FT	20040072	BURLACK, HOLLIE E	F	White	06	Administrative Support	04/16/2004	
FT	20140023	HAYDEN, DERICK R	M	Two or More Races	04	Protective Services: Sworn	02/24/2014	
FT	20170699	HEROUT, CARL H	M	White	04	Protective Services: Sworn	07/02/2017	
FT	20070125	HEROUT, KAREN	F	White	04	Protective Services: Sworn	07/09/2007	
FT	20050026	KRIEGHBAUM, LISA M	F	White	04	Protective Services: Sworn	01/31/2005	
FT	20150036	LAKER, STEVEN P	M	White	04	Protective Services: Sworn	03/30/2015	
FT	19990281	RICHARDSON CARRERA, LOREN C	F	Black	04	Protective Services: Sworn	12/01/1999	



**PART I. COUNTY OF KANE – 2018-2019 CORONER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS No Employees for This Category														
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	37.50%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	25.00%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	-22.06%	-7.78%	-9.05%	-1.91%	0.00%	0.00%	11.42%	13.88%	9.01%	7.10%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 CORONER WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Coroner does not have employees in this job category.														
02 - Professionals	Coroner does not have employees in this job category.														
03 - Technicians	Coroner does not have employees in this job category.														
04 - Protective Services: Sworn	8 100%	3 37.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 12.50%	2 25.00%	1 12.50%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Coroner does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Coroner does not have employees in this job category.														
08 - Service/Maintenance	Coroner does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

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

MARIOLA OSCARSON  
DEPUTY AUDITOR

KRISTIN JENKINS  
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, 2018 - June 30, 2019**

1. **Department's Executive Narrative- Referencing the enclosed Department Census and Workforce Reports; Compiling your Department's Executive Narrative be sure to:**
  - a. **Addressing hiring practices**  
Follow the same hiring practices as Kane County.
  - b. **Promotions**  
None.
  - c. **Transfers**  
None.
  - d. **Record of disciplinary actions**  
*The number of disciplinary actions taken against employees by race, sex, and national origin for each year period. 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.*  
None.
  - e. **The number of employees in each job category by race, sex, and national origin who made application for promotion or transfer for each year period and the number in each job category by race, sex, and national origin who were promoted or transferred.**  
None.
  - f. **A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202(c). You can reference your previous narrative at: <https://www.countyofkane.org/Pages/hrm.aspx> 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.*

**42.202(g) Employment practices means all terms and conditions of employment including but not limited to, all practices relating to the screening, recruitment, referral, selection, training, appointment, promotion, demotion, and assignment of personnel, and includes advertising, hiring, assignments, classification, discipline, layoff and termination, upgrading, transfer, leave practices, rate of pay, fringe benefits, or other forms of pay or credit for services rendered and use of facilities.**

A conscientious effort will continue to be made to consider all qualified persons to fill 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.

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.

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

Internally:

- published in-house on bulletin boards
- County's intranet,
- County's website

Externally (if needed):

- local newspapers
  - a. Kane County Chronicle,
  - b. Beacon News or the
  - c. Daily Herald
- online
  - a. Indeed

**Ethnic Detail for County Auditor Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20180141	CELLA, JENNIFER M J	F	White	06	Administrative Support	04/02/2018	08/10/2018
PT	20180250	JENKINS, KRISTIN D	F	White	06	Administrative Support	09/04/2018	
FT	20170725	OSCARSON, MARIOLA A	F	White	02	Professionals	09/05/2017	
PT	20180251	POWERS, DEBRA A	F	White	06	Administrative Support	09/04/2018	
FT	20130051	TODD, MARGARET E	F	White	02	Professionals	06/03/2013	08/24/2018

**PART I. COUNTY OF KANE – 2018-2019 COUNTY AUDITOR UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	54.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 COUNTY AUDITOR WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	County Auditor does not have employees in this job category.														
02 - Professionals	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	County Auditor does not have employees in this job category.														
04 - Protective Services: Sworn	County Auditor does not have employees in this job category.														
05 - Protective Services: Non Sworn	County Auditor does not have employees in this job category.														
06 - Administrative Support	3 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	County Auditor does not have employees in this job category.														
08 - Service/Maintenance	County Auditor does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

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T - Two or More Races

## **KANE COUNTY BOARD OFFICE**

### **UTILIZATION ANALYSIS**

**July 2, 2018 – June 20, 2019**

**Utilization Analysis Narrative:** A comparison of the Kane County Board Office to the Community Labor Statistics in the area of Administrative Support show under-utilization of all males (-0%) in this category. The Administrative Support positions are secretarial in nature and therefore traditionally undesirable for males. White females (50%) and Hispanic females (50%) combined represent the entire female group of employees in this category. There are no other female minority groups represented. In the area of Professionals, White males make up one-third of the work force (33.33%) with White females making up the remaining two-thirds (66.67%) In both the male and female categories, the minority groups are under-utilized.

The County Board Office recognizes the need to recruit more males and minorities for both the Administrative Support and Professional positions as they become available.

**Objectives:** A conscious effort will be made to consider all genders/races for vacant positions. Vacancies will continue to be posted in-house on bulletin boards and on the county intranet, county website and on Indeed. Recruit 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:** The Receptionist/Recording Secretary (Administrative Support) was promoted to Senior Recording Secretary (Administrative Support) on March 18, 2019 due to one employee transferring to another office.

**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). The HRD assists the County Board Office when posting and placing job openings and in screening applications. When required, the HRD administers typing tests as well. Job Performance evaluations are done annually, or if necessary, on a more frequent basis when required. The County Board Office uses all forms prepared by the HRD when conducting employee and job performance reviews.



**Ethnic Detail for County Board Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19920043	BARSANTI, DAWN G	F	White	02	Professionals	10/02/1992	03/15/2019
FT	20060094	CHINN, SHARON A	F	White	06	Administrative Support	05/22/2006	
FT	20150105	FIGLIOZZI, GABRIELLA M	F	Hispanic or Latino	06	Administrative Support	09/14/2015	
FT	20140147	NAGEL, RICHARD R	M	White	02	Professionals	12/01/2014	
FT	20080039	TALLITSCH, JANE E	F	White	02	Professionals	03/18/2019	

**PART I. COUNTY OF KANE – 2018-2019 COUNTY BOARD UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-3.09%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	21.13%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	7.80%	-3.96%	37.56%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 COUNTY BOARD WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	County Board does not have employees in this job category.														
02 - Professionals	3 100%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 66.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	County Board does not have employees in this job category.														
04 - Protective Services: Sworn	County Board does not have employees in this job category.														
05 - Protective Services: Non Sworn	County Board does not have employees in this job category.														
06 - Administrative Support	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	County Board does not have employees in this job category.														
08 - Service/Maintenance	County Board does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**Kane County Clerk's Office**  
**Equal Employment Opportunity Plan**  
**July 1, 2018 to June 30, 2019 Executive Summary**

Employment practices, including hiring and promotions, of the Kane County Clerk's Office are to a large extent governed by the Collective Bargaining Agreement between the County, the County Clerk's office and The American Federation of State, County and Municipal Deputy Clerks, (AFSCME), AFL-CIO, Council 31, on behalf of and with Local 3966. According to the terms of Article 6, §1, "Both the Employer and the Union agree not to illegally discriminate against any Deputy Clerk on the basis of race, sex, creed, religion, color, marital or parental status, age, national origin, disability or political affiliation, provided however that all personnel of the Office must at all times support and defend the Constitution and laws of the United States, State of Illinois and laws promulgated there from." Also, the Kane County Clerk's Office adheres to the Equal Employment Opportunity policy and all nondiscrimination policies of Kane County. In addition, the Kane County Clerk's Office adheres to the dictates of the Illinois Human Rights Act and the rules and regulations appurtenant thereto, the Equal Opportunity Employment Act as well as the requirements of the statutes, and regulations of all other state and federal enactments that pertain to fair and nondiscriminatory employment practices.

As far as new bargaining unit positions, the Kane County Clerk's Office follows Article 24, §2 of the Collective Bargaining Agreement which states, "Whenever a job vacancy occurs, other than a temporary vacancy as defined below, in any existing job classification or as a result of the development or establishment of new job classifications, a notice of such vacancy shall be posted on all bulletin boards for seven (7) working days and emailed to all bargaining unit employees. This posting shall include job title, work hours, pay rate, and area or Department within the Clerk's Office. Temporary vacancies are defined as job vacancies that may periodically develop in any job classification, such as an extended illness or leave of absence that does not exceed ninety (90) consecutive days plus an additional ninety (90) consecutive days extension based upon an incumbent Deputy Clerk returning from a leave of absence. Job openings that remain open more than one hundred and eighty (180) consecutive days shall not be considered temporary job openings. During this period, Deputy Clerks who wish to apply for the vacant job, including Deputy Clerks on layoff, may do so by contacting the County Clerk. Furthermore, job posting will be used to encourage the principle of promoting from within."

Several provisions of the aforesaid Collective Bargaining Agreement address the issue of transfers. Article 9, §1 states, in pertinent part, "to assure Department and Office efficiency, productivity and service, in no event shall more than one-third (1/3) of the positions in a department be affected by a transfer or transfers ...." Article 9, §1 also states that "a removed full-time Deputy Clerk shall be transferred to another full-time position for which there is a vacancy and for which that Deputy Clerk is qualified. A removed part-time Deputy Clerk may be transferred to either a full-time or part-time position for which there is a vacancy and for which that Deputy Clerk is qualified. If more than one vacancy exists, or if there is more than one probationary Deputy Clerk at the time of removal, the Employer shall have the discretion to transfer the removed Deputy Clerk to the position the Employer deems appropriate." Further, Article 9, §1 provides that if a Deputy Clerk

is removed, he or she may request "assignment to a temporary position" which he or she is qualified to perform.

For the time period in question there were not any disciplinary actions against any bargaining unit employees. Any disciplinary actions and grievances for bargaining unit employees are, of course, governed by the terms and conditions of the aforesaid Collective Bargaining Agreement. For the time period in question there were not any disciplinary actions against any non-bargaining unit employees.

As to non-bargaining unit employees, hiring, promotions, and transfers occur at the discretion of the County Clerk as dictated by the need for special skill sets, education, experience, and abilities, in accordance with the Kane County Equal Employment Opportunity Policy and all nondiscrimination policies of Kane County, as well as all statutes and regulations of the United States and State of Illinois. These actions are based upon merit after personal interviews with candidates, review of their credentials, and verification of references.

In August of 2018, due to a death in the Tax Extension Department, there was a management/administrative vacancy. A Caucasian male was promoted to Director of Vital Records and Tax Extension from Supervisor of Vital Records and Tax Extension and Redemption and a female Caucasian was promoted from a bargaining unit position to Supervisor of Vital Records and Tax Extension. Both promotions were based upon the individuals' experience and familiarity with the Tax Extension and Redemption processes. At the same time, one Caucasian male was transferred to an entry-level position in the Tax Extension and Redemption and no other individuals were interested in or desired this transfer. Also in August of 2018 one Caucasian male was promoted from the position of Compliance Coordinator to the position of Chief Deputy Clerk/ Compliance Coordinator. In June of 2019 one Hispanic male was promoted from a bargaining unit position to Supervisor of Elections. This promotion was based upon his familiarity with the voting equipment used and aspects of the IT requirements of the voting equipment.

The aforesaid Collective Bargaining Agreement (Article 24, §2) requires posting in order to encourage promotion from within the County Clerk's Office. In accordance with this section of the Collective Bargaining Agreement positions are initially posted within the Office. If there is no response to the in-office posting, applicants are sought from other departments and offices within the County and through use of the County Clerk's website postings, word-of-mouth, and outreach to community organizations.

Testing is not utilized. Under the terms of the Collective Bargaining Agreement new employees are considered probationary employees. In the experience of the Clerk's Office, giving an opportunity to people to work in a position and determine if they have the ability to learn and function in the position avoids the potential for any cultural bias that may be inherent in certain testing procedures. The County Clerk's Office employs people based upon their skills and abilities as demonstrated in a live working environment. The willingness and ability to serve the public are the only determinative criteria.

## Ethnic Detail for County Clerk Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150040	ABBATE, CHRISTINA M	F	White	06	Administrative Support	08/13/2018	
PT	20160034	APONTE, VERONICA	F	Hispanic or Latino	06	Administrative Support	03/16/2016	
PT	20180375	BATTLE, JORDAN C	M	Black	06	Administrative Support	10/01/2018	05/03/2019
PT	20160004	BAUER, MARY L	F	White	06	Administrative Support	02/27/2017	
FT	20040211	BECKER, SHAUNA L	F	White	06	Administrative Support	10/15/2004	
PT	20160140	BEHNKE, LAUREN E	F	White	06	Administrative Support	01/01/2014	
PT	20180210	CLAYTON, MYLES C	M	White	06	Administrative Support	06/18/2018	11/06/2018
FT	20180264	DELLES, RENAE F	F	White	06	Administrative Support	09/10/2018	
FT	20100035	DORADO JR, LEOPOLDO	M	Hispanic or Latino	06	Administrative Support	06/01/2010	08/16/2018
PT	20180185	DUGGAN, JOHN P	M	White	01	Official/Administration	05/20/2018	
FT	20100050	EMERSON, JOHN R	M	White	01	Official/Administration	08/09/2010	
FT	20040004	ERICKSON, TRACY A	F	White	06	Administrative Support	08/14/2003	
FT	20040166	ERICSON, SUSAN M	F	White	01	Official/Administration	08/11/2004	08/02/2018
FT	20000174	ESQUIVEL, RAYMOND C	M	Hispanic or Latino	01	Official/Administration	08/16/2000	
FT	19970223	EVERHART, JUDITH A	F	White	06	Administrative Support	11/17/1997	11/16/2018
FT	19890041	FAKRODDIN, ZAHIDA K	F	Asian	06	Administrative Support	08/28/1989	
PT	20180212	FECHNER, JEFFREY P Jr	M	White	06	Administrative Support	06/18/2018	
FT	20070042	FECHNER, LINDA M	F	White	06	Administrative Support	03/01/2007	
PT	20120004	FELTES, BARBARA A	F	White	06	Administrative Support	02/01/2012	07/10/2018
FT	20140067	FELTES, BRETT J	M	White	06	Administrative Support	01/01/2015	
FT	20140017	FRANCO, FABYAN R	M	Hispanic or Latino	06	Administrative Support	02/03/2014	
FT	19950193	HOMAN, DIANE M	F	White	06	Administrative Support	10/30/1995	
PT	20160209	HOMER, NICKOLAS E	M	White	06	Administrative Support	01/01/2014	
FT	20000195	JAKUBAITIS, HEIDI J	F	White	06	Administrative Support	09/05/2000	
PT	20130010	MCSHANE, GEORGINA L	F	White	06	Administrative Support	01/14/2013	
FT	20050240	MOREFIELD, JAMES H	M	White	06	Administrative Support	08/05/2008	
FT	20100055	NELSON, MATTHEW C	M	White	06	Administrative Support	08/16/2010	
PT	20170762	NEVILLE, HILLARY J	F	White	06	Administrative Support	11/29/2017	10/05/2018
PT	20190009	PECK, BRANDON S	M	White	06	Administrative Support	01/17/2019	
PT	20120104	POLLOCK, BRIAN	M	White	06	Administrative Support	01/05/2017	
FT	20180205	ROMERO, MARY S	F	Hispanic or Latino	06	Administrative Support	06/18/2018	
FT	20180206	ROMERO, RENE Sr	M	Hispanic or Latino	06	Administrative Support	06/18/2018	
FT	20150062	RUCHTI, DEBORAH L	F	White	06	Administrative Support	06/22/2015	
FT	20160002	SANDNER, ROBERT J	M	White	01	Official/Administration	12/30/2015	
PT	20130034	SARGENT, TERRI L	F	White	06	Administrative Support	04/29/2013	10/02/2018
PT	20120050	SHERWIN, THOMAS K	M	White	01	Official/Administration	08/06/2012	
PT	20050045	SHIVE, HOLLY L	F	White	06	Administrative Support	09/10/2018	

**Ethnic Detail for County Clerk Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20120075	STEINKELLNER, PAMELA M	F	White	06	Administrative Support	09/24/2012	
FT	20020044	TAGUE, AYESHA N	F	Asian	06	Administrative Support	03/26/2001	
FT	20120017	TAVIZON, YURIDIANA	F	Hispanic or Latino	06	Administrative Support	03/27/2012	
FT	20160003	VELAZQUEZ, HECTOR	M	Hispanic or Latino	06	Administrative Support	01/01/2017	07/02/2018
FT	20080133	WEILANDT, CELESTE	F	White	06	Administrative Support	08/25/2008	
PT	20170201	WEISSERTH, PAULA A	F	White	06	Administrative Support	01/01/2017	
FT	20110078	WIGGINS, KELLY R	F	White	06	Administrative Support	10/03/2011	09/04/2018

**PART I. COUNTY OF KANE – 2018-2019 COUNTY CLERK UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	66.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	12.46%	-1.59%	12.05%	-1.83%	-0.06%	0.00%	-0.13%	-13.98%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	54.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	21.62%	2.70%	10.81%	0.00%	0.00%	0.00%	0.00%	51.35%	0.00%	8.11%	5.41%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-6.89%	0.93%	2.92%	-1.04%	-0.06%	0.00%	-0.14%	9.15%	-3.96%	-4.33%	4.08%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2018-2019 COUNTY CLERK WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	6 100%	4 66.67%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	County Clerk does not have employees in this job category.														
04 - Protective Services: Sworn	County Clerk does not have employees in this job category.														
05 - Protective Services: Non Sworn	County Clerk does not have employees in this job category.														
06 - Administrative Support	37 100%	8 21.62%	1 2.70%	4 10.81%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	19 51.35%	0 0.00%	3 8.11%	2 5.41%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	County Clerk does not have employees in this job category.														
08 - Service/Maintenance	County Clerk does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## **NARRATIVE UTILIZATION**

A comparison of Court Services' "Administration" workforce to the Community Labor Statistics for Kane County indicates a general underutilization of white males in the "Professional" (-19.8%) and "Administrative Support" (-28.5%) categories. Similarly, the "Diagnostic" workforce shows white males are underrepresented in the "Official/Administration" (-54.2%), "Professional" (-16.4%) and "Administrative Support" (-28.5%) categories. Lastly, the "JJC" utilization analysis shows white males are underrepresented in the "Administrative Support" category (-28.5%), however they are overrepresented in the "Official/Administration" (45.8%).

When looking at the "Black Male" demographic across job categories and Departments, black men are slightly underrepresented (<3%) in nearly all categories. The only category in which black males are overrepresented is in the JJC "Professional" category (13.9%).

With regard to the departments "Hispanic or Latino" male demographic, utilization summaries show that as a whole, Hispanic or Latino men are slightly underrepresented in all categories across all departments. In each of the respective report, Hispanic and Latino men are underutilized in the "Administrative Support" category (-7.9%). Additionally, they are significantly underrepresented in the JJC's "Service/Maintenance" category (-33.1%) when compared to community labor statistics. The only category where this population is over represented in is the JJC's "Professionals" category, where they are slightly over utilized (7.8%).

The most overrepresented demographic across each department in nearly all job classifications is white females. The Court Services Administration summary shows that white females are over utilized in the "Administrative Support" (14.1%). Furthermore, the Diagnostic Center report indicates that white females are over utilized in the "Official/Administration" category (69.4%), "Professionals" (14.5%) and "Administrative Support" category (57.8%). This is also true for the JJC's "Administrative Support" (24.5%) as well as the "Service/Maintenance" group (58.3%). The only categories where white females are underutilized are the JJC's "Official/Administration" (-30.7%), "Professionals" (-13.5%), and Drug Court's "Professionals" (16.7%).

The "Black Female" demographic were slightly underutilized across many categories (<5%) in each respective department with few exceptions. The Administrative report shows an overutilization in the "Official/Administration" category (18.7%), "Professionals" (4.5%) and "Administrative Support" (2.3%). Moreover, the "Black Female" demographic is overrepresented in the Diagnostic Center's "Professionals" category (8.6%), and Drug Court's "Professionals" category (12.9%).

Similarly, the “Hispanic or Latino” female category has relatively low levels of deviation from that of the Community Labor Statistics. They too are underutilized across roughly half of all departmental categories (<5%), however they are over utilized in the Administration’s “Administrative Support” category (25.1%), Drug Court’s “Professional” category (9.9%), and JJC’s “Administrative” category (20.9%).

In recent years, the Department has done well in the recruitment of minorities for the professional category across all departments. This 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. 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 -18.9%, respectively.)

After reviewing the results of the previous 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**

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.

- Court Services will continue to attempt to promote females and minorities to upper management positions. At present, there two Hispanic Males, one Hispanic Female, one Black Male and one Asian Female supervisor in the Department, making 28% of the supervisory staff minority. In addition, eight of the supervisors in the Department are female, accounting for 50% of supervisory personnel.
- 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 March of 2018, Court services revised its hiring practices with the establishment of new policy and procedure governing hiring entitled “Officer Selection Process” (attached). Upper management critically examined the previous hiring practices and created a new system which helps limit unintentional bias and affords greater opportunity for minority applicants. This multi-step application process assists in creating a “hiring list” for qualified applicants based upon written, telephone and face-to-face interviews.

Court Services will continue to take the following steps 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 as 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**

- 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-**Attached are three policies regarding hiring practices that were implemented in March, 2018.

### Ethnic Detail for Court Services - Administration Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20010186	AUST, LISA J	F	White	01	Official/Administration	08/16/2001	
FT	20140049	BAROCIO, CHRISTINA M	F	White	02	Professionals	05/05/2014	
FT	20130030	BEHM, MOLLY E	F	White	02	Professionals	04/01/2013	
FT	20170500	BELTRAN, JACQUELINE L	F	Hispanic or Latino	02	Professionals	02/26/2019	
FT	20050249	BRACH, DAVID M	M	White	02	Professionals	12/01/2005	
FT	20190031	BROWN, KRYSTAL M	F	Two or More Races	02	Professionals	02/26/2019	
FT	20130029	BRUMMEL, KERRI M	F	White	06	Administrative Support	12/09/2013	
FT	19990166	BUCHMAN, RENEE M	F	White	02	Professionals	08/16/1999	
FT	20000124	BUHL, NICOLE M	F	White	02	Professionals	07/05/2000	
FT	20070149	CARDENAS, MARIA D	F	Hispanic or Latino	06	Administrative Support	04/15/2013	
FT	20100047	CHO VALLDEJULI, JULIE K	F	Asian	02	Professionals	07/26/2010	
FT	20140068	CHURCHILL, THERESA M	F	White	06	Administrative Support	06/09/2014	
FT	19930096	CIRA-FITZGERALD, ROSANNE	F	White	06	Administrative Support	10/18/1993	09/28/2018
FT	20100091	CNOTA BOYD, REBECCA J	F	White	02	Professionals	12/06/2010	
FT	20040041	COERS, TRACI M	F	White	02	Professionals	03/01/2004	
FT	20020106	COOMER, KATHRYN	F	White	06	Administrative Support	08/05/2002	
FT	20040134	DOMINGUEZ, YVONNE L	F	Hispanic or Latino	06	Administrative Support	11/16/2007	
FT	20140041	ESCOBEDO, DORA G	F	Hispanic or Latino	06	Administrative Support	01/14/2019	
FT	20110017	FAIR, SARA E	F	White	02	Professionals	02/08/2011	
FT	20130112	GARCIA, DIANA	F	Hispanic or Latino	02	Professionals	09/09/2013	11/02/2018
FT	20060218	GARCIA, MARIA C	F	Hispanic or Latino	06	Administrative Support	12/18/2006	
FT	20090001	GATES, DANIEL P	M	White	01	Official/Administration	11/09/2015	
FT	20120036	GEMMEL, SARAH M	F	White	02	Professionals	06/19/2012	10/04/2018
FT	20060198	GILLES, RUTH E	F	White	06	Administrative Support	11/06/2006	
FT	20150133	GONZALEZ, JULISSA	F	Hispanic or Latino	06	Administrative Support	11/09/2015	
FT	19880037	GOODWICK, JULIE J	F	White	02	Professionals	10/05/1988	
FT	20180267	GREEN, DAVID	M	Black	02	Professionals	09/10/2018	01/25/2019
FT	20120062	GREGG, COREY M	M	White	02	Professionals	08/24/2012	
FT	20140141	GRENFELL, KYLE A	M	White	01	Official/Administration	12/01/2014	
PT	19990023	GROUT, REBECCA L	F	White	02	Professionals	01/16/1999	
FT	20130014	GUYTON, RACHEL A	F	Black	02	Professionals	01/22/2013	
FT	20150119	HARRIS, SURITA	F	Black	02	Professionals	10/05/2015	
FT	20110084	HARWOOD, STACY A	F	White	06	Administrative Support	11/07/2011	
FT	20180265	HEARD, CLIFTON D	M	Black	02	Professionals	09/10/2018	11/01/2018
FT	20140009	HEATHER, PHOEBE M	F	White	02	Professionals	01/12/2014	
FT	20050015	HILL, LATANYA	F	Black	01	Official/Administration	01/10/2005	
FT	19990264	HOFF, SARAH I	F	White	02	Professionals	11/16/1999	

## Ethnic Detail for Court Services - Administration Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170742	HOLMES, JASMIN S	F	White	02	Professionals	09/19/2017	
FT	20120084	HOPKINS, MOLLY L	F	White	02	Professionals	10/09/2012	
FT	20060164	HOWES, BRIAN W	M	White	01	Official/Administration	09/01/2006	
FT	19900052	JEFKO, JEFFERY R	M	White	01	Official/Administration	11/01/1990	12/03/2018
FT	20150097	JENKINS, KRISTOPHER M	M	Black	02	Professionals	09/02/2015	
FT	20010108	JENKINS, SOUSIE S	F	Asian	02	Professionals	05/16/2001	
FT	20130035	JOHNSON, CARRON S	F	Black	01	Official/Administration	04/29/2013	
FT	20070145	JOHNSON, LYDIA N	F	White	02	Professionals	08/01/2007	
FT	19890028	JONES, ALICE	F	Black	02	Professionals	05/27/1989	
FT	20000075	KEEF, SARAH L	F	White	02	Professionals	05/16/2000	
FT	20130087	KLATT, COURTNEY K	F	White	06	Administrative Support	08/12/2013	
FT	20170511	KNIGHT, NAOMI R	F	Two or More Races	02	Professionals	02/27/2017	10/10/2018
FT	20000203	KOLBERG, JENNIFER M	F	White	02	Professionals	09/16/2000	
FT	20000076	KOLLWELTER, JENNIFER L	F	White	02	Professionals	05/16/2000	
FT	20060031	KOSTERS, MARY E	F	White	02	Professionals	01/23/2006	
FT	20180257	KOVACH, DAVID B Jr	M	White	02	Professionals	09/04/2018	11/29/2018
FT	20180560	KRAMER, NICOLE A	F	White	02	Professionals	11/13/2018	
FT	20160173	KUBAT, TIMOTHY R	M	White	02	Professionals	12/13/2016	08/10/2018
FT	20070172	LARSON, KRISTA M	F	White	02	Professionals	09/17/2007	
PT	19950103	LEDERMAN, CYNTHIA A	F	White	02	Professionals	06/26/1995	
FT	20180561	LEE, MARCUS D	M	Black	02	Professionals	11/13/2018	
FT	20070191	LEETCH, SARA A	F	White	02	Professionals	10/19/2007	
FT	20110075	LIDDICOATT, LINDSEY S	F	White	02	Professionals	09/19/2011	
FT	20180562	LORUSSO, LUCIANA F	F	White	02	Professionals	11/13/2018	
FT	19890042	LUSK, JANET A	F	White	06	Administrative Support	08/28/1989	
FT	20190035	MALEK, RICHARD J	M	White	02	Professionals	02/26/2019	
FT	20030031	MATHENY, RESHELLE L	F	Black	02	Professionals	02/18/2003	
FT	20050005	MATHIS, JASON W	M	White	02	Professionals	10/15/2013	
FT	20030194	MAURER, STACEY L	F	White	02	Professionals	11/03/2003	
FT	20020054	MAZZA, JEFFREY S	M	White	02	Professionals	04/16/2002	
FT	20150131	MCELLIN, DEBORAH M	F	White	02	Professionals	11/09/2015	
FT	20060118	MCWILLIAMS, ELIZABETH S	F	White	02	Professionals	06/01/2006	
FT	20130161	MONAHAN, ALEXIS J	F	White	02	Professionals	11/18/2013	
FT	20180258	MOODY, LISA N	F	White	02	Professionals	09/04/2018	
FT	20040115	MULVIHILL, DAWN M	F	White	02	Professionals	06/01/2004	
FT	20120109	MUNOZ, JASMINE	F	Hispanic or Latino	02	Professionals	12/03/2012	08/24/2018
FT	20120010	MURILLO, ROCIO	F	Hispanic or Latino	02	Professionals	02/06/2012	

### Ethnic Detail for Court Services - Administration Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20120009	MURRAY, KEVIN M	M	White	02	Professionals	02/14/2012	
FT	20090088	OCON, ISABEL	F	Hispanic or Latino	02	Professionals	12/01/2009	
FT	19860022	OFFUTT GRUBER, MARTHA A	F	White	02	Professionals	11/03/1986	
FT	20140100	OROZCO, VERONICA	F	Hispanic or Latino	02	Professionals	08/26/2014	10/16/2018
FT	20100048	OSBORN, JOSHUA M	M	White	01	Official/Administration	10/05/2015	
FT	20120056	OSBORN, KATHIE J	F	White	06	Administrative Support	08/15/2012	
FT	20190034	PEACOCK, JENNIFER J	F	White	02	Professionals	02/26/2019	
FT	19970179	PETERSON, MATTHEW A	M	White	02	Professionals	09/10/1997	
FT	20150109	RANGEL HERNANDEZ, VANESA	F	Hispanic or Latino	02	Professionals	09/14/2015	
FT	20060151	REINERT, AMY L	F	White	02	Professionals	08/16/2006	
FT	20100039	RIVERA, SERGIO	M	Hispanic or Latino	02	Professionals	06/14/2010	01/22/2019
FT	20000050	ROHLER, MEGAN M	F	White	02	Professionals	04/05/2000	
FT	20000007	ROMAN, MICHAEL A	M	Hispanic or Latino	02	Professionals	01/06/2000	
FT	20030063	SAYLOR, EMILY M	F	White	01	Official/Administration	04/16/2003	
FT	20090087	SCHAIBLY, RAECHEL L	F	White	02	Professionals	11/30/2009	
FT	20140149	SCHMITZ, MATTHEW W	M	White	02	Professionals	12/01/2014	08/22/2018
FT	19860003	SMITH, MARY	F	White	01	Official/Administration	03/26/1986	12/03/2018
FT	20120092	SNEEDEN, MARK N	M	White	02	Professionals	11/07/2012	
FT	20010037	STARKOVICH, CHRISTOPHER J	M	White	02	Professionals	02/16/2001	
FT	20050151	STEVENS, RACHAEL M	F	White	02	Professionals	07/01/2005	
FT	19900027	STUTZ, ELIZABETH	F	White	02	Professionals	05/24/1990	
FT	20140146	VARGAS, GUADALUPE	F	Hispanic or Latino	02	Professionals	12/01/2014	
FT	20170021	VARGAS, KIMBERLY	F	Hispanic or Latino	06	Administrative Support	01/17/2017	
FT	20010039	VAUGHN, LOIS R	F	Black	06	Administrative Support	02/16/2001	
FT	20140131	VEGA, ZULAY C	F	Hispanic or Latino	02	Professionals	10/20/2014	
FT	20070097	VOGT, INGRID R	F	White	02	Professionals	06/05/2007	
FT	20170693	WASER, ABIGAIL E	F	White	02	Professionals	06/19/2017	
FT	20140060	WESSEL, PHILIP A	M	White	02	Professionals	05/22/2014	
FT	20180266	WHITE, KIMBERLY A	F	White	02	Professionals	09/10/2018	
FT	19890012	WICKENS, KATHERINE L	F	White	02	Professionals	02/07/1989	02/07/2019
FT	20170019	WILLIAMS, TAMARA A	F	White	02	Professionals	01/17/2017	
FT	20190033	WILLIAMS, VARITA L	F	Black	02	Professionals	02/26/2019	
FT	20110025	WINTERBERGER, BRADLEY R	M	White	02	Professionals	03/01/2011	
FT	20010129	ZACCAGNINI, AMY L	F	White	02	Professionals	06/01/2001	
FT	20190032	ZEPEDA, CANDACE B	F	Hispanic or Latino	02	Professionals	02/26/2019	
FT	20180563	ZEPEDA, NOEL A	M	Hispanic or Latino	02	Professionals	11/13/2018	



**Ethnic Detail for Court Services - Diagnostic Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170728	BROWN, TIFFANY C	F	Black	02	Professionals	09/01/2017	08/31/2018
FT	20160084	BROWNFIELD, CHAD R	M	White	02	Professionals	09/01/2016	
FT	20180248	DORRANCE, KIMBERLY A	F	White	06	Administrative Support	09/04/2018	
FT	20150089	GALLEY, STEPHANIE T	F	White	06	Administrative Support	08/24/2015	
FT	20150136	LANCASTER, ELISA M	F	Hispanic or Latino	02	Professionals	11/23/2015	
FT	20170729	LYTTLES, MARY E	F	White	02	Professionals	09/01/2017	08/31/2018
FT	19900010	MIKA, BARBARA	F	White	06	Administrative Support	02/22/1990	08/31/2018
FT	20150077	OLIVERIO, MICHAEL A	M	White	02	Professionals	07/20/2015	
FT	20180249	RICCIO, SARAH T	F	White	02	Professionals	09/04/2018	
FT	20150090	RUDAWSKI, CHRISTINA E	F	White	02	Professionals	08/24/2015	
FT	20180244	SIERZEGA, MICHELLE P	F	White	02	Professionals	08/27/2018	06/28/2019
FT	20140108	THOMAS, JAIME M	F	White	02	Professionals	09/02/2014	
FT	19990200	TSANG, ALEXANDRA A	F	White	01	Official/Administration	09/01/1999	
FT	20170727	VANOPSTALL, ASHLEY L	F	White	02	Professionals	09/01/2017	

**Ethnic Detail for Court Services - Drug Court Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20160104	CONNELL, KADE A	M	White	02	Professionals	10/11/2016	
FT	20140071	EYRE, ELIZABETH L	F	White	02	Professionals	07/07/2014	
FT	20170746	FISCHER, LENA L	F	Two or More Races	02	Professionals	10/23/2017	
FT	19900129	KLIMPKE, ALICIA L	F	Hispanic or Latino	02	Professionals	08/01/1995	
FT	20060196	KLING, LAUREL	F	White	02	Professionals	11/01/2006	11/16/2018
FT	20060217	MARTINEZ, JONATHON J	M	White	02	Professionals	12/18/2006	
FT	20160069	WILLIE, JAMEICE S	F	Black	02	Professionals	07/11/2016	

## Ethnic Detail for Court Services - JJC Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20140106	ANDREWS, CARYN P	F	White	02	Professionals	09/02/2014	
FT	20190072	AVERS, KEVIN R	M	White	02	Professionals	03/26/2019	
FT	20180213	BEAVERS, ALYSSA C	F	White	02	Professionals	06/19/2018	
FT	20010077	BIGGIAM, NANCY S	F	White	08	Service/Maintenance	04/16/2001	
FT	20160091	BRYANT, TYISHA R	F	Black	02	Professionals	09/19/2016	07/13/2018
FT	20180190	CABALLERO, JOSEPH	M	Hispanic or Latino	02	Professionals	05/22/2018	
FT	20080008	CAPLAN, DURIN K	M	White	02	Professionals	01/02/2008	
FT	20150095	CAVENDER, FAITH A	F	White	02	Professionals	09/02/2015	05/22/2019
FT	20190116	CHIONE, KURTIS P	M	White	02	Professionals	06/11/2019	
FT	20010175	CHLOPEK, MONIKA A	F	White	02	Professionals	08/10/2001	
FT	20150096	CREED, BRANDON J	M	White	02	Professionals	09/02/2015	
FT	20170741	CYKO, NATALIE K	F	White	02	Professionals	09/19/2017	
FT	19980020	DAVIS, MICHAEL J	M	White	01	Official/Administration	02/16/1998	
FT	20130102	DAVIS, WESLEY J	M	Black	02	Professionals	08/29/2013	
FT	20010034	DITTMER, AMY A	F	White	02	Professionals	02/16/2001	
FT	20160092	DONAT, EMILY E	F	White	02	Professionals	09/19/2016	08/22/2018
FT	20060177	DREWS, PATRICK	M	White	02	Professionals	09/18/2006	
FT	20180256	EDWARDS, ERIKA N	F	White	02	Professionals	09/04/2018	
FT	20020018	ELY, PAMELA J	F	White	06	Administrative Support	01/29/2002	
FT	20170747	FORD, SHANA	F	Black	02	Professionals	10/31/2017	03/15/2019
FT	20150134	GEISELMAN, ERIC J	M	White	02	Professionals	11/17/2015	
FT	20190044	GOULD, RYAN W	M	White	02	Professionals	03/19/2019	
FT	20190019	GOULD, SHAMIKA B	F	Hispanic or Latino	02	Professionals	02/05/2019	
FT	20150118	HANSEN, KYLE A	M	White	08	Service/Maintenance	10/05/2015	
FT	20190045	HARRINGTON, RODERICK C	M	Black	02	Professionals	03/19/2019	
FT	20060033	HARRIS, COREY D	M	Black	02	Professionals	02/01/2006	
FT	20080139	HERRMANN, NICOLE C	F	Hispanic or Latino	02	Professionals	09/02/2008	
FT	20180191	HILLMAN, BRYAN J	M	Black	02	Professionals	05/29/2018	
FT	20180184	HOFFMANN, HEATHER A	F	White	02	Professionals	05/15/2018	
FT	20140150	HUMPHRIS, SAMANTHA A	F	White	02	Professionals	12/01/2014	
FT	20170749	IRUME, BYRON O	M	Hispanic or Latino	02	Professionals	10/31/2017	08/18/2018
FT	20080071	JANOVSKY, CHRISTOPHER C	M	White	02	Professionals	05/06/2008	
FT	20090032	KINKADE, DANIKA E	F	White	02	Professionals	04/19/2009	
FT	20190102	KIRCHMANN, ADAM G	M	White	02	Professionals	05/07/2019	
FT	20190046	KLIMOVICH, JACOB A	M	White	02	Professionals	03/19/2019	
FT	20170740	KLIMPKE, CHRISTOPHER G S	M	White	02	Professionals	09/19/2017	
FT	20030162	LA BARBERA, WHITNEY P	F	White	02	Professionals	09/08/2003	

## Ethnic Detail for Court Services - JJC Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20140034	LITWILER, SCOTT R	M	White	02	Professionals	03/17/2014	03/27/2019
FT	20120014	LYNCH, ERIN R	F	White	02	Professionals	02/21/2012	
FT	20140121	MAGANA, ADRIAN	M	Hispanic or Latino	02	Professionals	09/22/2014	07/03/2018
FT	20130171	MARTINEZ, CLIFTON D	M	Black	02	Professionals	12/16/2013	
FT	20030052	MCGOWAN, MARCUS D	M	Black	02	Professionals	04/01/2003	
FT	20180216	MEDRANO, ANTHONY	M	Hispanic or Latino	02	Professionals	06/26/2018	09/21/2018
FT	20180197	MONARREZ, PATRICIA	F	Hispanic or Latino	02	Professionals	06/05/2018	
FT	20160032	MOODY, LEON L	M	Black	02	Professionals	03/21/2016	06/28/2019
FT	20010179	MORRELL, CHARLES J	M	White	02	Professionals	08/10/2001	
FT	20190018	OWENS, QUINCY P	M	Black	02	Professionals	02/05/2019	
FT	20160058	PACATTE, BLAIR A	M	White	02	Professionals	06/13/2016	01/05/2019
FT	20170750	PAYAN, AURIEL	M	Hispanic or Latino	02	Professionals	10/31/2017	08/14/2018
FT	20190047	PEASE, JASMINE M	F	White	02	Professionals	03/19/2019	
FT	20170710	PEDERSON, TRACEY N	F	White	02	Professionals	07/25/2017	01/29/2019
FT	20140130	PETTINATO, SARAH A	F	White	02	Professionals	10/14/2014	
FT	20190048	PHILLIPS, BRIANNA R	F	White	02	Professionals	03/19/2019	
FT	20080146	POORE, KEVIN D	M	White	02	Professionals	09/08/2008	
FT	20190020	RANGEL, YESENIA A	F	Hispanic or Latino	02	Professionals	02/05/2019	
FT	19950070	RICE, GENA J	F	White	08	Service/Maintenance	05/12/1995	
FT	20180214	RICHARDS, LAUREN A	F	White	02	Professionals	06/19/2018	08/10/2018
FT	19950147	RIVERA, VICTOR L	M	Hispanic or Latino	02	Professionals	09/01/1995	
FT	20170751	ROSAS, BRITTANY T	F	Hispanic or Latino	02	Professionals	10/31/2017	
FT	20140036	ROWE, JAYMIE M	F	White	02	Professionals	03/17/2014	
FT	20100044	SAURIOL, STEPHANIE R	F	White	02	Professionals	07/19/2010	
FT	20190100	SCARVER, OTIS J Jr	M	Black	02	Professionals	05/07/2019	
FT	20180195	SEAL, KEVIN T	M	White	02	Professionals	06/05/2018	12/07/2018
FT	20150005	SHOCK, ERIK M	M	White	02	Professionals	01/06/2015	01/18/2019
FT	20160059	SIMPSON, DENISE H	F	Black	02	Professionals	06/13/2016	
FT	20180215	SIMPSON, SARA E	F	White	02	Professionals	06/19/2018	
FT	20160174	SKONIECKE, TRAVIS W	M	White	02	Professionals	12/13/2016	
FT	20170753	SKUBISZ, KATHLEEN M	F	White	02	Professionals	10/31/2017	
FT	20170712	SMITH, SHAUNA R	F	Black	02	Professionals	07/25/2017	
FT	20120117	SODERDAHL, SHELLIE S	F	White	08	Service/Maintenance	12/11/2012	
FT	20160171	SPEARS, LEON C	M	Black	02	Professionals	12/13/2016	11/12/2018
FT	20020108	STEHLIN, KIMBERLY A	F	White	06	Administrative Support	08/05/2002	
FT	19910037	SWIERKOSZ-BRICK-SIERRA, AMY L	F	White	02	Professionals	07/01/1991	
FT	20140073	SZABO, JESSICA L	F	White	02	Professionals	06/30/2014	

### Ethnic Detail for Court Services - JJC Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20180259	SZOKE, MATTHEW D	M	White	02	Professionals	09/04/2018	10/31/2018
FT	20190117	THOMAS, HOUSTON L III	M	Black	02	Professionals	06/11/2019	
FT	20180085	TORKILSEN, RONALD J Jr	M	White	02	Professionals	03/14/2018	
FT	20140037	TUCKER, ANTONIO M	M	Hispanic or Latino	02	Professionals	03/17/2014	
FT	20190049	TULLY, MICHAEL J	M	White	02	Professionals	03/19/2019	
FT	20160048	VARGAS, JESSICA	F	Hispanic or Latino	02	Professionals	04/18/2016	01/07/2019
FT	20100040	VILLELA, SHAWN	M	Hispanic or Latino	02	Professionals	06/14/2010	
FT	20110048	VIRAMONTES, TANIA R	F	Hispanic or Latino	06	Administrative Support	06/16/2011	
FT	20120094	WEISER, JARED B	M	White	02	Professionals	11/05/2012	
FT	20180217	WISCHNACK, ELMER J	M	Hispanic or Latino	02	Professionals	06/26/2018	12/01/2018
FT	20100064	WOODS, RANDY R	M	Black	02	Professionals	09/07/2010	02/27/2019
FT	20140101	ZYNDA, CRYSTAL L	F	White	02	Professionals	08/26/2014	

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - ADMINISTRATION UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	30.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-0.65%	18.72%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	16.67%	4.76%	3.57%	0.00%	0.00%	0.00%	0.00%	52.38%	5.95%	11.90%	2.38%	0.00%	0.00%	2.38%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-19.76%	3.31%	-0.19%	-3.55%	-0.05%	-0.03%	-0.08%	6.85%	4.52%	7.60%	-0.35%	-0.01%	0.00%	2.00%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	56.25%	6.25%	37.50%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	14.05%	2.29%	25.06%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - DIAGNOSTIC UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	69.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-16.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	14.47%	8.57%	5.69%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - DRUG COURT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS Workforce #%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	14.29%	14.29%	0.00%	0.00%	0.00%	14.29%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-7.86%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-16.96%	12.85%	9.98%	-2.73%	-0.01%	0.00%	13.91%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT No Employees for This Category														
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														



**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - JJC UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	28.21%	15.38%	11.54%	0.00%	0.00%	0.00%	0.00%	32.05%	5.13%	7.69%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-8.22%	13.93%	7.78%	-3.55%	-0.05%	-0.03%	-0.08%	-13.48%	3.70%	3.39%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	24.47%	-3.96%	20.90%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
Workforce #%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	21.61%	3.18%	33.09%	1.11%	0.03%	0.02%	0.31%	16.71%	2.98%	18.97%	1.22%	0.05%	0.00%	0.26%
Utilization %	3.39%	-3.18%	-33.09%	-1.11%	-0.03%	-0.02%	-0.31%	58.29%	-2.98%	-18.97%	-1.22%	-0.05%	0.00%	-0.26%

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - ADMINISTRATION WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	10 100%	5 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 30.00%	2 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	84 100%	14 16.67%	4 4.76%	3 3.57%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	44 52.38%	5 5.95%	10 11.90%	2 2.38%	0 0.00%	0 0.00%	2 2.38%
03 - Technicians	Court Services - Administration does not have employees in this job category.														
04 - Protective Services: Sworn	Court Services - Administration does not have employees in this job category.														
05 - Protective Services: Non Sworn	Court Services - Administration does not have employees in this job category.														
06 - Administrative Support	16 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 56.25%	1 6.25%	6 37.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Court Services - Administration does not have employees in this job category.														
08 - Service/Maintenance	Court Services - Administration does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - DIAGNOSTIC WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	10 100%	2 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 60.00%	1 10.00%	1 10.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Court Services - Diagnostic does not have employees in this job category.														
04 - Protective Services: Sworn	Court Services - Diagnostic does not have employees in this job category.														
05 - Protective Services: Non Sworn	Court Services - Diagnostic does not have employees in this job category.														
06 - Administrative Support	3 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Court Services - Diagnostic does not have employees in this job category.														
08 - Service/Maintenance	Court Services - Diagnostic does not have employees in this job category.														

**Key**

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NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - DRUG COURT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Court Services - Drug Court does not have employees in this job category.														
02 - Professionals	7	2	0	0	0	0	0	0	2	1	1	0	0	0	1
	100%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	14.29%	14.29%	0.00%	0.00%	0.00%	14.29%
03 - Technicians	Court Services - Drug Court does not have employees in this job category.														
04 - Protective Services: Sworn	Court Services - Drug Court does not have employees in this job category.														
05 - Protective Services: Non Sworn	Court Services - Drug Court does not have employees in this job category.														
06 - Administrative Support	Court Services - Drug Court does not have employees in this job category.														
07 - Skilled Craft	Court Services - Drug Court does not have employees in this job category.														
08 - Service/Maintenance	Court Services - Drug Court does not have employees in this job category.														

**Key**

W - White

B - Black

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AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**PART I. COUNTY OF KANE – 2018-2019 COURT SERVICES - JJC WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	78 100%	22 28.21%	12 15.38%	9 11.54%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	25 32.05%	4 5.13%	6 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Court Services - JJC does not have employees in this job category.														
04 - Protective Services: Sworn	Court Services - JJC does not have employees in this job category.														
05 - Protective Services: Non Sworn	Court Services - JJC does not have employees in this job category.														
06 - Administrative Support	3 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 66.67%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Court Services - JJC does not have employees in this job category.														
08 - Service/Maintenance	4 100%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 75.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

**Key**

W - White

B - Black

H - Hispanic or Latino

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AI/AN - American Indian or Alaska Native

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<b>COURT SERVICES SUPERVISOR MANUAL</b>	<b>POLICY NUMBER</b> <b>3.01</b>	<b>PAGES</b> <b>1 of 5</b>
<b>CHAPTER</b> <b>HIRING &amp; TRAINING</b>	<b>STANDARDS</b> 730 ILCS 110/15 730 ILCS 110/13a 725 ILCS 185/4 AOIC Policies Governing Hiring, Promotion, and Training of Illinois Probation/Court Services Personnel	
<b>SUBJECT</b> <b>Officer Selection Process</b>	<b>APPROVED/DATE</b> <b>SCB/LJA 3/19/18</b>	

**PHILOSOPHICAL STATEMENT:** Kane County Court Services is an integral part of the 16<sup>th</sup> Judicial Circuit. Thus, Court Services endeavors to select employees who are suitable for positions within the Department through the use of a proficient and credible selection process.

**POLICY:** It is the policy of Court Services to hire the most qualified candidates. The selection process detailed herein will be implemented consistently and utilized as the functional tool for the fulfillment of vacant positions within the Department.

**PROCEDURE:** Kane County Court Services will seek qualified candidates for the position of Probation Officer on a biannual basis. The hiring process includes staff members from varying levels of Court Services management to increase objectivity, mitigate bias and improve skill assessment through a team approach. An Administrative Assistant, Director and two Supervisors will all play an integral part of the selection process.

The Administrative Assistant is responsible for posting open positions, scoring each candidate's resume, and taking notes during the face to face interview. The selection panel, which will consist of one Director and two Supervisors is responsible for facilitating the in-person interviews and ranking the candidates for the purpose of a hiring list. A supervisor will be appointed as the chair of the selection panel with the responsibility of adherence to the hiring process and drafting the final hiring recommendations. Recommendations for hire will be submitted to the Executive Director for review, approval, and submission to the Chief Judge.

During the months of June and December, the Administrative Assistant will post the position of Probation Officer on the Kane County website, internally within the department on designated bulletin boards, as well as distribute to local institutions of higher learning and other Court Services Departments. The Chairperson of the selection panel will draft and provide the Pre-Interview Questionnaire to the Administrative Assistant for inclusion in the job posting. At the conclusion of posting timeframe, the Administrative Assistant will

score each candidate's resume based on the Court Services Application Rubric ([insert hyperlink-M:\Group\DIR\LaTanya H\EBP\NIRN Review and Implementation\Selection documents\Court Services Application Rubric](#)). If the Administrative Assistant determines that the resume and cover letter contain poor grammar, this will be noted on the scoring rubric as a grammatical red flag. The Supervisors will assess the level of error to determine if the candidate should proceed in the selection process. The application packets of candidates that have met the minimum qualifications will then be forwarded to the Chairperson of the Selection Panel.

To further conduct an initial screen of the candidate's relevant skills for the position, the job posting requires the submission of a pre-interview questionnaire that will be scored by the Chairperson and alternate supervisor based on the Pre-Interview Questions and scoring guide ([insert hyperlink-M:\Group\DIR\LaTanya H\EBP\NIRN Review and Implementation\Selection documents\Preinterview questions](#))

At the conclusion of this phase in the process, each candidate will have a resume and pre-interview questionnaire score. Based on the number of applicants, the selection panel will determine the percentage of candidates that will move to the next phase of the selection process. The percentage will reflect a desire to move as many candidates along to the next phase as possible while eliminating candidates that fail to exhibit the skills or philosophy desired in employees of Kane County Court Services.

The second phase of the selection process consists of a phone interview/cold call. The supervisor members of the selection panel will contact the second phase candidates via telephone and conduct an interview immediately, if the candidate is available and able to participate, or schedule an alternate day/time. If the candidate is not reached via phone, the Supervisor will leave a voicemail and send an email to the email address on the resume requesting contact within 48 hours to schedule a phone interview appointment. The purpose of the phone interview will be to ask for clarification on any resume red flags (gaps of employment, multiple positions with short tenures, vague statements, overemphasis on hobbies/non-work interests) and to assess the candidate's qualifications. Each candidate will be asked two questions from the Cold Call Phone Interview Question Bank and Rubric ([insert hyperlink-M:\Group\DIR\LaTanya H\EBP\NIRN Review and Implementation\Selection documents\Cold call phone interview question bank and rubric](#)). At the conclusion of the phone interview, the Supervisors should obtain any additional information or clarification as needed from the pre-interview questionnaire submitted with the resume. The Supervisors will confer and determine if the candidate has passed or failed the phone interview/cold call process based upon the clarification or lack thereof of resume red flags and the responses to the interview questions. Candidates may fail to meet requirements to continue in the process if there are concerns with the responses of any of the clarifying questions, insufficient explanation/rebuttal to the red flags noted in the resume, or their responses to the two questions are in direct conflict with the philosophy of the Department. If it is determined that a candidate has "passed" this portion of the

process the two interview questions will be scored based on the scoring rubric. At the conclusion of the second phase, the selection panel will determine the percentage/cut off score of the applicants moving forward. The percentage/cut off score will reflect a desire to move as many of the top candidates along to the next phase as possible to further assess their alignment with the desired skills and philosophy.

The final phase of the selection process will consist of an in-person interview with the selection panel. Prior to the scheduling of the in-person interview, the Chairperson will convene the selection panel to determine the questions that will be utilized for the interview and written exercise. The selection panel will interview each candidate as scheduled and the assigned Administrative Assistant will take notes to allow for appropriate eye contact, engagement, and assessment of non-verbal cues during the interview. At the conclusion of the interview, members should ask any necessary clarifying questions. An interview check-off list ([insert hyperlink- M:\Group\DIR\LaTanya H\EBP\NIRN Review and Implementation\Selection documents\Interview Checklist](#)) is followed to ensure the consistent disbursement of departmental policies and collection of necessary documentation.

This check-off sheet list should ensure the review of or confirmation of receipt of the following information:

- Kane County Employment Application
- Possession of valid driver's license
- General benefit information
- Work schedule (general probation, special programs, and pre-trial)
- Physical requirements of the position
- Code of professional conduct
- Violence in the workplace
- Salary
- Union information
- Criminal history check and fingerprinting requirement
- Dress code
- AOIC hiring list application
- References
- AOIC Basic Training attendance requirement
- PREA pre-employment form (if applicable)
- Court Services overview

The potential candidate will then be informed of the next steps in the process which will include a search of any publicly visible social media accounts. Members of the selection panel will contact the candidate's references and score each candidate per the Probation Officer Candidate Applicant Rating Form ([M:\Group\DIR\LaTanya H\EBP\NIRN Review and Implementation\Selection documents\Probation Officer Candidate Applicant Rating Form](#)). One applicant rating form will be submitted per candidate which reflects the panel's assessment of the candidate's qualifications and



performance through each phase of the selection process.

**NOTE:** *During the interview, if an egregious response or action occurs, a panel member will ask for a caucus with the panel members. If all members of the panel agree to end the interview the applicant will be informed of the decision. If it is an internal candidate, feedback should be given at that time detailing concerns noted. This information should be shared with the candidate's immediate supervisor for further professional development as necessary.*

The selection panel members, under the direction of the Chairperson, will submit a memo with the recommended hiring list to the Executive Director for approval. Based on the candidates total score which includes the phone interview, pre-interview questionnaire, resume, and in-person interview scores; a hiring list will be recommended and submitted to the Executive Director for approval or modification.

The contents of the hiring packet must include and will be submitted in the following order:

- Each candidate's application rubric
- cover letter
- resume
- Kane County application
- AOIC approved hiring list or AOIC letter of eligibility
- pre-interview questionnaire
- phone interview/cold call question response notes
- interview and reference notes
- written exercises

All candidates that are deemed appropriate for hire will be notified via letter of their placement on the hiring list. The letter will not be a promise or offer to hire but specifically notification that the candidate may be contacted as vacancies occur. Candidates deemed inappropriate for placement on the hiring list will be contacted via letter stating that the "Court Services has not been authorized by the Chief Judge to place you on the Kane County Court Services Probation eligibility hiring list". The list is valid for six months and any candidates on the list that desire to remain, will be allowed to do so for a total of one (1) year.

As positions become available, candidates will be contacted in ranked order of preference and offered employment based on the current vacancy. 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. Candidates that refuse a position based on responsivity issues or schedule, will be allowed to remain on the list based on their original placement. As alternate positions become available, the Supervisor will offer employment until the list is exhausted. A tentative start date will be given contingent on the candidate's criminal history and CANTS/LEADS clearance. Employee start dates will be determined based

on the start of the next training cohort per the Training/Effective Caseworks Committee.

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 to determine if the severity of the offense will disqualify the candidate from hire.

Once the criminal history has been cleared, an official 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 to whom they should report 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 providing the name of the new hire, the start date and any other necessary information.

Attached to the memo will be the interview materials including:

- Written interview responses
- Written reference responses
- Applicant scoring sheet
- Original Kane County Employment Application
- CANTS/LEADS results
- AOIC hiring list with new employee name or the AOIC eligibility letter
- Resume
- 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(s).

**NOTE:** All applications, interview and background materials for candidates not selected for hire, will be held by the designated Administrative Assistant 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:** Criteria used for internal candidates will additionally include any material in the individual's personnel file and the immediate supervisor's input.

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

## KANE COUNTY - JOB DESCRIPTION

**JOB TITLE:** Probation Officer

**JOB CODE:** 34073

**Non-Exempt**

**DEPARTMENT:** Court Services

Position Synopsis: ***Under the direction of the designated supervisor, the probation officer will work with individuals under the jurisdiction of the Court by promoting positive behavioral change utilizing methods proven to increase public safety. In doing so, the probation officer works with individuals to maximize their potential and mitigate risk to the community in an effort to reduce recidivism.***

### PRINCIPLE DUTIES AND RESPONSIBILITIES

- ❖ Engage with clients of diverse backgrounds using emotional intelligence
- ❖ Assess risk and protective factors using a validated risk instrument
- ❖ Make referrals and recommendations based on the validated risk assessment results
- ❖ Conduct visits with clients in the office and community based upon their appropriate supervision level
- ❖ Make victim contacts to ensure victim safety and determine restitution needs
- ❖ Maintain case information through the use of the designated case management systems
- ❖ Collects information from collateral contacts to promote effective case management
- ❖ Provide accurate written and verbal reports to the Judiciary.
- ❖ Aid clients in understanding and maintaining court ordered compliance
- ❖ Participate in the court process via testimony and staffings
- ❖ Present cases to criminal justice stakeholders
- ❖ Cultivate relationships with area community social service agencies, local police jurisdictions, and educational facilities
- ❖ Continue professional development through the attendance of staffings, trainings, and meetings.
- ❖ Supervise and collect urine samples, complete DNA buccal swabs, and administer breathalyzer tests
- ❖ Collects restitution and/or legal fees
- ❖ Prepare, review and submit statistical reports
- ❖ Abide by the 16<sup>th</sup> Judicial Circuit code of conduct, relevant statutes and all Department policies and procedures
- ❖ Completes other job-related tasks as directed by the Office Manager/Special Programs Manager/Field Service Manager

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- ❖ Demonstrate empathy, genuineness, compassion, and warmth in interactions with a multitude of clients from diverse backgrounds
- ❖ Must possess sensitivity to cultural and environmental differences found in families of caseload population as well as the work culture
- ❖ Practice self-awareness in dealings with others and be able to identify internal strengths, weaknesses, and potential biases
- ❖ Possess oral and written communication skills necessary to elicit information from clients and effectively communicate to systems partners
- ❖ Requires analytical decision-making skills necessary to make recommendations based upon information received from a number of sources
- ❖ Exhibits problem solving skills with an emphasis in conflict resolution and crisis management
- ❖ Have the technical competency necessary to complete departmental tasks in a timely fashion (Including but not limited to; Microsoft Office Suite, navigating case management systems and web-based applications)
- ❖ Maintain professional relationships with criminal justice stakeholders
- ❖ Requires organizational and time management skills necessary to prioritize varied workload and meet necessary deadlines.

#### Minimum Qualifications

Must have a Bachelor's Degree from an accredited college or university preferably in the human services fields of study

Must be on the Administrative Office of Illinois Court hiring list at the time of hire.

Must have a valid driver's license

## HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon completion of a criminal history background check for purposes of compliance with the Illinois State Police for LEADS purposes.

## PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the time. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

## WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90 % of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e., fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

## EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, surgical gloves, face mask and you may be required to travel by car (department's or personal).

## REPORTING RELATIONSHIPS

**Reports To:** Office Manager  
**Directs Work Of:** None/Individual Contributor

**BLOODBORNE PATHOGEN RISK CODE:** Yes

## RECEIPT AND APPROVAL

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Dept. Hd./Elected)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## POSITION OPENING

**DEPARTMENT:** Kane County Court Services

**TITLE:** Probation Officer

Possible unit assignments include: Adult, Juvenile, Specialized Probation Services, Drug Rehabilitation, Sex Offender, Community Restitution Services, Pretrial, Domestic Violence, Administrative/Warrant, Special Programs Hybrid, Hybrid, Conditional Discharge, Pre-Sentence Investigation

**REPORT TO:** Court Services Supervisor

**RESPONSIBLE FOR:** Working with individuals under the jurisdiction of the Court by promoting positive behavioral change utilizing methods proven to increase public safety. In doing so, the probation officer works with individuals to maximize their potential and mitigate risk to the community in an effort to reduce recidivism.

**MINIMUM QUALIFICATIONS:** Must have a Bachelor's Degree from an accredited college or university preferably in the human services fields of study, be on the Administrative Office of Illinois Court hiring list at the time of hire, and have a valid driver's license.

**GENERAL EMPLOYMENT  
QUALIFICATIONS:**

In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:

- \* *Oral/Written Communication Skills*
- \* *Interpersonal Sensitivity*
- \* *Planning/Organizing*
- \* *Problem Analysis and Solutions*
- \* *Oral Fact Finding Skills*
- \* *Computer Competency*
- \* *Bilingual, English/Spanish Language Skills Preferred*

Consideration will also be given to work histories and basic knowledge of Court Services.

**NOTICE TO APPLICANTS:** Applicants will be subject to a criminal history background check before an offer of employment is made. A Hiring List of potential candidates will be compiled and kept for a period of six months.

**STARTING DATE:** To Be Determined

**STARTING SALARY RANGE:** \$40,598- \$43,565 (equivalent \$20.82-\$22.34) ***dependent on position hired***

**APPLICATION DEADLINE:** May 31st, 2019 at 5:00pm

**APPLICATION PROCESS:** Cover letter, resume, and pre-interview questionnaire accepted by:

Kerri Brummel, Administrative Assistant  
Court Services  
Kane County Judicial Center  
37W777 Rte. 38, Suite 150  
St. Charles, Illinois 60175-7532

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "GENERAL CHAUFFEURS SALES DRIVERS AND HELPERS, LOCAL UNION #330." INITIATION FEE OF \$100 AFTER 30 DAYS PROBATION, PLUS A REGULAR MONTHLY FEE WHICH EQUALS TWO AND A HALF (2 1/2) TIMES THE HOURLY RATE PLUS \$3.00.

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"  
April 21, 2020

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

## Fiscal Year July 1, 2018 - June 30, 2019

### Transfers / Promotions

*Prepared March 2020 by: Josh Osborn*

		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	KCDC Post Doc	JJC Psychologist
2		F	White	USA	1		1		Pre Sentence PO	Supervisor
3		F	White	USA	1	1	0	1	PreTrial PO	DRC PO
4		F	White	USA	1		1		Youth Counselor	JJC Supervisor
5		F	White	USA		1		1	PreTrial PO	Pre Sentence PO
6		F	White	USA		1		0	Adult PO	
7		F	White	USA	1	2	0	0	Youth Counselor	
8		F	White	USA	1	2	0	0	Youth Counselor	
9		F	White	USA		1		0	Adult PO	
10		F	White	USA		2		0	Youth Counselor	
11		F	White	USA		1		0	Admin/Warrant PO	
12		F	White	USA		1		0	PreTrial PO	
13		F	White	USA		1		0	Youth Counselor	
14		F	White	USA		1		0	Youth Counselor	
15		F	White	USA	1		0		Youth Counselor	
16		F	White	USA	1	2	0	0	Youth Counselor	
17		F	White	USA		2		0	Youth Counselor	
18		F	White	USA		3		0	Youth Counselor	
19		F	White	USA	1		0		Adult PO	
20		F	White	USA		1		0	Youth Counselor	
		<b>Totals</b>	<b>Female White</b>		<b>8</b>	<b>23</b>	<b>2</b>	<b>3</b>		
1		F	Black	USA	1		1		Program Manager	Director
2		F	Black	USA		1		1	Youth Counselor	Juvenile PO
3		F	Black	USA		1		1	JJC Supervisor	Adult PO
4		F	Black	USA		1		0	Youth Counselor	
		<b>Totals</b>	<b>Female Black</b>		<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>		
1		F	Hispanic	USA	1		1		DRC Adult PO	DRC Coordinator
2		F	Hispanic	USA	2		1		SPS Adult PO	Supervisor
3		F	Hispanic	USA		3		1	Juvenile Hybrid PO	Juvenile PO
4		F	Hispanic	USA	1	2	0	0	Youth Counselor	
5		F	Hispanic	USA		2		0	EM PO	
6		F	Hispanic	USA		1		0	Youth Counselor	
7		F	Hispanic	USA		1		0	Youth Counselor	
		<b>Totals</b>	<b>Female Hispanic</b>		<b>4</b>	<b>9</b>	<b>2</b>	<b>1</b>		
1		M	White	USA		1		1	JJC Supervisor	Supervisor
2		M	White	USA		1		1	EM PO	PreTrial PO
3		M	White	USA	1		1		KCDC Post Doc	KCDC Staff Psychologist
4		M	White	USA		1		1	Youth Counselor	EM PO
5		M	White	USA		1		1	Hybrid PO	DRC Adult PO
6		M	White	USA		1		1	Youth Counselor	EM PO
7		M	White	USA		2		0	EM PO	
8		M	White	USA		1		0	Youth Counselor	
9		M	White	USA		1		0	Youth Counselor	
10		M	White	USA	2		0		Youth Counselor	
11		M	White	USA		4		0	Youth Counselor	
12		M	White	USA	1		0		PreTrial PO	
13		M	White	USA		1		0	Admin/Warrant PO	
14		M	White	USA		1		0	JJC Supervisor	
15		M	White	USA		1		0	Youth Counselor	
		<b>Totals</b>	<b>Male White</b>		<b>4</b>	<b>16</b>	<b>1</b>	<b>5</b>		

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

**Fiscal Year July 1, 2018 - June 30, 2019**  
**Transfers / Promotions**

*Prepared March 2020 by: Josh Osborn*

		Sex	Race	National Origin	Applications for Promotion	Applications for Transfer	Promotion Granted	Transfer Granted	Original Job Category	New Job Category
1		M	Black	USA		2		0	Youth Counselor	
2		M	Black	USA		2		0	Youth Counselor	
3		M	Black	USA		2		0	Youth Counselor	
		<b>Totals</b>	<b>Male Black</b>		<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>		
1		M	Hispanic	USA	1		1		DRC Adult PO	Supervisor
2		M	Hispanic	USA		4		0	Youth Counselor	
3		M	Hispanic	USA		1		0	CRS Adult PO	
4		M	Hispanic	USA		3		0	Youth Counselor	
		<b>Totals</b>	<b>Male Hispanic</b>		<b>1</b>	<b>8</b>	<b>1</b>	<b>0</b>		
<b>GRAND TOTALS:</b>					<b>18</b>	<b>65</b>	<b>7</b>	<b>11</b>		



# **Fiscal Year July 1, 2018 - June 30, 2019**

## **Disciplinary Actions**

*Prepared July, 2019 by: Josh Osborn,*

	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						Terminated
	M	W	USA	1	1						Terminated
	M	W	USA	1	1				1		
	M	W	USA	1	1		1 Day	1 Day			
	<b>Totals:</b>	<b>Male White</b>		<b>4</b>	<b>4</b>		<b>1</b>	<b>1</b>	<b>1</b>		<b>2</b>
	M	H	USA	1	1			3 Hours			
	<b>Totals:</b>	<b>Male Hispanic</b>		<b>1</b>	<b>1</b>			<b>1</b>			
	M	B	USA	1	1				1		
	M	B	USA	1	1		1 Day	1 Day			
	M	B	USA	1	1						Terminated
	<b>Totals:</b>	<b>Male Black</b>		<b>3</b>	<b>3</b>		<b>1</b>	<b>1</b>	<b>1</b>		<b>1</b>
	F	B	USA	1	1		4 Days	4 Days			
	<b>Totals:</b>	<b>Female Black</b>		<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>			
	F	H	Mexico	1	1					1	
	F	H	USA	1	1				1		
	F	H	USA	1	1					1	
	<b>Totals:</b>	<b>Female Hispanic</b>		<b>3</b>	<b>3</b>				<b>1</b>	<b>2</b>	
	F	W	USA	1	1				1		
	F	W	USA	1	1		1 Day	1 Day			
	F	W	USA	2	2		2 Days	2 Days			
	F	W	USA	1	1						Terminated
	F	W	USA	1	1					1	
	F	W	USA	1	1		1 Day	1 Day			
	<b>Totals:</b>	<b>Female White</b>		<b>7</b>	<b>7</b>		<b>3</b>	<b>3</b>		<b>1</b>	<b>1</b>
	<b>GRAND TOTALS:</b>			<b>19</b>	<b>19</b>		<b>6</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>4</b>

# 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)

April 30, 2020

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 was one disciplinary action during FY 2019, female, US citizen, Hispanic.

During FY 2019, there was one employee who applied for a promotion/transfer. During FY 2019, 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 zoning staff)

[www.ilapa.org/jobpost](http://www.ilapa.org/jobpost) (for job openings for professional zoning staff)

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

Sincerely,

Mark D. VanKerkhoff, AIA, Director

**Ethnic Detail for Development Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19750002	AHMED, HAMID M	M	White	02	Professionals	01/16/1975	
FT	20040181	AVILA, ANGELICA I	F	Hispanic or Latino	06	Administrative Support	05/10/2004	
FT	20170434	BAUGHMAN, AMY S	F	White	06	Administrative Support	01/01/2017	
FT	20140032	BELL, BROOK A	F	White	06	Administrative Support	03/24/2014	09/12/2018
FT	19980210	BERKHOUT, KEITH	M	White	02	Professionals	10/02/2006	
FT	20160061	CHA, JAEYUN	F	Asian	03	Technicians	06/06/2016	
PT	20170766	FARRUGGIA, ANTHONY T	M	White	02	Professionals	11/29/2017	
PT	19990109	HILL, JANICE	F	Black	02	Professionals	06/01/1999	
FT	20180187	KERIAZAKOS, ELEA N	F	White	06	Administrative Support	05/21/2018	
FT	20140086	KRIENS, MICHAEL A	M	White	03	Technicians	07/21/2014	
FT	20150069	KRONING, SPENCER L	M	White	03	Technicians	07/06/2015	
FT	19910051	MESCHER, TIM J	M	White	03	Technicians	01/17/1989	
FT	20000177	MILLER, KAREN A	F	White	02	Professionals	08/16/2000	
FT	20170770	PALATINUS, JOSEPH J	M	White	03	Technicians	12/13/2017	
FT	20160062	SICILIANO, MICHAEL J	M	White	06	Administrative Support	06/20/2016	
FT	20140081	TANSLEY, MATTHEW T	M	White	02	Professionals	07/10/2014	
FT	20150035	TOTH, CHRISTOPHER J	M	White	02	Professionals	04/06/2015	
FT	19940082	VANKERKHOFF, MARK D	M	White	01	Official/Administration	08/01/1994	

**PART I. COUNTY OF KANE – 2018-2019 DEVELOPMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	71.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	35.00%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-31.25%	12.85%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	41.87%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	-36.86%	-1.45%	-5.17%	17.46%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-8.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	17.80%	-3.96%	7.56%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 DEVELOPMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	7 100%	5 71.43%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 14.29%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	5 100%	4 80.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Development does not have employees in this job category.														
05 - Protective Services: Non Sworn	Development does not have employees in this job category.														
06 - Administrative Support	5 100%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 60.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Development does not have employees in this job category.														
08 - Service/Maintenance	Development does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# COUNTY OF KANE

KANE COUNTY DIVISION OF  
ENVIRONMENTAL & WATER  
RESOURCES



**County Government Center**  
719 Batavia Avenue  
Geneva, IL 60134  
Phone: (630) 232-3497  
Fax: (630) 208-3837  
e-mail: [WollnikJodie@co.kane.il.us](mailto:WollnikJodie@co.kane.il.us)  
website: <http://www.co.kane.il.us>

**Jodie L. Wollnik, P.E., CFM**  
**Director**

**To:** Susan Brown, Assistant Director – Human Resource Management

**From:** Jodie Wollnik, Director, Division of Environmental & Water Resources

**Date:** March 16, 2020

**RE:** Equal Employment Opportunity Plan Update for July 1, 2018-June 30, 2019

I am submitting this document in response to your March 3, 2020 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.

There were no promotions during this period however two staff members had title changes as a result of Department reorganization when the previous Director resigned. Race: White, Sex M/F, EEO Description: Professional

There was one Disciplinary Action during this period: Race: Hispanic/Latino, Sex F, EEO Description Administrative, and Sanction: Terminated

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 of candidates is developed, references are checked and second interviews are held. One written test was given during the period identified above for a newly created position that was a result of Department Reorganization. The position for which the written exam was given was EEO Description is: Technician. The written exam was 5 questions using actual site plans and plats of survey received by the Department. The applicants were required to review the plans and legal descriptions for errors and calculate land-cash contributions. The responses were reviewed for accuracy and were included along with the above measures in evaluating each candidate. As the exam consisted of "on the job" questions it is a valid predictor of job performance.

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 are submitted on the County's website. Other websites may be utilized, as well as local newspapers.

Thank you

**Ethnic Detail for Environmental Management Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19880040	ANDERSON, KENNETH N	M	White	01	Official/Administration	11/01/1988	07/10/2018
FT	20110047	JARLAND, JENNIFER C	F	White	02	Professionals	06/10/2011	
FT	20170768	MINO, JESSICA M	F	White	02	Professionals	12/13/2017	
FT	20060208	WOLLNIK, JODIE L	F	White	01	Official/Administration	12/01/2006	

**Ethnic Detail for Water Resources Employees between 07/01/2018 and 06/30/2019**

<b>Type</b>	<b>Employee No.</b>	<b>Name</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Description</b>	<b>Hire Date</b>	<b>Termination Date</b>
FT	20140058	LINKE, ROBERT	M	White	02	Professionals	05/26/2014	
FT	20040056	MORA, ESMERALDA	F	Hispanic or Latino	06	Administrative Support	04/01/2004	06/24/2019
FT	20180559	ORLIK, DEANNE M	F	White	03	Technicians	11/19/2018	
FT	20160051	WILFORD, ANNE C	F	White	02	Professionals	05/16/2016	



**PART I. COUNTY OF KANE – 2018-2019 ENVIRONMENTAL MANAGEMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	19.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
PROFESSIONALS														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	54.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
No Employees for This Category														
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 WATER RESOURCES UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	13.57%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	4.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	-38.13%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	63.14%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	-42.20%	-3.96%	87.56%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 ENVIRONMENTAL MANAGEMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Environmental Management does not have employees in this job category.														
04 - Protective Services: Sworn	Environmental Management does not have employees in this job category.														
05 - Protective Services: Non Sworn	Environmental Management does not have employees in this job category.														
06 - Administrative Support	Environmental Management does not have employees in this job category.														
07 - Skilled Craft	Environmental Management does not have employees in this job category.														
08 - Service/Maintenance	Environmental Management does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**PART I. COUNTY OF KANE – 2018-2019 WATER RESOURCES WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Water Resources does not have employees in this job category.														
02 - Professionals	2 100%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Water Resources does not have employees in this job category.														
05 - Protective Services: Non Sworn	Water Resources does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Water Resources does not have employees in this job category.														
08 - Service/Maintenance	Water Resources does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

KANE COUNTY FINANCE DEPARTMENT  
EEO ANALYSIS  
NARRATIVE UTILIZATION ANALYSIS – 2019

A comparison of the Finance Department's workforce to the community labor statistics for Kane County indicate underutilization in specific race/ethnic categories in each of the three job group categories represented within the Finance Department. It is the opinion of the department administration that these discrepancies exist mainly due to the small population of employees. In total, this department employed only 14 individuals during this reporting period, in 12 positions. One professional was terminated and the replacement hire was of a different sex and race. One administrative support person was terminated and replaced with an individual of the same sex, but different race. The replacements were the most qualified individuals from the application pools.

White males and females are underutilized by greater than -2.20% in one out of three job categories for females and three out of three categories for males. Out of the 14 employees, there are seven white females, four Hispanic females, one asian male and two white males represented.

Black males and females are underrepresented by greater than -1.28% 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 are underrepresented by more than -3.76% when compared to community statistics in all job categories relevant to our department. Hispanic females are underrepresented in one out of three job categories by -3.75%. There is no known reason for underutilization other than the limited number of positions within the department.

Asian males are underrepresented by more than -1.83% in two out of three job categories. Asian female are underrepresented in three out of three job categories by more than -1.32%. There is no known reason for underutilization other than the limited number of positions within the department.

American Indian/Alaska native, native Hawaiian, other Pacific Islander, and two or more race category male and females are underutilized in all categories, as none of these ethnic groups are employed in the Finance Department. 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

Two individuals were terminated during the period 07.01.18 and 06.30.19.

Promotions/Transfers

No promotions or transfers took place between 07.01.18 and 06.30.19.

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 CPA Society Newsletter and Website
- Kane County website

**Ethnic Detail for Finance Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170670	BARAJAS, MARIBEL	F	Hispanic or Latino	06	Administrative Support	04/10/2017	
FT	20150022	CALAMIA, MARIA C	F	White	02	Professionals	03/02/2015	
FT	20070204	CLARK, PATRICIA A	F	Hispanic or Latino	02	Professionals	11/16/2007	
FT	20140125	DOBERSZTYN, THERESA F	F	White	01	Official/Administration	10/01/2014	
FT	20160026	GABER, JULIET R	F	White	02	Professionals	02/22/2016	
FT	20130084	GONZALEZ, MARIA L	F	Hispanic or Latino	02	Professionals	07/29/2013	
FT	20180204	HOFFMAN, MATTHEW R	M	White	02	Professionals	06/18/2018	03/23/2019
FT	20000150	KEOVONGSAK, TIMOTHY S	M	Asian	06	Administrative Support	07/31/2000	
FT	20100024	MARSZALEK ROBERG, NINA E	F	White	06	Administrative Support	03/15/2010	
FT	20130018	ONZICK, JOSEPH M	M	White	01	Official/Administration	02/17/2013	
FT	20150054	RAMER HOLMES, AMY M	F	White	02	Professionals	06/01/2015	
FT	20160023	RODRIGUEZ, JOHANNA A	F	Hispanic or Latino	06	Administrative Support	02/16/2016	10/16/2018
FT	20190021	TURNER, DIANE M	F	White	06	Administrative Support	02/07/2019	
FT	20070142	WAGGONER, ERICA M	F	White	02	Professionals	07/30/2007	

**PART I. COUNTY OF KANE – 2018-2019 FINANCE UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	19.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	57.14%	0.00%	28.57%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-22.14%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	11.61%	-1.43%	24.26%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	40.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	18.96%	-0.06%	0.00%	-0.14%	-2.20%	-3.96%	27.56%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2018-2019 FINANCE WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	7 100%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 57.14%	0 0.00%	2 28.57%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Finance does not have employees in this job category.														
04 - Protective Services: Sworn	Finance does not have employees in this job category.														
05 - Protective Services: Non Sworn	Finance does not have employees in this job category.														
06 - Administrative Support	5 100%	0 0.00%	0 0.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	2 40.00%	0 0.00%	2 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Finance does not have employees in this job category.														
08 - Service/Maintenance	Finance does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



## NARRATIVE UTILIZATION ANALYSIS SFY19

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The Community Labor Statistics (CLS) in compared with the Kane County Health Department workforce indicate the following under utilization areas for the period of **July 1, 2018 – June 30, 2019**:

White Males in 3 job categories -	Officials/Executive	<b>-38.82%</b>
	Professionals	<b>-18.25%</b>
	Administrative Support	<b>-28.51%</b>
Black Males in 1 job category -	Administrative Support	<b>-1.78%</b>
Hispanic Males in 2 job categories -	Officials/Executive	<b>-4.62%</b>
	Administrative Support	<b>-7.89%</b>
Asian Males in 3 categories -	Officials/Executive	<b>-1.83%</b>
	Professionals	<b>-3.55%</b>
	Administrative Support	<b>-1.04%</b>
White Females in one 1 job category -	Administrative Support	<b>-12.20%</b>
Black Females in one 1 job categories -	Administrative Support	<b>-3.96%</b>
Asian Females in 2 categories -	Officials/Executive	<b>-1.34%</b>
	Administrative Support	<b>-1.32%</b>

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

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

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

**Ethnic Detail for Health Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20180403	AGGARWAL, POOJA	F	Asian	02	Professionals	10/15/2018	04/25/2019
FT	19980057	ALMANZA, MARIA E	F	Hispanic or Latino	06	Administrative Support	04/16/1998	
FT	20190096	AMARO, JOSEPH A	M	White	02	Professionals	05/06/2019	
FT	20000042	ARCH, NORA S	F	Hispanic or Latino	06	Administrative Support	04/03/2000	
FT	20180273	BARBEAU, BETHANNE	F	White	02	Professionals	09/17/2018	05/03/2019
FT	20050169	BEDNARZ, RITA C	F	White	02	Professionals	08/08/2005	
FT	20170760	BOWEN, KRISTINA K	F	White	02	Professionals	11/20/2017	05/08/2019
FT	20160029	BRILL, ADAM Z	M	White	02	Professionals	02/29/2016	
FT	20060016	BROWN, KRISTINA J	F	White	02	Professionals	01/09/2006	
FT	20180165	BULIK, PAVLO	M	White	02	Professionals	04/09/2018	12/05/2018
FT	20140048	COFER, PAUL G	M	White	02	Professionals	05/05/2014	
FT	20180598	CZERNIAK, ANNA E	F	White	02	Professionals	11/19/2018	
FT	20020198	DAWSON, DIANE K	F	White	06	Administrative Support	08/19/2013	
FT	19950050	DEL TORO, OLGA M	F	Hispanic or Latino	06	Administrative Support	04/03/1995	
FT	20180225	DELANEY, SEAN M	M	White	02	Professionals	07/05/2018	04/05/2019
FT	20180097	ENOH, TEDDY E	M	Black	02	Professionals	03/19/2018	02/25/2019
FT	19930075	FIGUEROA, SOL DAMARIS	F	Hispanic or Latino	02	Professionals	09/07/1993	
FT	20070198	FOSSER, KATHLEEN L	F	White	01	Official/Administration	02/13/2011	
FT	19930117	GONZALEZ, JUANITA	F	Hispanic or Latino	06	Administrative Support	11/29/1993	
FT	20170700	HAUSER, LISE C	F	White	01	Official/Administration	07/03/2017	
FT	19970079	HEATON, THERESA M	F	White	01	Official/Administration	04/16/1997	
FT	20180234	HEGEL, MARIJA	F	White	02	Professionals	07/16/2018	
FT	20160036	HERNANDEZ SERRANO, HELIANA	F	Hispanic or Latino	06	Administrative Support	03/21/2016	
FT	20000180	ISAACSON, MICHAEL A	M	White	01	Official/Administration	08/21/2000	
FT	20050029	JEFFERS, BARBARA J	F	Black	01	Official/Administration	02/01/2005	
FT	20040025	JOHNSON, KRISTIN A	F	White	02	Professionals	12/01/2003	
FT	20180223	JOHNSON, MERA G	F	Black	02	Professionals	07/02/2018	02/08/2019
FT	19950052	JULIEN, ANNETTE	F	Black	02	Professionals	04/03/1995	
FT	20050042	KANE, CHERYL K	F	White	02	Professionals	04/18/2002	
FT	20140129	KATZENBACH, ALEXIS M	F	White	02	Professionals	10/14/2014	10/12/2018
FT	20190027	KLATT, HOLLY M	F	White	02	Professionals	02/11/2019	
FT	20180224	KOSLICA, ALEESHA P	F	White	02	Professionals	07/05/2018	11/20/2018
FT	20180630	LIE, LOUISE	F	White	02	Professionals	12/11/2018	
FT	19910005	LOPEZ, BEVERLY	F	White	06	Administrative Support	01/02/1991	
FT	20120071	MAGANA, JUAN J	M	Hispanic or Latino	02	Professionals	09/17/2012	

**Ethnic Detail for Health Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170010	MAHMOOD, SARWAR S	F	Asian	02	Professionals	01/10/2017	
FT	20190026	MCCORMACK, KATHERINE A	F	White	02	Professionals	02/11/2019	
FT	20180222	MEEKS, STEFFANIE E	F	White	01	Official/Administration	07/09/2018	08/13/2018
FT	20150044	MENDEZ, ARACELLI	F	Hispanic or Latino	02	Professionals	05/11/2015	
FT	19930079	MILLET, YVETTE M	F	Hispanic or Latino	06	Administrative Support	09/20/1993	
FT	20060161	MOLNAR, NEAL O	M	White	02	Professionals	09/05/2006	
FT	19980120	ONWUTA, UCHENNA S	F	Black	01	Official/Administration	07/06/1998	
FT	20180095	ORTEGA, ASTAZIE	F	Hispanic or Latino	02	Professionals	03/19/2018	03/22/2019
FT	20150137	PERGI, MARIA C	F	White	02	Professionals	11/23/2015	08/31/2018
FT	20190123	PETERSON, KIMBERLY S	F	White	02	Professionals	06/27/2019	
FT	19980247	PINA, MARI E	F	Hispanic or Latino	01	Official/Administration	12/14/1998	
FT	20040263	POSADA VELASCO, ADRIANA	F	Hispanic or Latino	02	Professionals	12/20/2004	
FT	20150143	RAUSCHER, ERIN M	F	White	01	Official/Administration	12/14/2015	
FT	19930081	ROMAN, TERESA	F	White	06	Administrative Support	09/20/1993	
FT	20190008	RUSSIE, CAROLYN A	F	White	02	Professionals	01/14/2019	
FT	20180597	SALWAN, NAVDEEP K	F	Asian	02	Professionals	11/19/2018	02/26/2019
PT	19870002	SARRO LOWE, LORI	F	White	02	Professionals	01/26/1987	
FT	20060165	SCHLUETER, THOMAS A	M	White	02	Professionals	09/01/2006	04/05/2019
FT	20110096	SCHRAMER, AUSTIN J	M	White	02	Professionals	12/27/2011	07/06/2018
FT	20170769	SENGLAUB, CLAIRE M	F	White	02	Professionals	12/11/2017	09/07/2018
FT	20110057	SNOWDEN, KINNELL J	M	Black	01	Official/Administration	08/22/2011	
FT	20180254	SOLOGAISTOA, EVAN O	M	Hispanic or Latino	02	Professionals	08/27/2018	
FT	20030114	SOLORZANO, ANA I	F	Hispanic or Latino	06	Administrative Support	09/03/2013	
FT	20190109	STACK, SUSAN R	F	White	02	Professionals	05/20/2019	
FT	20190007	STEVENS, AARON M	M	White	01	Official/Administration	01/14/2019	
FT	19860013	SWANSON, ELIZABETH	F	White	02	Professionals	09/02/1986	
FT	20020123	VERZAL, SHARON L	F	White	01	Official/Administration	08/26/2002	
FT	20060190	VIYUOH, DAISY A	F	Black	02	Professionals	10/16/2006	05/28/2019
FT	19980107	WIEGEL, JULIE A	F	White	01	Official/Administration	06/29/1998	
FT	20170686	ZENG, STACY J	F	White	02	Professionals	05/30/2017	
PT	20180271	ZOLFO, JILL M	F	White	02	Professionals	09/17/2018	
FT	19940132	ZWART, JUDITH M	F	White	02	Professionals	11/14/1994	



## NARRATIVE UTILIZATION ANALYSIS SFY19

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The Community Labor Statistics (CLS) in compared with the Kane County Health Department workforce indicate the following under utilization areas for the period of **July 1, 2018 – June 30, 2019**:

White Males in 3 job categories -	Officials/Executive	<b>-38.82%</b>
	Professionals	<b>-18.25%</b>
	Administrative Support	<b>-28.51%</b>
Black Males in 1 job category -	Administrative Support	<b>-1.78%</b>
Hispanic Males in 2 job categories -	Officials/Executive	<b>-4.62%</b>
	Administrative Support	<b>-7.89%</b>
Asian Males in 3 categories -	Officials/Executive	<b>-1.83%</b>
	Professionals	<b>-3.55%</b>
	Administrative Support	<b>-1.04%</b>
White Females in one 1 job category -	Administrative Support	<b>-12.20%</b>
Black Females in one 1 job categories -	Administrative Support	<b>-3.96%</b>
Asian Females in 2 categories -	Officials/Executive	<b>-1.34%</b>
	Administrative Support	<b>-1.32%</b>

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

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

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

**PART I. COUNTY OF KANE – 2018-2019 HEALTH UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	15.38%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	53.85%	15.38%	7.69%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-38.82%	6.10%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	23.20%	14.10%	3.94%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	18.18%	2.27%	4.55%	0.00%	0.00%	0.00%	0.00%	52.27%	6.82%	9.09%	6.82%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-18.25%	0.82%	0.79%	-3.55%	-0.05%	-0.03%	-0.08%	6.74%	5.39%	4.78%	4.09%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	30.00%	0.00%	70.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	-12.20%	-3.96%	57.56%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 HEALTH WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	13 100%	2 15.38%	1 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 53.85%	2 15.38%	1 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	44 100%	8 18.18%	1 2.27%	2 4.55%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	23 52.27%	3 6.82%	4 9.09%	3 6.82%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Health does not have employees in this job category.														
04 - Protective Services: Sworn	Health does not have employees in this job category.														
05 - Protective Services: Non Sworn	Health does not have employees in this job category.														
06 - Administrative Support	10 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 30.00%	0 0.00%	7 70.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Health does not have employees in this job category.														
08 - Service/Maintenance	Health does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

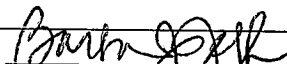
A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## 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.

**KANE COUNTY HEALTH DEPARTMENT****PROMOTIONS/TRANSFERS REPORT FOR THE PERIOD OF JULY 1, 2018 - JUNE 30, 2019****PROMOTIONS**

Month	Race	Sex	National Orgin	Transfer from	Job Category	Transfer to	Job Category
Oct-18	Hispanic	F	Mexico	CHS II Community Health Practitioner	Professional	CHS III Community Health Initiatives Coord.	Professional

Total Number of Promotions: 1

Race Summary: Black, White; 1 Hispanic

National Orgin Summary: Africa, Europe; 1 Mexico

Gender Summary: Male, 1 Female

**TRANSFERS**

Month	Race	Sex	National Orgin	Transfer from	Job Category	Transfer to	Job Category

Total Number of Transfers:

Race Summary: White =

National Orgin Summary: Europe

Gender Summary: 0 Male, 0 Female

Total Number of Promotions:

Race Summary: 0 White, 0 Black, 0 Hispanic

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

Gender Summary: 0 Male, 0 Female



## **RECRUITMENT SOURCE LIST**

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Aurora University (website)

Facebook

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)

Indeed.com

International Association of Emergency Managers (iaem.org website)

Kane County (website)

Kane County Chronicle (publication & website)

LinkedIn

National Association of County & City Health Officials (website)

Non-profit Opportunities (npo.net website)

Northern Illinois University (niu.edu/careerservices website)

Nursing Spectrum (publication & website)

Public Health Employment Connection (website sponsored by Emory University)

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

University of Illinois at Chicago (UICcareers.com website)

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

Updated 4/22/2020

## Human Resource Management Department 2018-2019

### NARRATIVE UTILIZATION ANALYSIS

The Human Resource Management Department's workforce percentages compared to the Community Labor Statistics for Kane County indicates underutilization in several categories and overutilization in categories. This is mainly because the Human Resource Department is small (five employees during this period), 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. The department is over in utilization when compared to the Community Labor Statistics for utilization of Hispanic females 46.75% (CLS - 3.75%) and Asian females 48.66% (CLS - 1.34%) which represents two (2) employees. There is underutilization in the White female category (-30.65%), American Indian/Alaska Native female category (-0.07%), and Two or more Races female category (-0.21%). Because the Human Resource Management Department is extremely small, 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 Management Department does have utilization in White female category, 54.4% (CLS - 45.53%). Since there are no employees in the following categories, HR has underutilization in Black female category (-1.43%), Asian female category (-2.73%), American Indian/Alaska Native female category (-0.01%), and Two or more Races female category (-.38%). The Human Resources Professional workforce consists of two white females.

In the Office/Clerical category, the workforce percentages show underutilization in all male categories. The Workforce percentage for the White female category is 100% representing one white female. Utilization is White female 57.80% (CLS - 42.20%). There is underutilization in the following categories, Black females (-3.96%), Hispanic females (-12.44%), Asian females (-1.32%), American Indian/Alaska Native females (-0.08%) and Two or more races (-.29%).

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

### DISCIPLINARY ACTIONS

There were no disciplinary actions for this reporting time period.

### PROMOTIONS/TRANSFERS

There were no transfers or promotions for this reporting period.

### EXISTING EMPLOYMENT POLICIES AND PRACTICES



Vacant positions are posted on the internet. A completed county application is required and qualified candidates are interviewed. References for potential employees are checked. All County employees are subject to a criminal 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 in all aspects of hiring, promotions and benefits.

#### **PUBLICATIONS/WEBSITES FOR JOB OPENINGS**

Kane County Human Resources posts on the County's 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 to apply for an open position.

Job vacancies are published, if needed, in local newspapers or internet sites such as: [indeed.com](http://indeed.com)

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

**Ethnic Detail for Human Resource Management Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130076	BROWN, SUSAN M	F	Asian	01	Official/Administration	07/15/2013	
FT	20190113	NATHAN, BARBARA D	F	White	02	Professionals	06/12/2019	
FT	20180151	PING, MARY A	F	White	06	Administrative Support	04/10/2018	
FT	20170678	WETZEL, SYLVIA L	F	Hispanic or Latino	01	Official/Administration	05/10/2017	
FT	20180207	YOUNG, ASHLEY B	F	White	02	Professionals	06/18/2018	

**PART I. COUNTY OF KANE – 2018-2019 HUMAN RESOURCE MANAGEMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	46.25%	48.66%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	54.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 HUMAN RESOURCE MANAGEMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Human Resource Management does not have employees in this job category.														
04 - Protective Services: Sworn	Human Resource Management does not have employees in this job category.														
05 - Protective Services: Non Sworn	Human Resource Management does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Human Resource Management does not have employees in this job category.														
08 - Service/Maintenance	Human Resource Management does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



KANE COUNTY  
ESTABLISHED JANUARY 16, 1836

Information Technologies Department  
Roger Fahnestock, Executive Director / CIO  
Kane County Government Center  
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## EQUAL OPPORTUNITY EMPLOYMENT REPORT

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Date: March 17, 2020  
To: Sylvia Wetzel, Executive Director, Kane County Department of Human Resources  
From: Roger Fahnestock, Kane County Chief Information Officer  
Re: EEOP Report for Information Technologies Department – 7/1/2018 – 6/30/2019

The Information Technologies Department (ITD) has reviewed the recent reports provided to us on employment, job group categories, community labor statistics, and utilization. The ITD was also asked to provide a narrative that addresses:

- 1) hiring practices
- 2) promotions
- 3) transfers
- 4) record of disciplinary actions to include the number of disciplinary actions taken against employees by race, sex, and national origin for each year period to include the number and type of sanctions imposed including suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, and other against individuals by race, sex and national origin.
- 5) Number of employees in each job category by race, sex, and national origin who made application for promotion or transfer for each year period and the number in each job category by race, sex, and national origin who were promoted or transferred.
- 6) A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202(c).
- 7) A list of publications and/or websites that job openings can be posted to or published in to assist in recruitment efforts for your office/department. These may include professional publications, trade magazines, newsletters, etc.

Responses are provided below:

- 1) ITD follows the employment practices and policies described within the Kane County Personnel Policy Handbook.
- 2) ITD did not have any promotions
- 3) ITD did not have any transfers
- 4) Disciplinary Actions:

Race	Sex	EEO Description	Sanction
Asian	F	Professional	Terminated

- 5) ITD did not receive any application for promotion or transfer.
- 6) ITD follows the employment practices and policies described within the Kane County Personnel Policy Handbook
- 7) The list of publications and/or websites that job openings are posted and published in to assist in recruitment efforts for ITD are as follows:

<https://www.countyofkane.org/Pages/Employment.aspx>

Comments on Utilization Analysis:

Official/Administration Job Group Category

Negative Utilization:

	Black	Hispanic/Latino	Asian	Am Indian	Native Hawaiian or Other Pacific Islander	2 or more Races
Male	-1.59%	-4.62%	-1.83%	-.06%	N/A	-.13%
Female	-1.28%	-3.75%	-1.34%	-.07%	N/A	-.21%

In considering the negative percentage categories of the 2018-2019 Information Technologies Utilization Analysis for the category of Official/Administration, ITD has 3 positions in this category which are held by 2 white males and 1 white female. These positions are filled by candidates who apply for these positions on the Kane County website or who are promoted within the county or department. ITD follows the employment practices and policies described in the Kane County Personnel Policy Handbook when considering candidates.

Professionals Job Group Category

Negative Utilization:

	White	Black	Hispanic/Latino	Asian	Am Indian	Native Hawaiian or Other Pacific Islander	2 or more Races
Male	N/A	N/A	-33.76%	-3.55%	-.05%	-.03%	-.08%
Female	-31.25%	-1.43%	-1.45%	N/A	-.01%	N/A	-.38%

In considering the negative percentage categories of the 2018-2019 Information Technologies Utilization Analysis for the category of Professional, 35 of the ITD staff are noted as Professionals. These positions are filled by 27 white males, 1 black male, 5 white females, 1 Hispanic female, and 1 Asian female. Positions are filled by candidates who apply for these positions on the Kane County website. ITD follows the employment practices and policies described in the Kane County Personnel Policy Handbook when considering candidates.

Technicians Job Group Category

Negative Utilization:

	White	Black	Hispanic/Latino	Asian	Am Indian	Native Hawaiian or Other Pacific Islander	2 or more Races
Male	N/A	-3.90%	-6.17%	-4.27%	N/A	N/A	N/A
Female	-22.57%	-1.45%	-5.17%	N/A	N/A	N/A	-1.43%

In considering the negative percentage categories of the 2018-2019 Information Technologies Utilization Analysis for the category of Technician, 7 of the ITD staff are noted as Technicians of which 5 are white males and 1 is a white female and 1 is an Asian female. These positions are filled by candidates who apply for these positions on the Kane County website. ITD follows the employment practices and policies described in the Kane County Personnel Policy Handbook when considering candidates.

Administrative Support Job Group Category

Negative Utilization:

	White	Black	Hispanic/Latino	Asian	Am Indian	Native Hawaiian or Other Pacific Islander	2 or more Races
Male	-11.84%	-1.78%	-7.89%	-1.04%	-.06%	N/A	-.14%
Female	N/A	-3.96%	-12.44%	-1.32%	-.08%	N/A	-.29%

In considering the negative percentage categories of the 2018-2019 Information Technologies Utilization Analysis for the category of Administrative Support, ITD has 6 positions in this category which are held by 1 white male and 5 white females. These positions are filled by candidates who apply for these positions on the Kane County website or who are promoted within the county or department. ITD follows the employment practices and policies described in the Kane County Personnel Policy Handbook when considering candidates.

# Ethnic Detail for Information Technologies Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19870007	AHMED, MAZHER	F	Asian	03	Technicians	03/02/1987	
FT	20080141	ARDELEAN, CHRISTOPHER L	M	White	02	Professionals	01/06/2011	
FT	20110043	AZEMI, MAKFIRE	F	White	02	Professionals	05/31/2011	
FT	20190108	BAEZ, LYNN M	F	White	06	Administrative Support	05/20/2019	
FT	19800001	BANAS, TARRI D	F	White	02	Professionals	01/28/1980	06/14/2019
FT	20110094	BOND, STANTON J	M	White	02	Professionals	12/01/2011	11/30/2018
FT	20030184	BRUSKY, LINDSEY S	F	White	02	Professionals	09/22/2014	
FT	19930111	CHIDESTER, LORRAINE F	F	White	01	Official/Administration	11/16/1993	
FT	20180401	CHRISTY, JOEL R	M	White	02	Professionals	10/01/2018	
FT	20060183	CUNNINGHAM, THOMAS A	M	White	02	Professionals	10/02/2006	
FT	20180241	DIECKMANN, DONALD E	M	White	03	Technicians	07/30/2018	
FT	20190063	DOHR, ANDREW C	M	White	02	Professionals	04/01/2019	
FT	20160053	EARL, DARIN P	M	White	02	Professionals	05/16/2016	
FT	20130113	ENRIGHT, ROBERT F	M	White	02	Professionals	09/09/2013	
FT	19830011	ERICKSON, GARY R	M	White	02	Professionals	08/23/1983	
FT	20020093	FAHNESTOCK, ROGER A	M	White	01	Official/Administration	07/01/2002	
FT	20120076	FOX, BENJAMIN J	M	White	02	Professionals	10/01/2012	
FT	20040008	FRANKLIN, ANTHONY	M	Black	02	Professionals	01/07/2004	06/28/2019
FT	20050222	GARZA, BARBARA J	F	White	02	Professionals	10/03/2005	
FT	20180196	GRAHOVEC, ZACKARY M	M	White	02	Professionals	06/11/2018	
FT	20050147	GWILLIM, ERIC C	M	White	02	Professionals	07/01/2005	
FT	20150039	HAMPEL, BROOKE L	F	White	06	Administrative Support	04/14/2015	
FT	20140111	HEMESATH, CHRISTOPHER R	M	White	02	Professionals	09/08/2014	
FT	19990266	KLOESE, JONATHAN D	M	White	02	Professionals	11/16/1999	
FT	20050166	KRUEGER, NICHOLAS J	M	White	03	Technicians	08/01/2005	
FT	20120060	LASKY, CHARLES A	M	White	02	Professionals	08/29/2012	
FT	19990152	LEBO, KURT D	M	White	02	Professionals	08/02/1999	
FT	20150020	MALIS, COREY W	M	White	02	Professionals	02/15/2015	
FT	19990031	MEYER, MATTHEW N	M	White	02	Professionals	01/25/1999	
FT	20130169	MONTERO, ALMA D	F	Hispanic or Latino	02	Professionals	12/09/2013	
FT	20050200	MUELLER, DONNA J	F	White	06	Administrative Support	09/06/2005	11/29/2018
FT	20120033	MULLINS, MICHAEL D	M	White	03	Technicians	06/04/2012	
FT	19970086	NEUENKIRCHEN, DAVIS E Jr	M	White	02	Professionals	04/28/1997	
FT	19920055	NICOSKI, THOMAS S	M	White	01	Official/Administration	11/01/1992	
FT	20130068	NOVACK, SCOTT J	M	White	02	Professionals	06/24/2013	
FT	20150003	PETERS, BLAIR A	M	White	02	Professionals	01/12/2015	
FT	19900018	PETOSKEY, PAMELA J	F	White	03	Technicians	03/15/1990	



**Ethnic Detail for Information Technologies Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20050150	PINTACURA, SALVATORE T	M	White	03	Technicians	07/01/2005	
FT	20010127	REED, JILL A	F	White	06	Administrative Support	06/01/2001	
FT	20150091	SCHMOOK, NANCY A	F	White	02	Professionals	08/31/2015	
FT	20100046	SENER, SCOTT E	M	White	02	Professionals	07/26/2010	
FT	20120074	SHACKLETON, STEVEN R	M	White	02	Professionals	09/17/2012	
FT	19990047	SHIVE, ROBERT M	M	White	02	Professionals	02/16/1999	
FT	20040013	SMITH, ANDREW J	M	White	02	Professionals	01/12/2004	
FT	20190087	SMITH, MARCUS B	M	White	06	Administrative Support	04/15/2019	
FT	20110037	TEDDER, ADAM L	M	White	02	Professionals	05/09/2011	
FT	20120087	THOMPSON, KELLI L	F	White	06	Administrative Support	10/01/2012	
FT	20150007	TIERNEY, MICHAEL E	M	White	02	Professionals	02/02/2015	10/19/2018
FT	20000055	VERACHTERT, JASON C	M	White	03	Technicians	04/17/2000	
FT	20130111	WEI, HELEN H	F	Asian	02	Professionals	09/09/2013	01/25/2019
FT	20020005	ZAKOSEK, JOHN P	M	White	02	Professionals	01/06/2002	

**PART I. COUNTY OF KANE – 2018-2019 INFORMATION TECHNOLOGIES UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	12.46%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	2.69%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	77.14%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	2.86%	2.86%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	40.72%	1.40%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-31.25%	-1.43%	-1.45%	0.13%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	71.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	33.30%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	-22.57%	-1.45%	-5.17%	11.74%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	83.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-11.84%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	41.13%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 INFORMATION TECHNOLOGIES WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	3 100%	2 66.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	35 100%	27 77.14%	1 2.86%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 14.29%	0 0.00%	1 2.86%	1 2.86%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	7 100%	5 71.43%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 14.29%	0 0.00%	0 0.00%	1 14.29%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Information Technologies does not have employees in this job category.														
05 - Protective Services: Non Sworn	Information Technologies does not have employees in this job category.														
06 - Administrative Support	6 100%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 83.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Information Technologies does not have employees in this job category.														
08 - Service/Maintenance	Information Technologies does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**2018-2019 JUDICIARY AND COURTS**  
**EEOP NARRATIVE REPORT**

**Hiring Practices**

We follow the policies of Kane County

**Number of Applications for Promotion**

0 applications for promotion

**Number of Applications for Transfer**

0 application for transfer

**Number of Disciplinary Actions**

0 Disciplinary action

**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

College of DuPage and Elgin Community College Paralegal Programs

Kane County Website

### Ethnic Detail for Judiciary and Courts Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150106	AKERLOW, DEBBI J	F	White	06	Administrative Support	09/08/2015	
FT	20010055	BARTELT, CLIFTON O	M	White	04	Protective Services: Sworn	03/13/2001	
FT	20190101	BENDOWSKI, CHARLES J	M	White	04	Protective Services: Sworn	05/08/2019	
FT	20180062	CHAVES, VICTORIA E	F	White	02	Professionals	03/08/2018	07/20/2018
FT	20110015	CHILDRESS, ERNEST A	M	White	04	Protective Services: Sworn	01/31/2011	
FT	20180042	DIELMANN, JEFFREY W	M	White	04	Protective Services: Sworn	03/01/2018	
FT	20190095	DOLEWSKI, STEPHEN W	M	White	04	Protective Services: Sworn	05/02/2019	
FT	20170702	ENGLISH, MIKE J	M	White	04	Protective Services: Sworn	07/05/2017	
FT	20110011	FEELY, NANCY L	F	White	06	Administrative Support	02/01/2011	
FT	20130122	FERNANDEZ, JULIA E	F	Hispanic or Latino	06	Administrative Support	10/07/2013	02/25/2019
FT	20140027	FULTZ-SCHMID, ELLEN R	F	White	02	Professionals	03/10/2014	
FT	20180209	GAGLIANO, JOHN V	M	White	04	Protective Services: Sworn	06/13/2018	
PT	20040207	GIRMSCHIED, LLEWELLYN E	M	White	04	Protective Services: Sworn	10/04/2004	
FT	20180242	HAMPTON, ANTWAN D	M	Black	02	Professionals	07/30/2018	
FT	20180208	HICKS, WILLIAM C	M	White	04	Protective Services: Sworn	06/13/2018	
FT	20170705	HUDSON, NANCY A	F	White	04	Protective Services: Sworn	07/12/2017	
FT	20180276	JAMES, ERIN M	F	White	06	Administrative Support	09/24/2018	11/19/2018
FT	20040024	JOHNSON, JOHNNIE L	M	Black	04	Protective Services: Sworn	02/01/2004	
FT	20130004	KEANE, JAMES E	M	White	04	Protective Services: Sworn	01/09/2013	04/30/2019
FT	20150066	KRUSE, RICHARD G	M	White	04	Protective Services: Sworn	06/29/2015	
FT	20070131	KURKJIAN, CATHY L	F	White	04	Protective Services: Sworn	07/16/2007	
FT	20190091	LEE, RYAN R	M	White	02	Professionals	04/22/2019	
FT	19890023	LILLY, DIANE L	F	White	06	Administrative Support	04/24/1989	04/01/2019
FT	20190093	LOWE, SUSAN A	F	White	04	Protective Services: Sworn	05/03/2019	
FT	20130049	LYDAY, JUDY M	F	White	06	Administrative Support	05/20/2013	
FT	20000077	MARSZALEK, PETER J	M	White	02	Professionals	02/20/2007	
FT	20170701	MCCULLOUGH, MONICA L	F	White	04	Protective Services: Sworn	07/05/2017	
FT	20150059	MCGRATH, DANIEL J	M	White	04	Protective Services: Sworn	06/15/2015	
FT	20180231	MINELLA, MICHAEL A	M	White	04	Protective Services: Sworn	07/11/2018	
FT	19920003	MOORE, MARI M	F	White	06	Administrative Support	01/13/1992	
FT	19830019	NAUGHTON, DOUGLAS J	M	White	01	Official/Administration	12/12/1983	
FT	20050006	NIELSEN, LOUIS A	M	White	04	Protective Services: Sworn	01/01/2005	
FT	20130099	NORDWIND, BURTON E	M	White	04	Protective Services: Sworn	08/28/2013	08/31/2018
FT	20160076	NUDO, GRACE I	F	White	06	Administrative Support	08/22/2016	
FT	20000005	O'BRIEN, ANDREA	F	White	01	Official/Administration	01/03/2000	
FT	20130120	PAXTON, JEFFREY R	M	White	06	Administrative Support	04/29/2019	
FT	20180243	RANEY, BRANDON G	M	White	02	Professionals	07/30/2018	

**Ethnic Detail for Judiciary and Courts Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130096	REYNOLDS, MICHAEL P	M	White	04	Protective Services: Sworn	08/26/2013	
FT	20160097	SCOTT, BRITTANY E	F	White	06	Administrative Support	09/26/2016	
FT	19870031	SMITH, SHIRLEY C	F	White	04	Protective Services: Sworn	10/26/1987	
FT	20170703	SMOGER, DARREN G	M	White	04	Protective Services: Sworn	07/05/2017	
PT	20190092	SUGGS, SAMMY L	M	Black	04	Protective Services: Sworn	05/01/2019	
FT	20140123	VOUROS, ALEXANDRA E	F	White	02	Professionals	09/22/2014	10/05/2018
FT	20170683	ZARATE, LESLIE	F	Hispanic or Latino	06	Administrative Support	05/22/2017	

**PART I. COUNTY OF KANE – 2018-2019 JUDICIARY AND COURTS UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	19.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	42.86%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	6.43%	12.83%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-2.68%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	70.83%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	20.83%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	11.27%	0.55%	-9.05%	-1.91%	0.00%	0.00%	-1.08%	9.72%	-3.49%	-5.40%	0.00%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	72.73%	0.00%	18.18%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-19.42%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	30.53%	-3.96%	5.75%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 JUDICIARY AND COURTS WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	7 100%	3 42.86%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 42.86%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Judiciary and Courts does not have employees in this job category.														
04 - Protective Services: Sworn	24 100%	17 70.83%	2 8.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 20.83%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Judiciary and Courts does not have employees in this job category.														
06 - Administrative Support	11 100%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	8 72.73%	0 0.00%	2 18.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Judiciary and Courts does not have employees in this job category.														
08 - Service/Maintenance	Judiciary and Courts does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



**2018-2019 LAW LIBRARY**  
**EEOP NARRATIVE REPORT**

**Hiring Practices**

We follow the policies of Kane County

**Number of Applications for Promotion**

0 applications for promotion

**Number of Applications for Transfer**

0 application for transfer

**Number of Disciplinary Actions**

0 Disciplinary action

**Employment Policies**

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

**Websites that Job Openings are Posted On**

National job sites

Kane County Website

**Ethnic Detail for Law Library Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19940004	COX, HALLE D	F	White	01	Official/Administration	01/03/1994	
FT	20080170	LORENZO, CYNTHIA A	F	White	06	Administrative Support	11/25/2008	

**PART I. COUNTY OF KANE – 2018-2019 LAW LIBRARY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	69.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
PROFESSIONALS														
No Employees for This Category														
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 LAW LIBRARY WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00 %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	Law Library does not have employees in this job category.														
03 - Technicians	Law Library does not have employees in this job category.														
04 - Protective Services: Sworn	Law Library does not have employees in this job category.														
05 - Protective Services: Non Sworn	Law Library does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00 %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Law Library does not have employees in this job category.														
08 - Service/Maintenance	Law Library does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# KaneComm

**Kane County Emergency  
Communications Center**



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

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Date: April 28, 2020

To: Sylvia Wetzel, Executive Director – Human Resource Management

From: Michelle Guthrie – Director of Communications

Re: EEOP Report for KaneComm – July 1, 2018-June 30, 2019

The Kane County Emergency Communications Center (KaneComm) has reviewed the recent reports on employment, job group categories, community labor statistics, and utilization. The employees listed are correct for the reporting period.

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 and Kane County Handbook

All qualified applicants are considered through the KaneComm hiring process to fill vacancies.

## **Additional Reports:**

1. Number of disciplinary actions taken for Fiscal Year 2017-2018 is as follows:

Written Reprimand – None

Suspension/Duration - 1 White Female (2 days)

In addition, the number of commendations to recognize employees in Fiscal Year 2018-2019 are as follows:

Letter of Commendation: 3 White Males, 4 White Females, 2 Hispanic or Latino Females

2. Number of employees in each job category who made application for promotion or transfer within Fiscal Year (2018-2019)

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 Union Contract

KaneComm job openings are posted with the following publications and websites:

- The County Website: <http://www.countyofkane.org>
- APCO International: <http://apcointl.org>
- National Emergency Number Association (NENA) <http://www.nena.org>
- Job openings are also sent to Waubensee and Elgin Community Colleges

The 9-1-1 Telecommunicator hiring process consists of multiple steps:

- Skills testing for multi-tasking, listening, attention to detail, and typing test, consistent with the job description and daily operations for the Telecommunicator position
- Interview process and voluntary sit-along in KaneComm
- Psychological Testing
- Extensive background screening process
- Basic physical and testing

**Ethnic Detail for Kane Comm Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20190030	ALBERT, CHLOE A T	F	Black	05	Protective Services: Non Sworn	03/03/2019	
FT	20050102	BAUMANN, ANDREW J	M	White	05	Protective Services: Non Sworn	07/16/2012	
FT	20130039	BILY, JACQUELINE M	F	White	05	Protective Services: Non Sworn	05/01/2013	
FT	20090023	COX, REBECCA N	F	White	05	Protective Services: Non Sworn	05/19/2014	
FT	20020016	GONZALEZ, TERESA	F	Hispanic or Latino	05	Protective Services: Non Sworn	01/28/2002	
FT	20080132	GUTHRIE, MICHELLE N	F	White	01	Official/Administration	05/06/2013	
FT	20010239	HOLDEN, JAMES L	M	White	05	Protective Services: Non Sworn	10/09/2001	
FT	20050126	HOLT, ADAM R	M	White	05	Protective Services: Non Sworn	06/07/2005	
FT	20160030	JOHNSON, KEEGAN L	F	White	05	Protective Services: Non Sworn	03/14/2016	
FT	20130040	KEATING, MARY	F	White	05	Protective Services: Non Sworn	05/02/2013	
FT	19930060	LEMONS, MICHELLE K	F	White	05	Protective Services: Non Sworn	08/16/1993	
FT	20080103	LINDER, WILLIAM M	M	White	05	Protective Services: Non Sworn	06/19/2008	
FT	19990298	PEREZ, NEREIDA	F	Hispanic or Latino	05	Protective Services: Non Sworn	12/20/1999	
FT	20100052	POWELL, JENNIFER S	F	White	05	Protective Services: Non Sworn	08/09/2010	08/31/2018
FT	20160014	RENNINGER, BRYCE S	M	White	05	Protective Services: Non Sworn	02/01/2016	08/18/2018
FT	20000081	RIOS, THERESA M	F	White	05	Protective Services: Non Sworn	05/22/2000	
FT	20070043	SANDOVAL, MICHELLE A	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/05/2007	
FT	20100030	SHARP, JOANNA	F	White	05	Protective Services: Non Sworn	04/21/2010	
FT	20080120	THEIS, EMILY F	F	White	05	Protective Services: Non Sworn	08/04/2008	

**PART I. COUNTY OF KANE – 2018-2019 KANE COMM UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	69.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
PROFESSIONALS														
No Employees for This Category														
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
Workforce #%	27.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	5.56%	16.67%	0.00%	0.00%	0.00%	0.00%
CLS #%	52.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.44%	0.00%	8.45%	0.00%	0.00%	0.00%	0.00%
Utilization %	-24.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.56%	5.56%	8.22%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
No Employees for This Category														
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2018-2019 KANE COMM WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	Kane Comm does not have employees in this job category.														
03 - Technicians	Kane Comm does not have employees in this job category.														
04 - Protective Services: Sworn	Kane Comm does not have employees in this job category.														
05 - Protective Services: Non Sworn	18 100%	5 27.78%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 50.00%	1 5.56%	3 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
06 - Administrative Support	Kane Comm does not have employees in this job category.														
07 - Skilled Craft	Kane Comm does not have employees in this job category.														
08 - Service/Maintenance	Kane Comm does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# **SHERIFF'S MERIT COMMISSION**

KANE COUNTY GOVERNMENT BUILDING  
Building A Room 103

Peter J. Burgert, Chairman  
Todd A. Zies, Vice Chairman  
Jody M. Kanikula, Secretary  
Kathy Konen, Administrative Assistant



719 S Batavia Ave  
Geneva, IL.60134  
Phone: (630) 232-3558  
[konenkathleen@co.kane.il.us](mailto:konenkathleen@co.kane.il.us)

**TO:** **SUSAN BROWN**

**FROM:** **KATHY KONEN**

**SUBJECT:** **EEOP REPORT**

**DATE:** **APRIL 28, 2020**

**CC:**

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

Enclosed you will find the requested EEOP information.

2019 one administrative assistant W/F

2020 one administrative assistant W/F

Ethnic Detail for **Merit Commission** Employees between **07/01/2018** and **06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20080047	KONEN, KATHLEEN M	F	White	06	Administrative Support	03/24/2008	

**PART I. COUNTY OF KANE – 2018-2019 MERIT COMMISSION UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS No Employees for This Category														
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 MERIT COMMISSION WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Merit Commission does not have employees in this job category.														
02 - Professionals	Merit Commission does not have employees in this job category.														
03 - Technicians	Merit Commission does not have employees in this job category.														
04 - Protective Services: Sworn	Merit Commission does not have employees in this job category.														
05 - Protective Services: Non Sworn	Merit Commission does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Merit Commission does not have employees in this job category.														
08 - Service/Maintenance	Merit Commission does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

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 19). Please include the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.

Answer: None

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 19).

Answer: 1 male attorney Hispanic or Latino  
1 male attorney White  
1 female Hispanic support staff

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

Answer: 1 male attorney Hispanic or Latino promoted from misdemeanor to felony  
1 male attorney White promoted from misdemeanor to felony  
1 female Hispanic transferred from receptionist to courtroom support staff

3. 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.

4. 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, IPDA, and Chicago Daily Law Bulletin

### Ethnic Detail for **Public Defender** Employees between **07/01/2018** and **06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	19970008	AMATO, JENNIE S	F	White	02	Professionals	01/06/1997	
FT	20030218	ARCHULETA, JUANITA M	F	Hispanic or Latino	02	Professionals	12/15/2003	
FT	20080051	BILBREY, KIMBERLY R	F	White	02	Professionals	03/24/2008	
FT	20130167	BLAKE, SANDRA M	F	White	02	Professionals	12/05/2013	
FT	20120116	BORUNDA-AGUILAR, LIZBETH	F	Hispanic or Latino	06	Administrative Support	12/27/2012	
FT	20120022	CARLIN, CECILY A	F	White	02	Professionals	04/16/2012	
FT	19990143	CHAPA, MARIA A	F	Hispanic or Latino	06	Administrative Support	07/19/1999	
FT	20070028	CHOATE, JILL R	F	White	06	Administrative Support	02/15/2007	
FT	19960143	CONANT, RACHELE A	F	White	02	Professionals	08/05/1996	
FT	20170719	CONRAD, KEVIN P Jr	M	White	02	Professionals	08/14/2017	
FT	20190054	COPPLE, CHRISTIAN M	M	Two or More Races	02	Professionals	03/25/2019	
FT	20000205	COVEY, BRENDA V	F	White	02	Professionals	09/18/2000	
FT	20190055	COYLE, CAYSON E	M	White	02	Professionals	03/25/2019	
FT	20190097	CUEVAS ESCOBEDO, MARINA	F	Hispanic or Latino	06	Administrative Support	05/06/2019	
FT	20170012	DLHY, DEREK R	M	White	02	Professionals	01/09/2017	
FT	20130060	DOLAK, RONALD D	M	Hispanic or Latino	02	Professionals	06/10/2013	
FT	19910064	FAHNESTOCK, TRACIE N	F	White	04	Protective Services: Sworn	12/09/1991	
FT	20130024	FEDA, NICHOLAS J	M	White	02	Professionals	03/04/2013	
FT	20160161	FERNANDEZ, JUSTINE A	F	Native Hawaiian or Other Pacific Islander	02	Professionals	12/01/2016	02/22/2019
FT	20050018	GAVINA, MARIA I	F	Hispanic or Latino	06	Administrative Support	01/13/2014	
FT	19960101	HAWKINS, BRITT	F	White	02	Professionals	06/03/1996	
FT	20160166	KELLY, LAURIE A	F	White	02	Professionals	12/05/2016	
FT	20110013	KERELUK, MICHAEL F	M	White	02	Professionals	06/18/2018	
FT	20030215	KRUSE, ANNE M	F	White	06	Administrative Support	12/08/2003	
FT	20040259	KULLENBERG, JUDITH M	F	White	02	Professionals	12/16/2004	
FT	20030163	LEDER, JACQUELINE J	F	White	02	Professionals	01/07/2008	
FT	19910041	LEE, SALLY L	F	White	06	Administrative Support	07/16/1991	
FT	20170009	MALKO, MARTA	F	White	02	Professionals	01/09/2017	
FT	20150138	MCCLURE, SETH J	M	White	02	Professionals	11/23/2015	
FT	20130061	MCLEAN, BETHANY A	F	White	02	Professionals	06/10/2013	
FT	19980212	PACHECO, JANET	F	Hispanic or Latino	06	Administrative Support	10/13/1998	
FT	20090083	PARKER, MICHAEL	M	White	02	Professionals	11/16/2009	
FT	20110052	POLITTE, KELLI M	F	White	02	Professionals	06/29/2011	
FT	20170774	ROELFSEMA, RANDALL W	M	White	02	Professionals	12/28/2017	
FT	20110005	ROGALLA, VANESSA R	F	White	06	Administrative Support	01/18/2011	

**Ethnic Detail for Public Defender Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20100033	SALONEN, NICOLE F	F	White	02	Professionals	05/10/2010	
FT	20160022	SANCHEZ, JOSEPH A	M	Hispanic or Latino	02	Professionals	02/04/2016	
FT	20090074	SAVASTIO, LAUREN R	F	White	02	Professionals	11/02/2009	
FT	20100078	SPARKS, CHRISTOPHER G	M	White	02	Professionals	12/01/2010	
FT	19970064	STAHL, CHRISTINE E	F	White	04	Protective Services: Sworn	04/01/1997	
FT	20060006	TATMAN, MICHAEL S	M	White	02	Professionals	01/02/2006	
FT	20160109	TILMON, MICHELLE J	F	Black	02	Professionals	10/31/2016	
FT	20030161	VASIREDDY, KIRAN V	M	Asian	02	Professionals	09/02/2003	
FT	20090059	WEISS, JILLIAN ANN	F	White	02	Professionals	09/28/2009	
FT	20030150	WERDERICH, WALTER G	M	White	02	Professionals	07/02/2007	
FT	19960002	WILLETT, BRENDA	F	White	02	Professionals	01/02/1996	
FT	20070133	YETTER, JULIA	F	White	02	Professionals	07/16/2007	01/11/2019
FT	20020207	YOON, EUN K	F	Asian	02	Professionals	12/30/2002	
FT	20140007	ZINK, ELIZABETH A	F	White	02	Professionals	01/13/2014	05/24/2019



**PART I. COUNTY OF KANE – 2018-2019 PUBLIC DEFENDER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	28.95%	0.00%	5.26%	2.63%	0.00%	0.00%	2.63%	50.00%	2.63%	2.63%	2.63%	0.00%	2.63%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-7.48%	-1.45%	1.51%	-0.92%	-0.05%	-0.03%	2.55%	4.47%	1.20%	-1.68%	-0.09%	-0.01%	2.63%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	-59.56%	-7.78%	-9.05%	-1.91%	0.00%	0.00%	-1.08%	88.88%	-3.49%	-5.40%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	44.44%	0.00%	55.56%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	2.24%	-3.96%	43.12%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 PUBLIC DEFENDER WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Public Defender does not have employees in this job category.														
02 - Professionals	38 100%	11 28.95%	0 0.00%	2 5.26%	1 2.63%	0 0.00%	0 0.00%	1 2.63%	19 50.00%	1 2.63%	1 2.63%	1 2.63%	0 0.00%	1 2.63%	0 0.00%
03 - Technicians	Public Defender does not have employees in this job category.														
04 - Protective Services: Sworn	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Public Defender does not have employees in this job category.														
06 - Administrative Support	9 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 44.44%	0 0.00%	5 55.56%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Public Defender does not have employees in this job category.														
08 - Service/Maintenance	Public Defender does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



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

**FY2018-2019 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 2018-2019 EEOP time frame.
3. There were no requests for promotions or transfers within the 2018-1029 time frame.

2018-2019 Workforce consists of the following:

- Professionals: 2 white males
- Technicians: 2 white male
- Administrative Support: 8 white females, 1 Hispanic female, 1 A/P (India/Africa subcontinent) female

We have neither hired nor fired anyone in at least ten 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 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20030066	ANTCZAK-HERNANDEZ, MAJA U	F	White	06	Administrative Support	04/28/2003	
FT	19980052	COLTON, LYNDIA M	F	White	06	Administrative Support	04/01/1998	
FT	19980166	DOOLITTLE, SHELLEY J	F	White	06	Administrative Support	08/18/1998	
FT	20030042	HEYOB, ELIZABETH A	F	White	06	Administrative Support	03/17/2003	04/01/2019
FT	19990253	HOLA, MAUREEN	F	White	06	Administrative Support	11/08/1999	
FT	20050055	IBARRA, MARIA M	F	Hispanic or Latino	06	Administrative Support	03/07/2005	
FT	19980223	KING, DAVID C	M	White	02	Professionals	11/02/1998	
FT	19870023	MARWAHA, INDERPAL	F	Asian	06	Administrative Support	09/08/1987	10/01/2018
FT	20020159	MITCHELL, CARRIE L	F	White	06	Administrative Support	10/01/2002	
FT	19900012	SCHOLES, DAVID J	M	White	02	Professionals	03/05/1990	
FT	20020019	SCHONBACK, JUDY A	F	White	06	Administrative Support	01/30/2002	
FT	20030072	SMITH, RENE M	F	White	06	Administrative Support	01/16/2001	
FT	20030144	WEIGAND, SCOTT M	M	White	03	Technicians	08/18/2003	

**PART I. COUNTY OF KANE – 2018-2019 RECORDER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	63.57%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-45.53%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	61.87%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	-36.86%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	80.00%	0.00%	10.00%	10.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	37.80%	-3.96%	-2.44%	8.68%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 RECORDER WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Recorder does not have employees in this job category.														
02 - Professionals	2 100%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Recorder does not have employees in this job category.														
05 - Protective Services: Non Sworn	Recorder does not have employees in this job category.														
06 - Administrative Support	10 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	8 80.00%	0 0.00%	1 10.00%	1 10.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Recorder does not have employees in this job category.														
08 - Service/Maintenance	Recorder does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races



REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

Date: March 17, 2020 Patricia Dal Santo, Regional Superintendent  
To: Sylvia Wetzel  
From: Meg Fetzer  
  
Re: Equal Employment Opportunity Plans FY2018 – 19 (07/01/18 – 06/30/19)

Responses to Items from EEOP Letter

1. For FY18-19 the Regional Office of Education did not have any employee that received disciplinary action.
2. In FY19 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.

2018-2019 (0) promoted or transferred

<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 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20160107	ADEME, MICHAEL J	M	White	02	Professionals	10/24/2016	09/21/2018
FT	20170698	ALGRIM, KATHLEEN M	F	White	02	Professionals	07/03/2017	
FT	20140093	AXELSEN, JOSHUA C	M	White	02	Professionals	08/12/2014	
FT	20190022	BOSWELL, KATIE L	F	White	02	Professionals	02/11/2019	
PT	20150085	BOZIK, MARK W	M	White	02	Professionals	08/03/2015	
FT	20180402	CELOZZI, MICHELE M	F	White	06	Administrative Support	10/11/2018	06/17/2019
FT	20180247	CHIAPPETTA, GINALYN	F	White	02	Professionals	08/22/2018	12/06/2018
FT	20050180	DEMPSEY, DEBORAH A	F	White	02	Professionals	08/22/2005	
FT	20120044	FETZER, MARGARET R	F	White	01	Official/Administration	07/16/2012	
FT	20030167	GLENN, KARI M	F	White	02	Professionals	09/15/2003	
FT	20180228	HASTINGS, HEATHER L	F	White	06	Administrative Support	07/09/2018	09/04/2018
PT	20040178	HELGESON, LEANNE K	F	White	06	Administrative Support	08/23/2004	
FT	20050201	HURLEY, ERIN M	F	White	02	Professionals	09/07/2005	
FT	20020136	JORDAN, BELVIN A	F	Black	02	Professionals	09/03/2002	
FT	19970216	KNORR, ANGELA J	F	White	06	Administrative Support	11/10/1997	
FT	20120015	LAWSON, KATHERINE	F	White	06	Administrative Support	03/19/2012	
FT	20170716	MAHALIK, MURPHY M	M	White	02	Professionals	08/01/2017	08/21/2018
FT	20150125	MORENO, ALEJANDRA	F	Hispanic or Latino	02	Professionals	01/08/2018	
FT	19950132	MORRIS, ELEANOR B	F	Hispanic or Latino	06	Administrative Support	05/16/2007	
FT	19960227	MORRIS, PHILLIP C	M	White	01	Official/Administration	11/18/1996	
FT	20180377	MUNTNER, MATTHEW R	M	White	02	Professionals	10/01/2018	
FT	20140057	PAWOLA, JAMES M	M	White	02	Professionals	05/19/2014	
FT	20050041	PINNAU, MARTIN U	M	Asian	03	Technicians	02/14/2005	
FT	20040243	RISSINGER, VICKI J	F	White	06	Administrative Support	12/01/2004	
FT	20180246	SLOAN, SHARON L	F	White	02	Professionals	08/15/2018	
FT	20190004	SMITH, ANGELA D	F	Black	02	Professionals	01/07/2019	
FT	19990258	SPALIS, IVARS	M	White	02	Professionals	11/08/1999	
FT	20140001	STEFFES, ZACHARY A	M	White	02	Professionals	01/06/2014	
PT	20140065	WICKLUND, SUSAN M	F	White	06	Administrative Support	06/05/2014	10/31/2018
FT	20180168	YODER, CONRAD J	M	White	02	Professionals	04/16/2018	



**PART I. COUNTY OF KANE – 2018-2019 REGIONAL OFFICE OF EDUCATION UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	19.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	47.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	36.84%	10.53%	5.26%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	10.94%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-8.69%	9.09%	0.96%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	-38.13%	-3.90%	-6.17%	95.73%	0.00%	0.00%	0.00%	-36.86%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	87.50%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	45.30%	-3.96%	0.06%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 REGIONAL OFFICE OF EDUCATION WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	2 100%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	19 100%	9 47.37%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 36.84%	2 10.53%	1 5.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Regional Office of Education does not have employees in this job category.														
05 - Protective Services: Non Sworn	Regional Office of Education does not have employees in this job category.														
06 - Administrative Support	8 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 87.50%	0 0.00%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Regional Office of Education does not have employees in this job category.														
08 - Service/Maintenance	Regional Office of Education does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

KANE COUNTY SHERIFF'S OFFICE

# 2018 Labor Analysis

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**Kane County Sheriff Ron Hain**  
**04/01/20**

This document contains the 2018 Equal Employment Opportunity Plan analysis for the Kane County Sheriff's Office.

The Kane County Sheriff's Office is comprised of four (4) separate work groups Sheriff (police), Sheriff (corrections), Sheriff Office of emergency Management and Sheriff (court security). The Office of Emergency Management was brought under the Sheriff's Office in 2019.

The largest group in the Sheriff's Office falls under the Sheriff Police group. This group comprises Officials (01), Professionals (02), Protective Services Sworn (04), Protective Services Non-Sworn (05) Administrative Support (06) and Skilled Craft (07). The Official has one male white employee which does not allow for comparison to the CLS. . The Professional category is over represented by male employees as there are only two females in this group. Male whites and male blacks are over-represented by 26 and 23 percent respectively. There are no male employees outside these groups; however the individual variances are less than 4 percent. Protective services sworn is again heavily dominated by male employees. Male whites are over-represented by 12.5 percent and male blacks are under-represented by 5 percent. Other variances for males are under 3 percent. Females in this category are all white causing an under-representation of 3.5 percent for female black and 5.4 percent for female Hispanic. All changes are within closely aligned with the numbers from the previous year.

Protective services non-sworn has an under-representation of male whites by 33 percent. Male black and male Hispanic are over-represented by 28 and 14 percent respectively. The two Females in this group are white which causes an underrepresentation for all other races in this category. This is a small group which causes the variances to appear larger than they should be. The administrative support group has one male employee which causes an overall under-representation of all males in this category. Female whites dominate this work group are over-represented by 22 percent. Female Hispanics are overrepresented by 16.9 percent. There are no female black employees which causes a variance against the CLS. Skilled craft, all three auto mechanics, are male white employees. There is a variance for male Hispanic of almost 30 percent; however all other variances, including female, are under 3 percent. These numbers remain unchanged from the previous year.

Corrections unit is comprised of personnel in the Professional, Protective Sworn and Administrative Support classifications. The professional classification (02) is made up of eight personnel, seven male and one female. This causes for a difficult comparison to the CLS however this group has four male white, more male Hispanic, one male Asian and one female black. There is no change in this group from 2016 to 2017. The protective services (04) category is over-represented by white males by 3.6 percent. All other variances are more or less than 4 percent. The corrections administrative support group has one male and 10 female employees which causes the CLS to show an under-representation of male employees. Female whites and Hispanics show an over-representation Female blacks are under-represented in this group. The small work group and over-representation of female employees causes the CLS comparison to be somewhat skewed.

Court Security is made up of one person in the professional classification (01). This does not allow for a comparison to the CLS. The remainder of the court security unit fits under the protective services sworn (04) category and provides for a fairly diverse work force. The only area where the variance is more or less than 5% is black males who are underrepresented by 5.56%. This work group has a considerable turnover which causes constant fluctuation in the work force.

Office of Emergency Management is composed of one Director and 2 clerical staff. This small work group leads to challenges to ensure a workforce that reflects the CLS. AS a result women are overrepresented and men underrepresented. All ethnic categories other than white and also underrepresented as all three employees are white. The director position requires a national certification which further impacts available candidates.

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**

This is the first year that the Sheriff's Office has conducted localized community based hiring events. These events bring recruiters directly into the community at advertised events to promote the Sheriff's Office testing dates. Additionally the Sheriff's Merit Commission allowed lateral hires for correction and public safety positions. These positions were advertised on line and at the various law enforcement related Advertising of openings for deputy and corrections officer positions are handled through the Sheriff's Merit Commission in cooperation with the Sheriffs' Office. 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
- Sheriff's Office social medial pagers
- 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.
- Several local Community Colleges and Universities
- Local community advertised events

### **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". Openings are generally advertised on the county web site and through Sheriff Office social media pages.

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.*

This is the first year that the commission allowed lateral hire candidates for police and corrections. This was an effort to bring qualified experienced candidates into the hiring process. These candidates go through all of the same steps as a regular hire candidate with the exception of the POWER test and written test.

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
- 5 panel Drug screen; this is pass / fail
- Final interview with Sheriff



## PROMOTIONS

Promotions for public safety sergeants and lieutenants along with corrections sergeants and lieutenants are handled through application to the Sheriff's Merit Commission. They conduct a written test followed up with an interview and compile an eligibility list. From that established eligibility list the Sheriff can promote a candidate from the respective list into the position. By statute the Sheriff is under no obligation to promote the person with the highest test score. During this reporting period the peace officer sergeant and lieutenant as well as the corrections lieutenant lists expired the statistics reflect candidates from both lists. Due to this there will be an increase in those applying for promotion compared to the report from the previous year as some applicants appear on both lists.

Court Security and civilians are not under the guidelines of the Merit Commission for promotion any promotions in these groups are done by interview and chosen by the Sheriff.

The statistics in the chart are combined for both corrections, public safety civilian and court security. The commission did not provide information on candidates who applied for promotion but failed the test and therefore failed to make it onto the eligibility list.

[illegible][illegible]

## Transfers

The Sheriff's Office is covered by five different collective bargaining agreement. Each agreement has a different set of guidelines for those to apply for a transfer or change of assignment. The public safety deputies can submit for change of assignment in December of each year that anything during the year that a position opens up. Each year employees can bid base don seniority for a change of shifts and day of rotation as well. The transfer and assignment process for the agency has so many different variables the blow chart reflects actual transfers that have taken place. These are not inclusive of employees who are given additional assignment but rather those who have been transferred from one specific job to another different one.

[illegible]

## DISCIPLINE

The below table reflects the disciplinary actions taken in 2018 by the Sheriff's Office. Due to the different collective bargaining agreements no all personnel are able to receive oral reprimands. According to eh CBS's the Sheriff follows a corrective and progressive disciplinary matrix. Individual coaching, counseling, sessions are not includes as they are not considered discipline.

Discipline	Men							Women					
	TOTAL	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
Oral Rep	4			1				2		1			
Written Wrep	11	10							1				
Suspension	4	3								1			
Termination	1			1									
Demotion	0												
Total		13	0	2	0	0	0	2	1	2	0	0	0

## Police Department Breakdown

The below tables are required information for police department. It is important to note that the Kane County Sheriff's Office does not fit the typical definition of a police department. Besides being the primary 911 responder for the unincorporated areas of the county the sheriff runs the county jail, provides service of process for the courts and operates court house security. In an effort to fit the rank structure in the guidelines the categories have been changed to best fir the structure present at the Kane County Sheriff' Office.

## Public Safety Division

	Men							Women						
Positions	TOTAL	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS	
Sheriff/ Undesheriff	2	2												
Lieutenant	9	7	2											
Sergeant/Detective	18	10	1	2				4						
Total	29	19	3	2				4						

## Corrections

	Men							Women						
Positions	TOTAL	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS	
Commander	2	1			1									
Lieutenant	4	3		1										
Sergeant	12	10			2									
Total	18	14		1	3									

## Court Security

[illegible]

### Ethnic Detail for Sheriff - Corrections Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20180237	AGANON, ROEL S	M	Asian	04	Protective Services: Sworn	07/23/2018	
FT	20000152	AGUIRRE, LUIS X	M	Hispanic or Latino	02	Professionals	08/01/2000	
FT	20150017	ALBERTSEN, JOHN D	M	White	04	Protective Services: Sworn	02/02/2015	
FT	20190025	ANDREYEV, EUGENE V	M	White	04	Protective Services: Sworn	02/04/2019	
FT	20060142	AZEMI, MERGIM	M	White	04	Protective Services: Sworn	07/31/2006	
FT	20020110	BARNAT, ROBERT B	M	White	04	Protective Services: Sworn	08/12/2002	
FT	20160039	BOCHNAK, ADAM	M	White	04	Protective Services: Sworn	04/04/2016	
FT	19930034	BOMMELMAN, CHRISTIAN W	M	White	04	Protective Services: Sworn	05/24/1993	
FT	20180008	BOWERS, SAMUEL C	M	White	04	Protective Services: Sworn	02/05/2018	
FT	20070216	BREDLAU, JOHN P	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20080048	BRIGUGLIO, LENORE P	F	White	04	Protective Services: Sworn	03/24/2008	
FT	20010042	CAJIC, LEONARD	M	White	04	Protective Services: Sworn	02/26/2001	
FT	20040028	CAWVEY, SHERDELL G	M	White	04	Protective Services: Sworn	02/09/2004	
FT	19930035	CONKLIN, CHARLES K	M	Asian	02	Professionals	05/16/1993	
FT	20080148	CROSS, KHARI L	M	Black	04	Protective Services: Sworn	09/16/2008	
FT	20130123	CROWE, KARA K	F	White	04	Protective Services: Sworn	10/07/2013	
FT	20170707	CUEVAS-ESCOBEDO, MANUEL	M	Hispanic or Latino	04	Protective Services: Sworn	07/10/2017	08/27/2018
FT	20180238	DARWISH, JACQUELINE G	F	Hispanic or Latino	04	Protective Services: Sworn	07/23/2018	
FT	20100026	DAVIS, JANEL L	F	White	04	Protective Services: Sworn	03/29/2010	
FT	20080050	DAVIS, NICHOLAS P	M	White	04	Protective Services: Sworn	03/24/2008	
FT	20180653	DAWSON, JUDITH A	F	Black	02	Professionals	12/28/2018	
FT	20090062	DEATON, DANIEL	M	White	04	Protective Services: Sworn	10/05/2009	
FT	20190105	DELEON, JUSTIN S	M	Hispanic or Latino	04	Protective Services: Sworn	05/13/2019	
FT	20020030	DELGADO, DARREN G	M	Hispanic or Latino	04	Protective Services: Sworn	02/25/2002	
FT	20110081	DELINE, MATTHEW J	M	White	04	Protective Services: Sworn	10/11/2011	
FT	20020031	DESHARNAIS, MARCUS H	M	White	04	Protective Services: Sworn	02/25/2002	
FT	20040029	DIRECTO, JOEL G	M	Asian	04	Protective Services: Sworn	02/09/2004	
FT	20190107	DIXON, COREY D	M	Black	02	Professionals	05/13/2019	
FT	20080043	DOMINGUEZ, ALICIA	F	Hispanic or Latino	06	Administrative Support	03/17/2008	
FT	19950043	DUCAV, CHRIS V	M	Asian	04	Protective Services: Sworn	03/26/1995	
FT	20010182	DUNAWAY, PAUL D	M	White	04	Protective Services: Sworn	08/13/2001	
FT	20090011	DURAN CANCINO, LUIS F	M	Hispanic or Latino	04	Protective Services: Sworn	02/02/2009	
FT	20190024	FIGUEROA, ANTHONY	M	Hispanic or Latino	04	Protective Services: Sworn	02/04/2019	
FT	19940089	FLOWERS, SCOTT A	M	White	04	Protective Services: Sworn	08/16/1994	
FT	20170004	GARCIA, ALAN	M	Hispanic or Latino	04	Protective Services: Sworn	01/02/2017	
FT	20180262	GARY, PATRICK M Jr	M	Two or More Races	04	Protective Services: Sworn	09/03/2018	
FT	20040030	GATS, MARK G	M	White	04	Protective Services: Sworn	02/09/2004	

## Ethnic Detail for Sheriff - Corrections Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20080155	GIBBONS, JOHN F	M	White	04	Protective Services: Sworn	10/06/2008	
FT	20050157	GILLUM, DEVON S	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20180189	GLADOWSKI, MONIKA	F	White	04	Protective Services: Sworn	05/21/2018	
FT	20160079	GUERRERO, KARINA	F	Hispanic or Latino	06	Administrative Support	08/29/2016	
FT	20080027	GULANCZYK, GREG	M	White	04	Protective Services: Sworn	02/04/2008	
FT	19980124	HANSON, DONALD D	M	White	04	Protective Services: Sworn	07/13/1998	
FT	20070088	HARDEKOPF, ADAM T	M	White	04	Protective Services: Sworn	05/29/2007	
FT	20070219	HEINZ, BRET M	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20030118	HELLER, KATIE A	F	White	04	Protective Services: Sworn	07/14/2003	
FT	19960081	HEWITT, CHRISTOPHER R	M	White	04	Protective Services: Sworn	05/13/1996	
FT	19920016	HICKEY, JOHN V	M	White	02	Professionals	05/01/1992	
FT	19950155	HOFFMAN, JOHN P	M	White	04	Protective Services: Sworn	09/29/1995	
FT	19920001	HOLLOWAY, DANIEL D	M	White	04	Protective Services: Sworn	01/16/1992	03/01/2019
FT	20190023	HOSMAN, MARGARET L	F	White	04	Protective Services: Sworn	02/04/2019	
FT	20050039	HUGHES, KELLY M	F	White	04	Protective Services: Sworn	02/14/2005	
FT	19990071	HUGHES, RANDY A	M	White	04	Protective Services: Sworn	03/29/1999	03/01/2019
FT	19950060	HUNGER, COREY J	M	White	02	Professionals	04/16/1995	
FT	20120085	HUNT, JUSTIN J	M	White	04	Protective Services: Sworn	10/01/2012	
FT	19910043	HUSTON, MICHAEL E	M	White	04	Protective Services: Sworn	08/18/1991	
FT	20170706	IBARRA, FRANCISCO J Jr	M	Hispanic or Latino	04	Protective Services: Sworn	07/10/2017	
FT	20190103	JACOBSON, KEVIN M	M	White	04	Protective Services: Sworn	05/13/2019	
FT	20170005	JOHNSON, ERIC D	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20040032	JOHNSON, JOHN H	M	Black	04	Protective Services: Sworn	02/09/2004	
FT	20180466	KANE, MARK M	M	White	04	Protective Services: Sworn	10/08/2018	
FT	20150016	KEATY, ANTHONY P	M	White	04	Protective Services: Sworn	02/02/2015	
FT	19920018	KEATY, PATRICK M	M	White	02	Professionals	05/24/1992	09/07/2018
FT	20080028	KHOLLMAN, CORY S	M	White	04	Protective Services: Sworn	02/04/2008	
FT	20060187	KMIECIAK, BRETT M	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20090014	KOBALD JR, RAYMOND C	M	White	04	Protective Services: Sworn	02/02/2009	
FT	20010081	KOMES, DIANE K	F	White	06	Administrative Support	04/16/2001	
FT	20000021	LAMBERT, SUSAN A	F	White	04	Protective Services: Sworn	02/22/2000	
FT	19950044	LANG, DONALD J	M	White	04	Protective Services: Sworn	03/26/1995	04/01/2019
FT	20180465	LARSON, MARC D	M	White	04	Protective Services: Sworn	10/08/2018	02/07/2019
FT	20080060	LAVIGNE, JASON R	M	White	04	Protective Services: Sworn	04/14/2008	
FT	20080129	LETSINGER, DANIELLE D	F	White	06	Administrative Support	08/18/2008	
FT	19910033	LEWIS, JAMES C	M	White	02	Professionals	06/01/1991	
FT	19990255	LOOMIS, SHAWN M	M	White	04	Protective Services: Sworn	11/08/1999	

## Ethnic Detail for Sheriff - Corrections Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20110028	LUCANIA, TANYA R	F	White	04	Protective Services: Sworn	03/14/2011	
FT	20000137	LUNDIN, MARY F	F	White	04	Protective Services: Sworn	07/17/2000	
FT	20070138	LUNGREN, KEVIN M	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20080031	MALEK, NICOLE G	F	White	04	Protective Services: Sworn	02/04/2008	
FT	20060106	MANN, BRYAN W	M	White	04	Protective Services: Sworn	05/30/2006	
FT	19950173	MARCRUM, GREGORY A	M	White	04	Protective Services: Sworn	09/29/1995	
FT	20180230	MARTINEZ, JOHN R	M	Hispanic or Latino	04	Protective Services: Sworn	07/09/2018	
FT	20070136	MCGILL, RYNE E	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20040102	MCKANNA, SCOTT A	M	White	04	Protective Services: Sworn	05/24/2004	
FT	20080154	MEZA, JUAN G	M	Hispanic or Latino	04	Protective Services: Sworn	10/06/2008	
FT	20010173	MILLER, BLYTHE A	F	White	04	Protective Services: Sworn	08/06/2001	
FT	20070218	MILLER, PHILIP W	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20090009	MILNER, ERIK A	M	White	04	Protective Services: Sworn	02/02/2009	
FT	20000138	MONTAVON, STEVEN D	M	White	04	Protective Services: Sworn	07/17/2000	
FT	20030123	MONTAVON, VICTORIA J	F	White	04	Protective Services: Sworn	07/14/2003	
FT	20170721	MONTEMAYER, MICHAEL B	M	Hispanic or Latino	04	Protective Services: Sworn	08/14/2017	
FT	20160081	MORGAN, ALEXANDER S	M	White	04	Protective Services: Sworn	08/29/2016	
FT	20050211	MORRISON, GARRY J	M	White	04	Protective Services: Sworn	09/19/2005	
FT	20000016	NALLY, JAMES P	M	White	04	Protective Services: Sworn	02/07/2000	
FT	20030037	NELSON, MARK A	M	White	04	Protective Services: Sworn	03/03/2003	
FT	19980127	NORRIS, RUSSEL H	M	White	04	Protective Services: Sworn	07/13/1998	
FT	20000139	O'CONNOR, HUGH G	M	White	04	Protective Services: Sworn	07/17/2000	
FT	19960218	OLALDE, MANUEL E	M	Hispanic or Latino	04	Protective Services: Sworn	11/04/1996	
FT	20190076	ORNELAS, RACHEL	F	White	04	Protective Services: Sworn	03/25/2019	
FT	20020036	OSMANI, PERPARIM	M	White	04	Protective Services: Sworn	02/25/2002	
FT	20120088	PACK, CATHERINE A	F	White	06	Administrative Support	10/09/2012	
FT	20180009	PELOW, MICHAEL J	M	White	04	Protective Services: Sworn	02/05/2018	04/19/2019
FT	20180467	PEREZ, CARLOS Jr	M	Hispanic or Latino	04	Protective Services: Sworn	10/08/2018	
FT	20160019	PEREZ, HECTOR A	M	Hispanic or Latino	04	Protective Services: Sworn	02/01/2016	
FT	20190079	PROZ, ROBERT	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20190106	RAMOS, DAVID	M	Hispanic or Latino	04	Protective Services: Sworn	05/13/2019	
FT	20170708	RAUGHLEY, SCOTT R	M	White	04	Protective Services: Sworn	07/10/2017	09/04/2018
FT	20190043	REGAN, HANNAH N	F	White	06	Administrative Support	03/11/2019	05/09/2019
FT	20170240	REICHARDT, RYAN T	M	White	04	Protective Services: Sworn	02/16/2017	
FT	20170713	RICHARDSON, KEVIN E	M	White	04	Protective Services: Sworn	07/24/2017	03/09/2019
FT	19970029	ROBINSON, EVERETT D	M	Black	04	Protective Services: Sworn	01/27/1997	
FT	20160083	RODRIGUEZ, ANTONIO P	M	Hispanic or Latino	04	Protective Services: Sworn	08/29/2016	03/18/2019

### Ethnic Detail for Sheriff - Corrections Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19990074	RODRIGUEZ, YOLANDA A	F	Hispanic or Latino	04	Protective Services: Sworn	03/29/1999	04/01/2019
FT	20180229	ROSZEL, MARK S	M	White	04	Protective Services: Sworn	07/09/2018	
FT	20020037	RYDER, JOSHUA A	M	White	04	Protective Services: Sworn	02/25/2002	
FT	20180260	SANCHEZ, RIGOBERTO	M	Hispanic or Latino	04	Protective Services: Sworn	09/03/2018	
FT	20160085	SCEEREY, JOSEPH W	M	White	04	Protective Services: Sworn	08/29/2016	
FT	20040034	SCHNITZLER, THOMAS J	M	White	04	Protective Services: Sworn	02/09/2004	
FT	20120002	SCOTT, SAMUEL R	M	White	04	Protective Services: Sworn	01/17/2012	
FT	20080032	SEEGO JR., CARMINE A	M	White	04	Protective Services: Sworn	02/04/2008	
FT	20140056	SINGER, RANDY W	M	White	04	Protective Services: Sworn	05/12/2014	
FT	20070030	SMITH, JUSTIN W	M	White	04	Protective Services: Sworn	02/13/2007	
FT	20190037	SNAREY, JOYCELEE B	F	Asian	06	Administrative Support	03/04/2019	06/01/2019
FT	20080087	SODERDAHL, LINDSAY M	F	White	06	Administrative Support	06/09/2008	
FT	20130158	SOTO, MICHELLE A	F	Hispanic or Latino	06	Administrative Support	11/18/2013	02/28/2019
FT	20160041	SPRINGER, STEVEN M	M	White	04	Protective Services: Sworn	04/04/2016	
FT	19940018	STEBERL, KATHLEEN A	F	White	06	Administrative Support	02/01/1994	
FT	20060188	STROSSNER, DEL D	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20030038	SWICK, JAMES A	M	White	04	Protective Services: Sworn	03/03/2003	
FT	20160040	THOMAS, MEGAN R	F	Black	04	Protective Services: Sworn	04/04/2016	11/02/2018
FT	19980093	THOMAS, PRUE C Sr	M	Black	04	Protective Services: Sworn	06/03/1998	
FT	20090013	TIERNEY, PATRICK M	M	White	04	Protective Services: Sworn	02/02/2009	
FT	20050160	TIMMERMAN, PAUL S	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20070137	TOUSIGNANT, MARK A	M	White	04	Protective Services: Sworn	07/23/2007	
FT	19990212	TROTTIER, THOMAS J	M	White	04	Protective Services: Sworn	09/20/1999	
FT	20060189	TRYGAR, MATTHEW J	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20170228	TURCIOS, STEVEN G	M	Hispanic or Latino	04	Protective Services: Sworn	02/16/2017	
FT	20030040	WATSON, JACOB S	M	White	04	Protective Services: Sworn	03/03/2003	
FT	20190104	WEBB, BRANDON L	M	White	04	Protective Services: Sworn	05/13/2019	
FT	20140113	WHEELER, MARY M	F	White	06	Administrative Support	09/08/2014	
FT	20050161	WILLIAMS, DURRELL E	M	Black	04	Protective Services: Sworn	07/18/2005	
FT	20030124	WILLIAMS, PAMELA M	F	Black	04	Protective Services: Sworn	07/14/2003	
FT	20090012	WILSON, OLIVER E	M	Black	04	Protective Services: Sworn	02/02/2009	
FT	20160087	WILWERS, CHRISTOPHER T	M	White	04	Protective Services: Sworn	08/29/2016	
FT	19980091	WOODS, WILLIAM R	M	White	06	Administrative Support	06/01/1998	
FT	20040035	ZILLGES, LAURA A	F	White	04	Protective Services: Sworn	02/09/2004	



**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - CORRECTIONS UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	50.00%	12.50%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	13.57%	11.05%	8.74%	8.95%	-0.05%	-0.03%	-0.08%	-45.53%	11.07%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	63.20%	4.80%	13.60%	2.40%	0.00%	0.00%	0.80%	12.00%	1.60%	1.60%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	3.64%	-2.98%	4.55%	0.49%	0.00%	0.00%	-0.28%	0.88%	-1.89%	-3.80%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	58.33%	0.00%	25.00%	8.33%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-20.18%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	16.13%	-3.96%	12.56%	7.01%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - CORRECTIONS WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Sheriff - Corrections does not have employees in this job category.														
02 - Professionals	8 100%	4 50.00%	1 12.50%	1 12.50%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Sheriff - Corrections does not have employees in this job category.														
04 - Protective Services: Sworn	125 100%	79 63.20%	6 4.80%	17 13.60%	3 2.40%	0 0.00%	0 0.00%	1 0.80%	15 12.00%	2 1.60%	2 1.60%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Sheriff - Corrections does not have employees in this job category.														
06 - Administrative Support	12 100%	1 8.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 58.33%	0 0.00%	3 25.00%	1 8.33%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Sheriff - Corrections does not have employees in this job category.														
08 - Service/Maintenance	Sheriff - Corrections does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## Ethnic Detail for Sheriff - Court Security Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20080041	AGUIRRE, FRANCISCO J	M	Hispanic or Latino	04	Protective Services: Sworn	03/12/2008	
FT	20050238	ANZELONE, JOSEPH	M	White	04	Protective Services: Sworn	11/01/2005	
FT	20170697	BECK, ZACHARY J	M	White	04	Protective Services: Sworn	06/26/2017	
FT	20170704	BURNETTE, JEFF A	M	White	04	Protective Services: Sworn	07/05/2017	
FT	20030201	CALHOUN, CHAD P	M	White	04	Protective Services: Sworn	11/12/2003	
FT	20110019	CHRISTENSON, PATRICK B	M	White	04	Protective Services: Sworn	02/07/2011	
FT	20160008	DIAZ, ANGELICA	F	Hispanic or Latino	04	Protective Services: Sworn	12/28/2015	
FT	19980246	DUDA, KIMBERLY A	F	White	04	Protective Services: Sworn	12/14/1998	
PT	19910023	EISENMAN, FRANCISCO S	M	Asian	04	Protective Services: Sworn	09/08/2017	
FT	20110033	FEIZA, DEREK J	M	White	04	Protective Services: Sworn	04/18/2011	
FT	20050058	FISHER, LINDA A	F	White	04	Protective Services: Sworn	03/14/2005	
FT	20000102	FLETCHER, LLOYD	M	White	02	Professionals	06/06/2000	
FT	20050213	GABRIELSON, MATTHEW J	M	White	04	Protective Services: Sworn	09/26/2005	
FT	20170695	GARCIA, RAYMOND K	M	Hispanic or Latino	04	Protective Services: Sworn	06/26/2017	05/24/2019
FT	20160093	GONZALES, GIDEON W	F	Hispanic or Latino	04	Protective Services: Sworn	09/12/2016	03/07/2019
FT	20110044	GRANT, ROBERT D	M	White	04	Protective Services: Sworn	06/06/2011	06/03/2019
PT	19870003	GRIMES, WILLIAM J	M	White	04	Protective Services: Sworn	01/03/2019	
PT	20130144	HAMMOND, JOHN D	M	White	04	Protective Services: Sworn	10/28/2013	
FT	20080074	HAYES, PAUL V	M	White	04	Protective Services: Sworn	05/12/2008	
PT	20110016	HENRY, JAMES M	M	White	04	Protective Services: Sworn	01/31/2011	
FT	20170007	IRIZARRY, JONATHAN	M	Hispanic or Latino	04	Protective Services: Sworn	01/02/2017	06/14/2019
PT	19910025	JACKSON, KEVIN D	M	Black	04	Protective Services: Sworn	03/06/2017	
FT	20130020	JOHNSTON, JAMES W	M	White	04	Protective Services: Sworn	02/25/2013	
FT	20170008	KEINATH, KEVIN R	M	White	04	Protective Services: Sworn	01/02/2017	01/02/2019
FT	20190029	KRUEGER, NICOLE L	F	White	04	Protective Services: Sworn	02/11/2019	
FT	19980182	MADIGAN, SANDRA A	F	White	04	Protective Services: Sworn	09/08/1998	
FT	20190080	MALOTT, RICHARD D Jr	M	White	04	Protective Services: Sworn	03/25/2019	
PT	19960159	MCKINESS, RANDIE S	M	White	04	Protective Services: Sworn	10/03/2018	03/30/2019
FT	19990068	MEETERS, STEVEN D	M	White	04	Protective Services: Sworn	03/22/1999	
FT	20140003	MOOI, JESSICA A	F	White	04	Protective Services: Sworn	01/06/2014	11/30/2018
FT	20170662	MUEHLBAUER, MARISSA J	F	White	04	Protective Services: Sworn	03/27/2017	
FT	20040021	NELMS, SHIRLEY A	F	Black	04	Protective Services: Sworn	01/26/2004	
FT	20150122	NILES, WESLEY S T	M	Asian	04	Protective Services: Sworn	10/13/2015	
FT	20170696	OLSON, VICKI L	F	White	04	Protective Services: Sworn	06/26/2017	05/31/2019
FT	20150121	PEREZ, NAYELLI	F	Hispanic or Latino	04	Protective Services: Sworn	10/13/2015	08/07/2018
FT	20130175	PISZCZEK, RUSSELL J	M	White	04	Protective Services: Sworn	12/30/2013	
FT	20180397	PUCKETT, CORLISS A	F	Black	04	Protective Services: Sworn	10/03/2018	

**Ethnic Detail for Sheriff - Court Security Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20100095	SCHWER, BOB L	M	White	04	Protective Services: Sworn	12/20/2010	
PT	19970180	SEIDELMAN, JAMES A	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20110032	SHEEHAN, GORDON T	M	White	04	Protective Services: Sworn	04/19/2011	
PT	20190078	SNISKO, RAY	M	White	04	Protective Services: Sworn	03/25/2019	
FT	19930018	WAGNER, DAVID E	M	White	04	Protective Services: Sworn	03/01/1993	01/25/2019
FT	20120086	WEBSTER, WILLIAM A	M	White	04	Protective Services: Sworn	10/09/2012	
PT	20190003	WEST, DESIREE D	F	Black	04	Protective Services: Sworn	01/03/2019	
FT	20140092	WYATT, TYLER F	M	White	04	Protective Services: Sworn	07/30/2014	
FT	20170694	ZOCHERT, SARAH T	F	White	04	Protective Services: Sworn	06/26/2017	05/31/2019

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - COURT SECURITY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	63.57%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-45.53%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	55.56%	2.22%	6.67%	4.44%	0.00%	0.00%	0.00%	17.78%	6.67%	6.67%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	-4.01%	-5.56%	-2.39%	2.54%	0.00%	0.00%	-1.08%	6.66%	3.17%	1.27%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT No Employees for This Category														
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - COURT SECURITY WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	Sheriff - Court Security does not have employees in this job category.														
02 - Professionals	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Sheriff - Court Security does not have employees in this job category.														
04 - Protective Services: Sworn	45 100%	25 55.56%	1 2.22%	3 6.67%	2 4.44%	0 0.00%	0 0.00%	0 0.00%	8 17.78%	3 6.67%	3 6.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Sheriff - Court Security does not have employees in this job category.														
06 - Administrative Support	Sheriff - Court Security does not have employees in this job category.														
07 - Skilled Craft	Sheriff - Court Security does not have employees in this job category.														
08 - Service/Maintenance	Sheriff - Court Security does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**Ethnic Detail for Sheriff - Office of Emergency Management Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19970230	DORTMUND-MADISON, DEBORAH A	F	White	06	Administrative Support	12/01/1997	
FT	20050181	FRANZEN, NICOLE A	F	White	06	Administrative Support	08/22/2005	
FT	19950048	MADISON, SEAN	M	White	01	Official/Administration	04/01/1995	

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - OFFICE OF EMERGENCY MANAGEMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
PROFESSIONALS														
No Employees for This Category														
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - OFFICE OF EMERGENCY MANAGEMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00 %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	Sheriff - Office of Emergency Management does not have employees in this job category.														
03 - Technicians	Sheriff - Office of Emergency Management does not have employees in this job category.														
04 - Protective Services: Sworn	Sheriff - Office of Emergency Management does not have employees in this job category.														
05 - Protective Services: Non Sworn	Sheriff - Office of Emergency Management does not have employees in this job category.														
06 - Administrative Support	2 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00 %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Sheriff - Office of Emergency Management does not have employees in this job category.														
08 - Service/Maintenance	Sheriff - Office of Emergency Management does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

## Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19950153	ALBA, ALDO A	M	Hispanic or Latino	04	Protective Services: Sworn	09/08/1995	
FT	20170512	ARREDONDO, ALEJANDRA	F	Hispanic or Latino	06	Administrative Support	02/27/2017	
FT	20080065	ASTORGA, SONIA	F	Hispanic or Latino	06	Administrative Support	04/28/2008	
FT	19960175	BARROWS, SHAWN D	M	White	04	Protective Services: Sworn	09/09/1996	
FT	19930052	BEATUS, MICHAEL J	M	White	02	Professionals	07/01/1993	
FT	20160037	BENSON, STEVEN G	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20060067	BIDDLE, ANDREW T	M	White	04	Protective Services: Sworn	04/04/2006	
FT	19920011	BJORNSON, CAROLINE R	F	White	06	Administrative Support	03/16/1992	
PT	19870006	BLACKSMITH, EMILY A	F	White	06	Administrative Support	01/08/2019	02/06/2019
FT	20070058	BODIN, JEFFREY M	M	White	04	Protective Services: Sworn	04/02/2007	
FT	20190077	BONO, JASON M	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20060081	BRAUER, DOUGLAS P	M	White	04	Protective Services: Sworn	04/17/2006	
FT	20030110	BRUENING, STEVEN L	M	White	04	Protective Services: Sworn	06/04/1998	
FT	19820013	BUMBAR, JEFFREY	M	White	07	Skilled Craft	09/01/1982	
FT	20170735	BURCH, STEVEN M	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20140078	BURGERT, PETER A	M	White	04	Protective Services: Sworn	07/07/2014	
FT	19950195	CAMPBELL, CRAIG K	M	Black	02	Professionals	11/01/1995	01/04/2019
FT	20050068	CATICH, EDWARD K	M	White	04	Protective Services: Sworn	04/04/2005	
FT	19860004	COLE, COLLEEN M	F	White	06	Administrative Support	04/01/1986	
FT	19930014	COLLINS, CHRISTOPHER J	M	White	02	Professionals	03/17/1993	
FT	19980042	COLLINS, STEVEN W	M	White	04	Protective Services: Sworn	03/16/1998	
FT	20110099	CONLEY, SARAH L	F	White	04	Protective Services: Sworn	01/01/2012	
FT	19930036	CYZEN, KENNETH J	M	White	02	Professionals	05/18/1993	
FT	19940067	DEMETER, BRIAN W	M	White	04	Protective Services: Sworn	06/24/1994	
FT	20080061	DEUHLER, SUSAN J	F	White	04	Protective Services: Sworn	04/21/2008	
FT	20110021	DOUGLAS, JUSTIN E	M	Black	04	Protective Services: Sworn	06/02/2019	
FT	20140109	DUFFY, CHRISTIE A	F	White	02	Professionals	09/02/2014	
FT	20020149	DURHAM, THOMAS A	M	White	04	Protective Services: Sworn	09/23/2002	
FT	20070118	DZAFERI CRAMER, LULE	F	White	06	Administrative Support	06/18/2007	
FT	19980195	EDWARDS, WALTER F	M	Black	04	Protective Services: Sworn	09/18/1998	03/01/2019
FT	19980139	FEIZA, AARON J	M	White	04	Protective Services: Sworn	08/03/1998	
FT	20180137	FETZER, RYAN R	M	White	04	Protective Services: Sworn	03/26/2018	
FT	19940021	FISHER, ERIC S	M	White	02	Professionals	02/16/1994	06/17/2019
FT	20030099	FLANNERY, MICHAEL C	M	Hispanic or Latino	04	Protective Services: Sworn	06/09/2003	11/02/2018
FT	19940070	FLOWERS, TIMOTHY W	M	White	04	Protective Services: Sworn	07/01/1994	
FT	20020186	FRIEDRICH, JANET L	F	White	06	Administrative Support	11/25/2002	
FT	19960176	GARDNER, KEITH A	M	White	04	Protective Services: Sworn	09/09/1996	

## Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19960158	GARTLAND, JAMIE	M	White	04	Protective Services: Sworn	09/01/1996	
FT	19990201	GAST, DAVID D	M	White	04	Protective Services: Sworn	09/07/1999	
FT	19990125	GATSKE, WILLIAM A	M	White	04	Protective Services: Sworn	06/21/1999	
FT	19960070	GENGLER, PATRICK J	M	White	01	Official/Administration	04/19/1996	
FT	20010146	GOMEZ, JOSE C	M	Hispanic or Latino	05	Protective Services: Non Sworn	06/26/2001	
FT	19990145	GONCHER, MATTHEW J	M	White	04	Protective Services: Sworn	07/19/1999	
FT	20170726	GREGORY, DANIEL Z	M	Two or More Races	04	Protective Services: Sworn	08/28/2017	
FT	20030036	HAIN, RONALD C	M	White	04	Protective Services: Sworn	03/03/2003	
FT	20070026	HAMBLIN, DENISE E	F	White	06	Administrative Support	02/20/2007	
FT	20060185	HARNACK, JONATHON D	M	White	04	Protective Services: Sworn	10/02/2006	
FT	19980086	HARRISON, GARY W	M	White	07	Skilled Craft	06/01/1998	
FT	20050027	HOFFMAN, TERENCE L	M	White	04	Protective Services: Sworn	02/01/2005	
FT	20120008	HOYT, TREVOR L	M	White	04	Protective Services: Sworn	02/10/2012	
FT	20050215	HUMM, MATTHEW A	M	White	04	Protective Services: Sworn	09/26/2005	
FT	20150004	JACKSON, EDDIE A	M	Black	05	Protective Services: Non Sworn	01/04/2015	
FT	20050088	JOHANNESSEN, ASHLEIGH N	F	White	06	Administrative Support	05/16/2005	
FT	20030155	JOHNSON, AMY R	F	White	04	Protective Services: Sworn	09/02/2003	
FT	19980046	JOHNSON, KENNETH E	M	White	04	Protective Services: Sworn	03/30/1998	
FT	19980047	JONES, STEVEN W	M	Hispanic or Latino	04	Protective Services: Sworn	03/30/1998	
FT	20050069	KAUS, KRYSTA M	F	White	04	Protective Services: Sworn	04/04/2005	
FT	20110020	KOPF, DIANA	F	White	04	Protective Services: Sworn	02/13/2011	
FT	20180274	KOSINSKI, ASHLEY M	F	White	06	Administrative Support	09/10/2018	
FT	20160018	KRAMER, COLIN J	M	White	04	Protective Services: Sworn	02/01/2016	
FT	20160006	KRAMER, GABRIELA A	F	Hispanic or Latino	06	Administrative Support	12/28/2015	
FT	20010183	KRAWCZYK, JERRY	M	White	04	Protective Services: Sworn	08/13/2001	
FT	20170734	KRUEGER, DUSTIN J	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20130164	LARKIN, JACQUELYN R	F	White	05	Protective Services: Non Sworn	12/02/2013	
FT	20010092	LENTZ, JENNIFER A	F	White	05	Protective Services: Non Sworn	05/01/2001	
FT	19980201	LEWIS, BRIAN T	M	White	04	Protective Services: Sworn	09/28/1998	
FT	19950001	LYNE, CHERYL A	F	White	04	Protective Services: Sworn	01/01/1995	
FT	20160094	MANSKI, MATTHEW R	M	White	04	Protective Services: Sworn	09/12/2016	
FT	20080056	MARQUEZ, JUAN A	M	Hispanic or Latino	04	Protective Services: Sworn	04/03/2008	
FT	19920021	MAYES, WILLIE M	M	Black	02	Professionals	05/13/1992	03/01/2019
FT	20170765	MAZZEO, RUDOLF J	M	White	04	Protective Services: Sworn	12/04/2017	

## Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19960257	MCCARTY, BRIAN J	M	White	02	Professionals	12/16/1996	
FT	20050159	MCKINESS, BRANDON S	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20150038	MEEKS, ANTHONY R	M	White	02	Professionals	04/13/2015	
FT	20140004	MINUTH, BROOKE K	F	White	04	Protective Services: Sworn	01/06/2014	
FT	20120019	MONAGHAN, RYAN J	M	White	04	Protective Services: Sworn	03/25/2012	
FT	20060078	MORAVEC, NATHAN M	M	White	04	Protective Services: Sworn	04/17/2006	
FT	20110042	MULDER, ERIN L	F	White	06	Administrative Support	05/17/2011	
FT	20180138	NICKELS, JOSHUA G	M	White	04	Protective Services: Sworn	03/26/2018	11/10/2018
FT	20180269	ORTIZ, ANDRES	M	Hispanic or Latino	04	Protective Services: Sworn	09/10/2018	
FT	19930104	PEELER, CHRISTOPHER T	M	White	02	Professionals	11/16/1993	
FT	20120023	PEREZ, GABRIEL P	M	Hispanic or Latino	04	Protective Services: Sworn	04/23/2012	
FT	20160038	PHELPS, WESLEY L	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20170003	QUINN, KYLE D	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20150126	RAMSDEN, JONATHAN J	M	White	06	Administrative Support	10/26/2015	
FT	19960160	RAY, ORLANDO T	M	Black	05	Protective Services: Non Sworn	09/01/1996	
FT	19950002	RODRIGUEZ, SALVADOR	M	Hispanic or Latino	04	Protective Services: Sworn	01/01/1995	
FT	20040057	ROGAWSKI, RONALD P	M	White	05	Protective Services: Non Sworn	04/01/2004	
FT	20160102	ROJKOWSKI, RYAN R	M	White	04	Protective Services: Sworn	09/26/2016	
FT	19970024	RUCHAJ, CHRISTOPHER M	M	White	04	Protective Services: Sworn	01/24/1997	
FT	20180139	SALAVA, CHRISTOPHER L	M	White	04	Protective Services: Sworn	03/26/2018	
FT	20170513	SALGADO, NORA	F	Hispanic or Latino	06	Administrative Support	02/27/2017	
FT	20030120	SALINAS, RAUL	M	Hispanic or Latino	04	Protective Services: Sworn	07/14/2003	
FT	20170661	SCHULTZ, MATTHEW J	M	White	04	Protective Services: Sworn	03/27/2017	
FT	19970015	SCHURING, PHILLIP P	M	White	04	Protective Services: Sworn	01/10/1997	
FT	20120077	SCHWAB, ANDREW C	M	White	04	Protective Services: Sworn	09/28/2012	
FT	20130067	SENESE, HAYDEN D	M	White	07	Skilled Craft	06/24/2013	
FT	19980006	STRIKE, MITZI A	F	White	02	Professionals	01/05/1998	01/04/2019
FT	19930006	THOMPSON, CRYSTAL M	F	White	06	Administrative Support	01/16/1993	
FT	19940116	THORGESEN, DAVID A	M	White	04	Protective Services: Sworn	10/09/1994	
FT	20150111	THRUN, JAMES P	M	White	04	Protective Services: Sworn	09/21/2015	
FT	19900037	TINDALL, KEVIN W	M	White	02	Professionals	08/20/1990	
FT	20010147	TOWERS, STANLEY	M	White	04	Protective Services: Sworn	11/01/1995	
FT	20120028	VELAZQUEZ, DEANNA V	F	White	04	Protective Services: Sworn	04/29/2012	
FT	20030112	VELAZQUEZ, JUAN G	M	Asian	04	Protective Services: Sworn	06/30/2003	
FT	20160009	VIDRIO, ALFRED	M	Hispanic or Latino	04	Protective Services: Sworn	12/28/2015	

**Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20060007	WALLACE, DENNY L	M	White	04	Protective Services: Sworn	01/04/2006	
FT	19980175	WARREN, PAUL K	M	White	04	Protective Services: Sworn	09/01/1998	
FT	20170002	WASSON, RYAN D	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20120038	WEIBLER, JENNIFER A	F	White	06	Administrative Support	06/25/2012	
FT	20180270	WESTON, LUKE M	M	White	04	Protective Services: Sworn	09/10/2018	
FT	20180140	WEZDECKI, VICTOR J	M	White	04	Protective Services: Sworn	03/26/2018	
FT	20030102	WIDLARZ, MICHAEL J	M	White	04	Protective Services: Sworn	06/09/2003	
FT	20080049	WILGOSIEWICZ, MICHAEL	M	White	04	Protective Services: Sworn	03/24/2008	
FT	19920022	WILLIAMS, KEVIN E	M	White	02	Professionals	05/05/1992	
FT	19970017	WOLF, DAVID R	M	White	02	Professionals	01/10/1997	
FT	20000006	WOLF, NICHOLAS G	M	White	04	Protective Services: Sworn	01/03/2000	
FT	20100045	WOODS, BRITTANY M	F	Hispanic or Latino	06	Administrative Support	07/19/2010	
FT	19930019	ZENTMYER, BRAD	M	White	04	Protective Services: Sworn	03/16/1993	
FT	20080112	ZINKE, KIMBERLY J	F	White	04	Protective Services: Sworn	07/03/2008	

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - SHERIFF UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	71.43%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	35.00%	12.83%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-31.25%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	72.15%	2.53%	11.39%	1.27%	0.00%	0.00%	1.27%	11.39%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	12.59%	-5.25%	2.34%	-0.64%	0.00%	0.00%	0.19%	0.27%	-3.49%	-5.40%	0.00%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
Workforce #%	16.67%	33.33%	16.67%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	52.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.44%	0.00%	8.45%	0.00%	0.00%	0.00%	0.00%
Utilization %	-35.45%	33.33%	16.67%	0.00%	0.00%	0.00%	0.00%	-6.10%	0.00%	-8.45%	0.00%	0.00%	0.00%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	5.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	64.71%	0.00%	29.41%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-22.63%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	22.51%	-3.96%	16.98%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	58.49%	1.74%	29.83%	1.89%	0.19%	0.00%	0.32%	3.15%	0.54%	2.89%	0.51%	0.00%	0.00%	0.00%
Utilization %	41.51%	-1.74%	-29.83%	-1.89%	-0.19%	0.00%	-0.32%	-3.15%	-0.54%	-2.89%	-0.51%	0.00%	0.00%	0.00%
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 SHERIFF - SHERIFF WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	14 100%	10 71.43%	2 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Sheriff - Sheriff does not have employees in this job category.														
04 - Protective Services: Sworn	79 100%	57 72.15%	2 2.53%	9 11.39%	1 1.27%	0 0.00%	0 0.00%	1 1.27%	9 11.39%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	6 100%	1 16.67%	2 33.33%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
06 - Administrative Support	17 100%	1 5.88%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	11 64.71%	0 0.00%	5 29.41%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	3 100%	3 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
08 - Service/Maintenance	Sheriff - Sheriff does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# **EQUAL EMPLOYMENT OPPORTUNITY PLAN**



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

Effective Date: August 1, 2019 through July 31, 2021



## 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, 2018. 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, 2019 through July 31, 2021, and will be updated on a bi-annual basis.

### Grant Information (as of August 1, 2019):

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**Grant Title:** Child Advocacy Center Services      **Grant Number:** 216003  
VOCA FY2020 Funds

**Grantee Name:** County of Kane/Kane County      **Award Amount:** \$101,385.04  
State's Attorney

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

**Contact Person:** Joseph Krantz      **Telephone #:** (630) 208-2124

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**Grant Title:** Multi-Jurisdictional Drug      **Grant Number:** 417722  
Prosecution Unit  
JAG FY2020 Funds

**Grantee Name:** County of Kane/Kane County      **Award Amount:** \$172,761.00  
State's Attorney

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

**Contact Person:** Joseph Krantz      **Telephone #:** (630) 208-2124

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## **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, gender identity, pregnancy, political affiliation, 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. 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.

Discrimination against any employee or applicant based on any protected status will not be permitted or tolerated. Any employee or applicant who feels subjected to or is aware of any form of discrimination should, as soon as practicable, inform the following: a Team Lead, the Executive Assistant, one of the Bureau Chiefs, the CAC Director, the Chief or Deputy Chief of the Civil Division, or the First Assistant. All reports of discrimination will be investigated promptly. Results of the investigation shall remain confidential to the extent practical. If a claim of discrimination has merit, appropriate action will be taken, which may include disciplinary action against an offending employee, including termination.

## UTILIZATION ANALYSIS NARRATIVE

The State's Attorney's Office is structured similar to a law firm. As of June 30, 2018, there were approximately 70 attorneys, 7 sworn investigators, and 58 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, underutilization was noted for the following job group categories:

**Professionals (Attorneys):** Hispanic or Latino males are underutilized by 3.76%, Asian males are underutilized by 3.55% and Black males are underutilized by 1.45%. Asian females are underutilized by 2.73% and Hispanic females are underutilized by 1.41%.

**Protective Services (Sworn):** Because the States Attorney's Office has only seven sworn investigators in the protective services category, it is difficult to interpret the level of underutilization in this category. Nevertheless, it was noted Black females are underutilized by 3.49% and Hispanic or Latino females are underutilized by 5.4%. Black males are underutilized by 7.78%, and Hispanic or Latino males are underutilized by 5.23%.

**Administrative Support:** White males are underutilized in this category by 21.61%, Black males are underutilized by 1.78%, Hispanic or Latino males are underutilized by 6.11% and Asian males are underutilized by 1.04%. Asian females are underutilized by 1.32%.

## OBJECTIVES AND STEPS

**1. To ensure equal employment opportunities for Black and Asian males and Black and Hispanic or Latino females when our organization fills vacancies that become available in the Protective Services (Sworn) job category.**

a. Our organization will evaluate the recruiting practices when positions become available to ensure that Black and Asian males and Black and Hispanic or Latino females receive an equal opportunity to secure employment. The States Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.

b. Our organization will continue to send job postings to County and States Attorney's Office Websites, and to Collegiate Employment Network and Local Newspapers.

c. Our organization will continue to attend the Midwest Public Interest Law Career Conferences to encourage female and all minorities, including Black and Asian males and Black and Hispanic or Latino females, to apply for positions. In addition, we will explore new methods to recruit employees.

d. Our organization will review the applicant flow data for all vacancies in this category in the last fiscal year to determine whether any step in the selection process for these positions may have had a significant impact on the hiring of Black and Asian males and Black and Hispanic or Latino females in this job category and will make any necessary modifications.

e. Our organization will review retention efforts and apply information derived from exit interviews in an effort to improve retention.

f. Our organization will continue to provide training to supervisors concerning EEO policies, documentation, interview processes and employment requirements.

**2. To ensure equal employment opportunities for White, Hispanic or Latino, and Black males when our organization fills vacancies that become available in the Administrative Support job category.**

a. Our organization will evaluate the recruiting practices when positions become available to ensure that White, Hispanic or Latino, and Black males receive an equal opportunity to secure employment. The States Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.

b. Our organization will continue to send job postings to County and States Attorney's Office Websites, and to Collegiate Employment Network and Local Newspapers.

c. Our organization will explore new methods to recruit employees.

d. Our organization will review the applicant flow data for all vacancies in this job category in the last fiscal year to determine whether any step in the selection process for these positions may have had a significant impact on the hiring of White, Hispanic or Latino, and Black males in this job category and will make any necessary modifications.

e. Our organization will review retention efforts and apply information derived from exit interviews in an effort to improve retention.

f. Our organization will continue to provide training to supervisors concerning EEO policies, documentation, interview processes and employment requirements.

**3. To ensure equal employment opportunities for Hispanic or Latino and Black males and Asian males and females when our organization fills vacancies that become available in the Professionals job category.**

a. Our organization will evaluate the recruiting practices when positions become available to ensure that Black and Hispanic or Latino males and Asian males and females receive an equal opportunity to secure employment. The States Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.

b. Our organization will continue to send job postings to County and States Attorney's Office Websites, and to Collegiate Employment Network and Local Newspapers.

c. Our organization will continue to attend Midwest Public Interest Law Career Conferences to encourage females and all minorities, including Hispanic or Latino and Black males and Asian males and females, to apply for professional positions. In addition, we will explore new methods to recruit employees.

d. Our organization will review the applicant flow data for all vacancies in this job category in the last fiscal year to determine whether any step in the selection process for these positions may have had a significant impact on the hiring of Hispanic or Latino and Black males and Asian males and females in this job categories and will make any necessary modifications.

e. Our organization will review retention efforts and apply information derived from exit interviews in an effort to improve retention.

f. Our organization will continue to provide training to supervisors concerning EEO policies, documentation, interview procedures 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**

### **2018 Kane County State's Attorney' Office Workforce Chart**

**PART I. COUNTY OF KANE – 2017-2018 STATE'S ATTORNEY WORKFORCE**

Job Category	Male					Female									
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	State's Attorney does not have employees in this job category.														
02 - Professionals	70	29	0	0	0	0	0	0	36	1	4	0	0	0	0
	100%	41.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	51.43%	1.43%	5.71%	0.00%	0.00%	0.00%	0.00%
03 - Technicians	State's Attorney does not have employees in this job category.														
04 - Protective Services: Sworn	7	5	0	1	0	0	0	0	1	0	0	0	0	0	0
	100%	71.43%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	State's Attorney does not have employees in this job category.														
06 - Administrative Support	58	4	0	1	0	0	0	0	29	2	22	0	0	0	0
	100%	6.90%	0.00%	1.72%	0.00%	0.00%	0.00%	0.00%	50.00%	3.45%	37.93%	0.00%	0.00%	0.00%	0.00%
07 - Skilled Craft	State's Attorney does not have employees in this job category.														
08 - Service/Maintenance	State's Attorney does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# **ATTACHMENT C**

## **Employee Disciplinary Actions, Promotions and Terminations Charts**



**Disciplinary Actions**  
**July 1, 2017 – June 30, 2018**

1 Black, Female – Formal Discussion  
2 Hispanic, Female – Formal Discussion

**Promotions**  
**July 1, 2017 – June 30, 2018**

1 White, Male

**Terminations**  
**July 1, 2017 – June 30, 2018**

**Involuntary**

1 Black, Female

**Voluntary**

9 White, Female  
1 black, Female  
8 Hispanic, Female  
3 White, Male  
1 Hispanic, Male

## Ethnic Detail for State's Attorney Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150130	BARBOSA GOMEZ, ANGELICA V	F	Hispanic or Latino	06	Administrative Support	11/09/2015	02/22/2019
PT	19890004	BAXTER, HEIDI D	F	White	02	Professionals	01/09/1989	
FT	20100067	BAXTER, MEGAN L	F	White	02	Professionals	10/06/2010	
FT	19970138	BAYER, CHRISTINE C	F	White	02	Professionals	07/21/1997	
FT	19970228	BELLARIO, CATHERINE E	F	White	02	Professionals	12/01/1997	
FT	19990015	BELSHAN, DAVID F	M	White	02	Professionals	02/20/2018	
FT	20180007	BENATUIL, ALEXANDRA E	F	Hispanic or Latino	02	Professionals	02/05/2018	
FT	20070013	BERG, CAROL J	F	White	06	Administrative Support	01/22/2007	
FT	19990164	BERG, DAVID M	M	White	04	Protective Services: Sworn	08/16/1999	10/14/2016
FT	20160064	BOSSHART, TIMOTHY F	M	White	04	Protective Services: Sworn	07/01/2016	
FT	19990213	BRADLEY, PAMELA	F	Black	06	Administrative Support	09/27/1999	
FT	20000043	BREE, DEBRA L	F	White	02	Professionals	04/03/2000	
FT	20010063	BRICTSON, MARK S	M	White	04	Protective Services: Sworn	03/26/2001	
FT	20000117	BUMPUS, FRANK J	M	White	06	Administrative Support	06/27/2000	
FT	20180136	BUSLJETA, AMANDA C	F	White	02	Professionals	03/27/2018	
FT	20160043	CAIN, SAMANTHA L	F	White	02	Professionals	04/04/2016	
FT	20030056	CAMACHO, ROSALVA	F	Hispanic or Latino	06	Administrative Support	04/08/2003	
FT	20100051	CAMARGO, BIANCA	F	Hispanic or Latino	02	Professionals	08/09/2010	
FT	20190094	CARDENAS, ARIANA	F	Hispanic or Latino	06	Administrative Support	05/02/2019	
FT	20190001	CASAS, RAUL	M	Hispanic or Latino	06	Administrative Support	01/04/2019	
FT	20160099	CERDA, NOHEMI	F	Hispanic or Latino	06	Administrative Support	09/19/2016	
FT	20180003	CHAIDEZ NAVAR, SANDRA E	F	Hispanic or Latino	06	Administrative Support	01/24/2018	09/10/2018
FT	20040236	CHILTON, RONALD D	M	White	04	Protective Services: Sworn	12/01/2004	
FT	20180472	COLLETTI, VANESSA R	F	White	02	Professionals	10/22/2018	
FT	20010266	CONFORTI, DEBRA L	F	White	02	Professionals	11/19/2001	
FT	20180473	COX, TYLER M	M	White	02	Professionals	10/22/2018	
FT	20110024	COYLE, VINCENT M	M	White	02	Professionals	02/22/2011	
FT	20110067	CRIMMINS, LORI	F	White	02	Professionals	09/04/2011	
FT	20100016	CULLEN, JOSEPH	M	White	02	Professionals	02/08/2010	
FT	20100029	DAY, DEBORAH A	F	White	06	Administrative Support	04/05/2010	
FT	20090003	DECANIO, ELISA	F	Hispanic or Latino	06	Administrative Support	01/05/2009	
FT	20040238	DECHRISTOPHER, CHRISTY	F	White	06	Administrative Support	12/01/2004	
FT	20100071	DECHRISTOPHER, SUSAN	F	White	06	Administrative Support	11/08/2010	
FT	20170738	DELANO, JONELLE E	F	White	06	Administrative Support	09/18/2017	
FT	20180275	DOMINGUEZ, BRENDA	F	Hispanic or Latino	06	Administrative Support	09/17/2018	
FT	20020009	DUET, JANET L	F	White	06	Administrative Support	01/14/2002	
FT	20010022	ENGER, SUSAN E	F	White	06	Administrative Support	01/29/2001	

## Ethnic Detail for State's Attorney Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20010026	ENGERMAN, WILLIAM G	M	White	02	Professionals	03/07/2011	
FT	19990251	FARA, ELOISE	F	White	06	Administrative Support	11/08/1999	09/21/2018
FT	20160098	FENTON, RACHAEL L	F	White	06	Administrative Support	09/19/2016	01/25/2019
FT	20140118	FISHER, KAREN M	F	White	06	Administrative Support	09/15/2014	12/14/2018
FT	20180651	FORLINI, JANETTE L	F	Hispanic or Latino	02	Professionals	12/19/2018	
FT	20170024	FOWLER, MICHELLE	F	White	02	Professionals	01/23/2017	
FT	20190017	FRANCO, MAYRA	F	Hispanic or Latino	06	Administrative Support	01/28/2019	
PT	19950014	FRYE, LISA	F	White	06	Administrative Support	01/30/1995	
FT	20110018	GAEKE, ERIN M	F	White	02	Professionals	02/14/2011	
FT	20160060	GALLO ROLON, SOFIA B	F	Hispanic or Latino	06	Administrative Support	06/13/2016	08/09/2018
FT	20150113	GARCIA, GEORGE L	M	Hispanic or Latino	06	Administrative Support	09/14/2015	
FT	20180652	GASPARRO, ALEXANDRA L	F	White	02	Professionals	12/27/2018	
FT	20130037	GAY, JOSEPH M	M	White	02	Professionals	04/29/2013	
FT	20130006	GEOCARIS, CHRISTOPHER C	M	White	02	Professionals	01/07/2013	04/16/2019
FT	20140132	GERDING, JULIANNE M	F	White	02	Professionals	10/20/2014	
FT	20000247	GLEASON, JODY P	F	White	02	Professionals	12/01/2000	
FT	20180004	GONZALEZ, GALILEA	F	Hispanic or Latino	06	Administrative Support	01/24/2018	05/17/2019
FT	20180035	GUEBERT, PAUL T	M	White	02	Professionals	03/05/2018	08/03/2018
FT	20180167	GUERRERO-CADENA, LIZBETH	F	Hispanic or Latino	06	Administrative Support	04/11/2018	
FT	19800002	HAGEMANN, LINDA	F	White	06	Administrative Support	02/01/1980	
FT	19930055	HALBESMA, MICHELLE K	F	White	06	Administrative Support	08/01/1993	
FT	19970092	HARROD, SUSAN S	F	White	06	Administrative Support	05/13/1997	
FT	20090005	HEATH, KRISTI K	F	White	06	Administrative Support	01/22/2009	
FT	20180227	HENNING, ANDREW J	M	White	02	Professionals	07/02/2018	12/03/2018
FT	20170023	HERONEMUS, MICHELLE R	F	White	06	Administrative Support	01/23/2017	03/08/2019
FT	19910017	HESTER, NANCY L	F	White	06	Administrative Support	04/22/1991	
FT	20170514	HIDALGO, ALMA R	F	Hispanic or Latino	06	Administrative Support	02/28/2017	
FT	20190071	HIGGINS, KELLY C	F	White	06	Administrative Support	04/01/2019	
FT	20190083	HOBBS, DESIREE N	F	Hispanic or Latino	06	Administrative Support	04/04/2019	06/07/2019
FT	20130042	HOGEWERF, ERICA M	F	White	02	Professionals	06/12/2018	11/02/2018
FT	20150087	HOSCHEIT, MICHAEL J	M	White	02	Professionals	08/17/2015	07/06/2018
FT	20180474	HYLAND, LINDSAY M	F	White	06	Administrative Support	10/22/2018	06/28/2019
FT	20160074	JACKSON, MARGARET M	F	White	02	Professionals	08/15/2016	
FT	20140063	KARAYANNIS, KATHLEEN A	F	White	02	Professionals	08/21/2017	
FT	20000200	KATZ, ADAM L	M	White	02	Professionals	09/14/2000	
FT	20140097	KERSTETTER, KAITLIN E	F	White	02	Professionals	08/18/2014	
FT	20140044	KINSELLA, ROBERT J	M	White	02	Professionals	04/21/2014	

## Ethnic Detail for State's Attorney Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20180235	KORDYS, JUSTIN R	M	White	02	Professionals	07/23/2018	
FT	20000136	KORWIN, MICHAEL J	M	White	02	Professionals	07/17/2000	
FT	20180263	KRANTZ, JOSEPH D	M	White	06	Administrative Support	09/04/2018	
PT	20060193	LANZARA, JULIE L	F	White	06	Administrative Support	10/16/2006	
FT	20130098	LENZ, STELLA A	F	Hispanic or Latino	06	Administrative Support	08/19/2013	
FT	20180087	LEUCHTMANN, ANDREW	M	White	02	Professionals	03/19/2018	04/26/2019
FT	19880044	LOPICCOLO, SALVATORE	M	White	02	Professionals	08/19/2013	08/31/2018
FT	20000051	LULVES, JOSEPH F	M	White	02	Professionals	04/10/2000	
FT	20160027	MALDONADO, ELIZABETH S	F	Hispanic or Latino	06	Administrative Support	02/22/2016	
FT	20180649	MARSHALL, ERICA L	F	Black	02	Professionals	12/19/2018	
FT	20140119	MATEKAITIS, JAKE G	M	White	02	Professionals	09/17/2014	
FT	20010059	MAVIGLIANO, KIMBERLY A	F	White	06	Administrative Support	03/19/2001	
FT	20180178	MCCALL, CHRISTOPHER R	M	White	02	Professionals	05/07/2018	
FT	20180646	MCCARTHY, PATRICK D	M	White	02	Professionals	12/05/2018	
FT	20130168	MCGOWAN, AMY M	F	White	02	Professionals	12/09/2013	
FT	20150114	MERKEL, RYAN G	M	White	02	Professionals	09/14/2015	
FT	20170745	MERRITT, CHRISTOPHER J	M	White	04	Protective Services: Sworn	10/02/2017	
FT	20150023	MICHELS, JESSICA M	F	White	02	Professionals	03/09/2015	
FT	20190090	MIRANDA, ROCIO A	F	Hispanic or Latino	06	Administrative Support	04/29/2019	
FT	20180086	MITCHELL, MICHAEL L	M	White	02	Professionals	03/13/2018	12/14/2018
FT	20180006	MOELLER, ROBERT O	M	White	02	Professionals	02/05/2018	
FT	20160024	MONTOYA, MARITZA	F	Hispanic or Latino	06	Administrative Support	02/16/2016	
FT	20160175	MULLARKEY, BETH E	F	White	04	Protective Services: Sworn	12/19/2016	
FT	20190013	NELSON, BENJAMIN J	M	White	06	Administrative Support	01/18/2019	04/17/2019
FT	20070119	NELSON, CHRISTOPHER K	M	White	06	Administrative Support	06/16/2007	
FT	19950135	NIERMANN, MICHELE L	F	White	02	Professionals	08/07/1995	
FT	20160071	O'BRIEN, DONALD A	M	White	02	Professionals	07/11/2016	
FT	20010198	ORLAND, KELLY M	F	White	02	Professionals	08/20/2001	
FT	20180513	ORSINI, JESSICA M	F	White	06	Administrative Support	10/01/2018	
FT	20180600	ORTIZ, ANTHONY E	M	Hispanic or Latino	06	Administrative Support	11/27/2018	
FT	20180268	PATEL, CHANDNI D	F	Asian	06	Administrative Support	09/10/2018	10/01/2018
FT	20190119	PATEL, HEENA K	F	Asian	02	Professionals	06/17/2019	
FT	20090019	PATTON, BRENDA L	F	White	06	Administrative Support	03/02/2009	
FT	20140014	PETERSON, TAMMY J	F	White	06	Administrative Support	01/21/2014	
FT	20050204	PITTMAN, REAGAN M	F	White	02	Professionals	05/08/2006	08/31/2018
FT	20060032	POHLMAN, JULIE E	F	White	06	Administrative Support	01/30/2006	
FT	20100042	RECKINGER, DEBRA L	F	White	06	Administrative Support	06/17/2010	

### Ethnic Detail for State's Attorney Employees between 07/01/2018 and 06/30/2019

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19900017	ROBOTHAM, SHERRIE J	F	White	06	Administrative Support	03/12/1990	
FT	20130121	RODGERS, MATTHEW S	M	White	02	Professionals	06/27/2016	
FT	20190118	RODRIGUEZ, DARLENE	F	Hispanic or Latino	06	Administrative Support	06/17/2019	
FT	20130091	SABBIA, BRIDGET A	F	White	02	Professionals	08/12/2013	
FT	20170724	SADLER, HILLARY R	F	White	02	Professionals	08/21/2017	
FT	20180186	SALINAS-RAMIREZ, SUSAN	F	Hispanic or Latino	06	Administrative Support	05/21/2018	
FT	19960191	SAMS, GREG A	M	White	02	Professionals	10/03/1996	
FT	20120039	SCHMIDT, KELLI C	F	White	02	Professionals	08/17/2015	
FT	20030077	SCHMIDT, LORI A	F	White	02	Professionals	05/14/2003	
FT	20130092	SEBERGER, SARAH E	F	White	02	Professionals	08/13/2013	
FT	20180491	SHASTRI, TEJ M	M	Asian	02	Professionals	11/05/2018	06/26/2019
FT	19970247	SIMS, STEVEN M	M	White	02	Professionals	12/15/1997	
FT	20180236	SMITH, DAVID J	M	White	06	Administrative Support	07/23/2018	
FT	20140042	SOSA, ALEJANDRA	F	Hispanic or Latino	06	Administrative Support	04/07/2014	
FT	20000161	STAJDOHAR, MARK D	M	White	02	Professionals	08/07/2000	
FT	20140013	STEELE, JEFFREY A	M	White	06	Administrative Support	01/21/2014	01/18/2019
FT	20140152	STEGER, RYAN D	M	White	02	Professionals	11/24/2014	09/11/2018
FT	20180378	TRAUB, JASON L	M	White	02	Professionals	10/01/2018	10/04/2018
FT	20120100	TROOST, DAWN	F	White	02	Professionals	11/19/2012	
FT	19970157	VAN DE BURGT, MARZENA M	F	White	02	Professionals	08/18/1997	
FT	20140098	VAZQUEZ NUNEZ, JENNIFER	F	Hispanic or Latino	06	Administrative Support	08/25/2014	
FT	20130038	VOGELSBERG, D D	F	White	06	Administrative Support	04/29/2013	
FT	20180261	WALLACE, KELLY A	F	White	06	Administrative Support	09/04/2018	
FT	20130032	WATSON, KATHLEEN K	F	White	02	Professionals	04/15/2013	
FT	20120055	WEILER, DANIEL H	M	White	02	Professionals	08/06/2012	
FT	20000192	WHITE, TONI F	F	White	06	Administrative Support	09/01/2000	
FT	20070163	WHITFIELD, ANDREW G	M	White	02	Professionals	09/04/2007	10/12/2018
FT	19970191	WILLIAMSON, ELIZABETH A	F	White	06	Administrative Support	09/25/1997	

**PART I. COUNTY OF KANE – 2018-2019 STATE'S ATTORNEY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	45.71%	0.00%	0.00%	1.43%	0.00%	0.00%	0.00%	45.71%	1.43%	4.29%	1.43%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	9.29%	-1.45%	-3.76%	-2.12%	-0.05%	-0.03%	-0.08%	0.18%	0.00%	-0.02%	-1.30%	-0.01%	0.00%	-0.38%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	59.56%	7.78%	9.05%	1.91%	0.00%	0.00%	1.08%	11.12%	3.49%	5.40%	0.00%	0.00%	0.00%	0.00%
Utilization %	20.44%	-7.78%	-9.05%	-1.91%	0.00%	0.00%	-1.08%	8.88%	-3.49%	-5.40%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	9.52%	0.00%	4.76%	0.00%	0.00%	0.00%	0.00%	49.21%	1.59%	33.33%	1.59%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-18.98%	-1.78%	-3.13%	-1.04%	-0.06%	0.00%	-0.14%	7.01%	-2.37%	20.90%	0.26%	-0.08%	0.00%	-0.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 STATE'S ATTORNEY WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	State's Attorney does not have employees in this job category.														
02 - Professionals	70 100%	32 45.71%	0 0.00%	0 0.00%	1 1.43%	0 0.00%	0 0.00%	0 0.00%	32 45.71%	1 1.43%	3 4.29%	1 1.43%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	State's Attorney does not have employees in this job category.														
04 - Protective Services: Sworn	5 100%	4 80.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	State's Attorney does not have employees in this job category.														
06 - Administrative Support	63 100%	6 9.52%	0 0.00%	3 4.76%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	31 49.21%	1 1.59%	21 33.33%	1 1.59%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	State's Attorney does not have employees in this job category.														
08 - Service/Maintenance	State's Attorney does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# COUNTY OF KANE

## KANE COUNTY ASSESSMENT OFFICE

**Mark D. Armstrong, CIAO-M**

Supervisor of Assessments

**Holly A. Winter, CIAO-I**

Chief Deputy Supervisor of Assessments

719 Batavia Avenue, Building C

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-M**  
**Date: March 5, 2020**  
**Re: EEOP Plan for County Assessment Office (July 1, 2018 to June 30, 2019)**

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I am in receipt of the 2019 analysis of my staff (attached) and I offer the following narrative analysis of the underutilizations with a negative variance from the Community Labor Statistics:

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

- A. White Males:** This 4.21% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Black Males:** This 1.59% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Hispanic or Latino Males:** This 4.62% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Asian Males:** This 1.83% underutilization is attributable to the small sample size and limited turnover in this category.
- E. Amer. Indian/Alaska Nat. Males:** This 0.06% underutilization is attributable to the small sample size and limited turnover in this category.
- F. Two or More Races Males:** This 0.13% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Black Females:** This 1.28% underutilization is attributable to the small sample size and limited turnover in this category.
- H. Hispanic Females:** This 3.75% underutilization is attributable to the small sample size and limited turnover in this category.
- I. Asian Females:** This 1.34% underutilization is attributable to the small sample size and limited turnover in this category.
- J. Amer. Indian/Alaska Nat. Females:** This 0.07% underutilization is attributable to the small sample size and limited turnover in this category.
- K. Two or More Races Females:** This 0.21% 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, 2018 to June 30, 2019)  
Date: March 5, 2020  
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II. **Professionals (one position)**

- A. **White Males:** This 36.43% underutilization is attributable to the small sample size and limited turnover in this category.
- B. **Black Males:** This 1.45% underutilization is attributable to the small sample size and limited turnover in this category.
- C. **Hispanic or Latino Males:** This 3.76% underutilization is attributable to the small sample size and limited turnover in this category.
- D. **Asian Males:** This 3.55% underutilization is attributable to the small sample size and limited turnover in this category.
- E. **Amer. Indian/Alaska Nat. Males:** This 0.05% underutilization is attributable to the small sample size and limited turnover in this category.
- F. **Native Hawaiian or Other Pacific Islanders Males:** This 0.03% underutilization is attributable to the small sample size and limited turnover in this category.
- G. **Two or More Races Males:** This 0.08% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Black Females:** This 1.43% underutilization is attributable to the small sample size and limited turnover in this category.
- I. **Hispanic Females:** This 4.31% underutilization is attributable to the small sample size and limited turnover in this category.
- J. **Asian Females:** This 2.73% underutilization is attributable to the small sample size and limited turnover in this category.
- K. **Amer. Indian/Alaska Nat. Females:** This 0.01% underutilization is attributable to the small sample size and limited turnover in this category.
- L. **Two or More Races Females:** This 0.38% underutilization is attributable to the small sample size and limited turnover in this category.

III. **Technicians (one position)**

- A. **White Males:** This 38.13% underutilization is attributable to the small sample size and limited turnover in this category.
- B. **Black Males:** This 3.90% underutilization is attributable to the small sample size and limited turnover in this category.
- C. **Asian Males:** This 4.27% underutilization is attributable to the small sample size and limited turnover in this category.
- D. **White Females:** This 36.86% underutilization is attributable to the small sample size and limited turnover in this category.
- E. **Black Females:** This 1.45% 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, 2018 to June 30, 2019)**

**Date: March 5, 2020**

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- F. Hispanic Females:** This 5.17% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Asian Females:** This 2.54% underutilization is attributable to the small sample size and limited turnover in this category.
- H. Two or More Races Females:** This 1.43% underutilization is attributable to the small sample size and limited turnover in this category

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

- A. White Males:** This 16.01% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Black Males:** This 1.78% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Hispanic Males:** This 7.89% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Asian Males:** This 1.04% underutilization is attributable to the small sample size and limited turnover in this category.
- E. American Indian/Alaskan Native Males:** This 0.06% underutilization is attributable to the small sample size and limited turnover in this category.
- F. Two or More Races Males:** This 0.14% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Hispanic Females:** This 12.44% underutilization is attributable to the small sample size and limited turnover in this category.
- H. Asian Females:** This 1.32% underutilization is attributable to the small sample size and limited turnover in this category.
- I. Amer. Indian/Alaska Nat. Female:** This 0.8% underutilization is attributable to the small sample size and limited turnover in this category.
- J. Two or More Races Females:** This 0.29% underutilization is attributable to the small sample size and limited turnover in this category.

**To: Susan Brown, Assistant Director – Human Resource Management**  
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Additionally, you requested the following information:

1. *The number of disciplinary actions taken against employees by race, sex, and national origin for each year period. 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 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 Assessment Employees between 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20040123	ARMSTRONG, MARK D	M	White	01	Official/Administration	06/08/2004	
FT	20050173	BINGMAN, JODI A	F	White	01	Official/Administration	08/16/2005	
FT	20010047	DEW, BARBARA A	F	White	06	Administrative Support	03/01/2001	
FT	19900049	DORAN, BEV A	F	White	01	Official/Administration	10/01/1990	
FT	19980204	FIENE, JENNIFER A	F	White	02	Professionals	10/01/1998	
FT	20010007	FINSTROM, LENNART P	M	Hispanic or Latino	03	Technicians	01/02/2001	
FT	20130117	FITZMAURICE, STEPHEN P	M	White	06	Administrative Support	09/16/2013	
FT	20010048	GABRELESKI, JANICE L	F	White	06	Administrative Support	03/01/2001	08/31/2018
FT	19890045	HUBER, ROBIN M	F	White	06	Administrative Support	09/01/1989	
FT	20190010	JOHNSON, SAMANTHA L	F	White	06	Administrative Support	01/28/2019	02/21/2019
FT	19900053	KING, DONNA L	F	White	01	Official/Administration	11/01/1990	
OT	20110073	MADZIAREK, MICHAEL E	M	White	01	Official/Administration	09/12/2011	
FT	20130080	MARTIN, ANGELA L	F	White	06	Administrative Support	07/10/2013	
FT	19980207	ORLANDO, SANDRA A	F	White	06	Administrative Support	10/01/1998	
FT	19910009	RICHARDSON JONES, DONNIE M	F	Black	06	Administrative Support	02/16/1991	
OT	20090047	SCHULENBURG, KEVIN J	M	White	01	Official/Administration	09/04/2009	
OT	20090048	SULLIVAN, TIMOTHY	M	White	01	Official/Administration	09/04/2009	
FT	19910048	WINTER, HOLLY A	F	White	01	Official/Administration	09/03/1991	

**PART I. COUNTY OF KANE – 2018-2019 SUPERVISORS OF ASSESSMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-4.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	19.35%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	54.47%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	-38.13%	-3.90%	93.83%	-4.27%	0.00%	0.00%	0.00%	-36.86%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	75.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-16.01%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	32.80%	8.54%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 SUPERVISORS OF ASSESSMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	8 100%	4 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Supervisors of Assessment does not have employees in this job category.														
05 - Protective Services: Non Sworn	Supervisors of Assessment does not have employees in this job category.														
06 - Administrative Support	8 100%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 75.00%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Supervisors of Assessment does not have employees in this job category.														
08 - Service/Maintenance	Supervisors of Assessment does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**KANE COUNTY DIVISION OF TRANSPORTATION**  
**2019 UTILIZATION ANALYSIS NARRATIVE**  
**Period – July 1, 2018 to June 30, 2019**

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 and Administration  
02 Professionals  
03 Technicians  
06 Administrative Support  
07 Skilled Craft

**EXECUTIVE SUMMARY**

Considering the categories within the Occupational Crosswalk, this results in 70 possible combinations (5 job groups x 2 genders x 7 races/national origins = 70 combinations). Of these combinations, 54 of 70 are considered within range for 2018-2019 (defined as -3% or better compared to the applicable CLS statistic for Kane County).

The remaining 16 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, particularly White and Hispanic, are under-represented in the Official/Administration, Professionals, Technicians, and Skilled Craft categories.
- The Administrative Support/White/Male job group category had a change from the prior twelve month period by filling an open Planning position

Even though there are no KDOT employees in the Asian, American Indian or Alaska Native, or Native Hawaiian or Other Pacific Islander categories, the CLS statistics for Kane County for those groups regardless of gender are very low (less than 4.27%). 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 Hispanic males are under-represented in all job group categories.
- Black males are generally within range for all jobs group categories except Technicians (within 3.9%). Black males are actually slightly over-represented in the Skilled Craft job group.

### **Female Gender by Race and National Origin**

- White females are under-represented in all categories except for Administrative Support.
  - Black females are under-represented in all job group categories, however, only the category Administrative Support category is in excess of -3% of the CLS statistic at -3.96%.
  - Hispanic females are under-represented in all job group categories except in the Professionals category. The largest disparities are in the Administrative Support (-12.44%) and Technician (-5.17%) categories.
-



## **ANALYSIS BY JOB GROUP CATEGORY**

### **01 Officials/Administration**

In the Officials/Administration 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 (-4.62%), White females (-30.65%), and Hispanic females (-3.75%). 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, two of which are white females, 20% of the group, and the remainder are white males. According to the 2018 Census Bureau data as published by DATAUSA.io, 14.3% of the current civil engineering workforce are women.

### **03 Technicians**

White males are over-represented in this job group, while Black, Hispanic, and Asian males, and White and Hispanic females are 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. The Department recognizes the need to actively recruit more females and minorities into the Technicians job group.

### **06 Administrative Support**

Hispanic males and females, and Black females are under-represented in this job group. Meanwhile, White males and females are over-represented. The Department recognizes the particular need to actively recruit more Hispanic males and females and Black females into this job group.

### **07 Skilled Craft**

In general, males are over-represented in this job group. However, Hispanic males (-27.06%) and White Females (-3.15%) are under-represented. This group is made up of Highway Maintainers and Vehicle/Equipment Mechanics along with their Supervisors. The Department recognizes the need to actively recruit more Hispanic males and White Females into the Skilled Craft job group.

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## REPORTS

### Report 1: Disciplinary Actions FY2019

Gender	B White	C Black	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	Action
Male	1	-	-	-	-	Verbal Warning
Female		-	-	-	-	
Male	5	-	-	-	-	Written Warning
Female		-	-	-	-	
Male		-	-	-	-	Suspension
Female	-	-	-	-	-	
Male		-	-	-	-	Termination
Female		-	-	-	-	
Totals	-6	-	-	-	-	Total = 0

### Report 2: Applications for Promotion/Transfer FY2019

Gender	B White	C Black	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	Action
Male	7	-	-	-	-	Promotion/ Transfer
Female	-	-	-	-	-	
Male	-	-	-	-	-	Denial
Female	-	-	-	-	-	
Totals	7	-	-	-	-	Total = 1

For the period July 1, 2018 through June 30, 2019, five White/Male/Skilled Craft Highway Maintainer employees passed skill tests to be promoted to a higher position level. Also, during the same time frame, two White/Male/Skilled Craft Highway Maintainer employees were promoted to “crew leader” (Tech I) positions.

### 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 the Skilled Craft job class category - Most of these positions are governed by a collective bargaining agreement which includes promotional testing. This is described in more detail below.
- Administrative Support, Professional and Technicians staff - 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 (12 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.

Inventory Manager II – Qualified employees advancing to Inventory Manager II must have the ASE Certification P1 - Medium-Heavy Truck Parts Specialist and P2 – Automobile Parts Specialist, or equivalent testing approved by management. The number of Inventory Manager II positions are subject to the discretion of management, but shall generally not exceed one.

Administrative Support/Professional/Technicians 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). 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 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.

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## 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 Administrative Support/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). 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.

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## **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.

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### Ethnic Detail for **Transportation** Employees between **07/01/2018** and **06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130163	ACKMANN, KEVIN C	M	White	07	Skilled Craft	04/14/2014	
FT	20100094	ANDERSON, KENT D	M	White	07	Skilled Craft	12/20/2010	
PT	20120090	BECKER, JENNIFER L	F	White	06	Administrative Support	03/14/2019	
FT	20010154	BOESCH, DAVID J	M	White	02	Professionals	07/09/2001	
FT	20050109	COFFINBARGAR, STEVEN W	M	White	02	Professionals	06/01/2005	
FT	20010089	CULLINS, JOSEPH R	M	Black	07	Skilled Craft	12/01/2000	
FT	19960209	DICKSON, WILLIAM J	M	White	02	Professionals	11/01/1996	
FT	19890017	EDWARDS, WILLIAM G	M	White	07	Skilled Craft	04/01/1989	
FT	19980245	FILES, HEIDI M	F	White	02	Professionals	12/07/1998	04/22/2019
FT	20100073	FORBES, JACQUELINE L	F	White	02	Professionals	11/15/2010	
FT	20170625	GONZALEZ, CODY R	M	Two or More Races	07	Skilled Craft	04/03/2017	03/22/2019
FT	20150053	HANKINS, TWOPONY J	M	White	07	Skilled Craft	06/01/2015	
FT	20020178	HAUSER, CARL J	M	White	07	Skilled Craft	11/04/2002	
FT	20000002	HAUSER, CORY N	M	White	07	Skilled Craft	01/03/2000	
FT	19920076	HERRMANN, DAVID M	M	White	07	Skilled Craft	12/16/1992	
FT	20170548	HEWITT, NICHOLAS P	M	White	07	Skilled Craft	04/03/2017	
FT	20140062	HOPKINSON, KATHLEEN T	F	White	02	Professionals	06/02/2014	
FT	20070210	HOYE, MARY ANNE	F	White	06	Administrative Support	12/03/2007	
FT	19990135	JOHNSON, RAYMOND E	M	White	03	Technicians	07/12/1999	
FT	20160073	JORDAHL, NILS T	M	White	02	Professionals	08/01/2016	
FT	20110088	KROG, BRUCE R	M	White	07	Skilled Craft	12/01/2016	
FT	20180176	LANCASTE, DANIEL P	M	White	07	Skilled Craft	05/01/2018	
FT	20160169	LARSON, LISA A	F	White	02	Professionals	12/13/2016	
FT	20090085	LOPEZ, SAMUEL D	M	Hispanic or Latino	07	Skilled Craft	12/01/2010	03/22/2019
FT	19980110	MARTIN, CYNTHIA L	F	White	03	Technicians	07/01/1998	
FT	20010255	MATHIEU, CHESTER	M	White	07	Skilled Craft	11/01/2001	
FT	20070076	MCGRAW, KEITH B	M	White	03	Technicians	05/16/2007	
FT	20090053	MIELKE, KENNETH P	M	White	02	Professionals	09/14/2009	
FT	19920065	MOWERS, JAMES R	M	White	07	Skilled Craft	12/01/1992	11/26/2018
FT	20180181	NICOLOSI, MATTHEW J	M	White	07	Skilled Craft	06/01/2018	
FT	19980164	NIKA, KURT E	M	White	02	Professionals	08/17/1998	
PT	20140039	O'CONNELL, JENNIFER L	F	White	02	Professionals	03/25/2014	
FT	20130023	OLESEN, KEVIN M	M	White	07	Skilled Craft	03/04/2013	
FT	20180182	PAGAN-ORTIZ, KEISHLA M	F	Hispanic or Latino	02	Professionals	05/15/2018	11/09/2018
FT	20150052	PAVER, JOSEPH	M	White	07	Skilled Craft	06/01/2015	
FT	20180226	PETERSON, RYAN D	M	White	06	Administrative Support	07/09/2018	
FT	19960233	RAMM, CHARLES P	M	White	07	Skilled Craft	12/01/1996	

### Ethnic Detail for **Transportation** Employees between **07/01/2018** and **06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19880031	RICKERT, THOMAS B	M	White	02	Professionals	09/01/1988	
FT	19960255	RIVERA, AVA K	F	White	02	Professionals	12/16/1996	
FT	20180628	RUNIONS, MAX W	M	Black	07	Skilled Craft	12/03/2018	
FT	19970090	SCHOEDEL, CARL	M	White	01	Official/Administration	05/01/1997	
FT	19950216	SCHRAMER, BRYAN E	M	White	07	Skilled Craft	12/04/1995	
FT	19950180	SCHRAMER, MICHAEL J	M	White	07	Skilled Craft	10/02/1995	11/30/2018
FT	19890038	SCHUM, BARBARA A	F	White	06	Administrative Support	08/01/1989	04/01/2019
FT	20150051	SCHUMACHER, MATTHEW J	M	White	03	Technicians	06/01/2015	
FT	19960235	SEYLLER, JAY E	M	White	03	Technicians	12/01/1996	
FT	20170549	SEYLLER, TIMOTHY R	M	White	07	Skilled Craft	04/03/2017	
FT	20180253	SIMPSON, TROY M	M	White	06	Administrative Support	09/11/2018	
FT	20130124	SITKO, DAVID J	M	White	02	Professionals	10/07/2013	
FT	20140095	STACK, LISA M	F	White	06	Administrative Support	08/18/2014	
FT	20170624	SUNDQUIST, DUSTIN J	M	White	07	Skilled Craft	04/03/2017	
FT	20090036	SUNDQUIST, KEVIN D	M	White	07	Skilled Craft	11/02/2009	
FT	20180175	SWANSON, HENRY M	M	White	07	Skilled Craft	05/01/2018	
FT	20150049	THOMAS, CANDANCE D	F	White	02	Professionals	06/01/2015	
FT	20180629	THOMAS, JASON C	M	White	07	Skilled Craft	12/03/2018	
FT	20100081	THOMPSON, DONALD T	M	White	07	Skilled Craft	12/01/2016	
FT	20050078	VANACKER, ANDREW J	M	White	07	Skilled Craft	05/01/2005	
FT	19880024	VER VYNCK, SCOTT J	M	White	07	Skilled Craft	08/01/1988	
FT	20030185	VERHAEGHE, JAMES E	M	White	07	Skilled Craft	10/16/2003	
FT	20130126	VERHALEN, PATRICK J	M	White	02	Professionals	10/15/2013	
FT	20100079	VOLKENING, JAMES H	M	White	07	Skilled Craft	05/02/2011	
FT	19990247	VOLKENING, JOSHUA J	M	White	07	Skilled Craft	11/01/1999	
FT	19950068	VOSS, GARY M	M	White	07	Skilled Craft	05/01/1995	
FT	20050079	WATROUS, JEROMY S	M	White	07	Skilled Craft	05/01/2005	
FT	20160007	WAY, MICHAEL A	M	White	07	Skilled Craft	06/03/2019	
FT	20060014	YEHNERT, MARIAN JOY	F	White	02	Professionals	01/03/2006	
FT	19980167	ZAKOSEK, MICHAEL D	M	White	02	Professionals	08/25/1998	
FT	20070080	ZULKOWSKI, STEPHEN D	M	White	02	Professionals	10/14/2014	



**PART I. COUNTY OF KANE – 2018-2019 TRANSPORTATION UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	45.79%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	55.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	18.57%	-1.45%	-3.76%	-3.55%	-0.05%	-0.03%	-0.08%	-5.53%	-1.43%	0.69%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
Workforce #%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	38.13%	3.90%	6.17%	4.27%	0.00%	0.00%	0.00%	36.86%	1.45%	5.17%	2.54%	0.00%	0.00%	1.43%
Utilization %	41.87%	-3.90%	-6.17%	-4.27%	0.00%	0.00%	0.00%	-16.86%	-1.45%	-5.17%	-2.54%	0.00%	0.00%	-1.43%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	4.82%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	24.47%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
Workforce #%	88.89%	5.56%	2.78%	0.00%	0.00%	0.00%	2.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	58.49%	1.74%	29.83%	1.89%	0.19%	0.00%	0.32%	3.15%	0.54%	2.89%	0.51%	0.00%	0.00%	0.00%
Utilization %	30.40%	3.82%	-27.06%	-1.89%	-0.19%	0.00%	2.46%	-3.15%	-0.54%	-2.89%	-0.51%	0.00%	0.00%	0.00%
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 TRANSPORTATION WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	20 100%	11 55.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	8 40.00%	0 0.00%	1 5.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	5 100%	4 80.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Transportation does not have employees in this job category.														
05 - Protective Services: Non Sworn	Transportation does not have employees in this job category.														
06 - Administrative Support	6 100%	2 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 66.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	36 100%	32 88.89%	2 5.56%	1 2.78%	0 0.00%	0 0.00%	0 0.00%	1 2.78%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
08 - Service/Maintenance	Transportation does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# 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:** 3/24/2020

**Subject:** Response to the Equal Employment Opportunity Plan

---

Dear Ms. Brown,

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

Sincerely,

David J. Rickert, CPA  
Treasurer of Kane County

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

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

1. *The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year (FY19). 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 19) 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 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130025	AGUILAR, REBECCA	F	Hispanic or Latino	06	Administrative Support	03/11/2013	
FT	20050231	BRADY, CARROLLYN J	F	White	02	Professionals	10/17/2005	
FT	19960075	HERRERA, MARIA E	F	Hispanic or Latino	01	Official/Administration	05/01/1996	
FT	20060080	HOPP, GARY P	M	White	06	Administrative Support	04/18/2006	
FT	19960014	MATA, CARLOS	M	Hispanic or Latino	02	Professionals	02/01/1996	
FT	20050203	STAHL, PAMELA A	F	White	06	Administrative Support	05/01/2004	
FT	20110027	STOBART, MICHELLE D	F	White	02	Professionals	12/11/2013	
FT	20160045	VALDIVIA FUENTES, ELIZABETH	F	Hispanic or Latino	06	Administrative Support	04/11/2016	

**PART I. COUNTY OF KANE – 2018-2019 TREASURER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	-30.65%	-1.28%	96.25%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-36.43%	-1.45%	29.58%	-3.55%	-0.05%	-0.03%	-0.08%	21.13%	-1.43%	-4.31%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-3.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	-17.20%	-3.96%	37.56%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 TREASURER WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	3 100%	0 0.00%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 66.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Treasurer does not have employees in this job category.														
04 - Protective Services: Sworn	Treasurer does not have employees in this job category.														
05 - Protective Services: Non Sworn	Treasurer does not have employees in this job category.														
06 - Administrative Support	4 100%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 25.00%	0 0.00%	2 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Treasurer does not have employees in this job category.														
08 - Service/Maintenance	Treasurer does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

**KANE COUNTY Office of Community Reinvestment Workforce Development Division**  
**2018 Equal Opportunity Plan Update**  
**July 1, 2018 through June 30, 2019**

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. The majority of the males the Department has employed aspire to gain experience with the Department and then move on to other opportunities. 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 7/1/2018 through 6/30/2019.

1. There has been three instances of employee disciplinary action performed in the period of 7/1/2018 - 6/30/2019 by means of an oral and written reprimand along with a one-day suspension during the reporting period.

Fiscal Year	Race	Sex
FY19	White	Female

2. There were no staff promoted during the reporting period

Fiscal Year	Race	Sex
FY19	N/A	N/A



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 07/01/2018 and 06/30/2019**

Type	Employee No.	Name	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20020141	ADAMS, RODNEY J	M	White	02	Professionals	09/16/2002	
FT	20130070	AIMONE, REBECCA D	F	White	02	Professionals	06/26/2013	
FT	20150057	BINDER, JENNIFER M	F	White	01	Official/Administration	06/08/2015	03/19/2019
FT	20140139	CARTER-ERVES, JACQUELYN	F	Black	02	Professionals	12/01/2014	
FT	20020146	GUTIERREZ, ALICIA	F	Hispanic or Latino	02	Professionals	09/16/2002	
FT	20070110	HERNANDEZ, JESSE S	M	Hispanic or Latino	02	Professionals	06/18/2007	
FT	20090073	HUTCHINS, LINDSAY S	F	White	02	Professionals	10/26/2009	
FT	20100069	KNAPP, VIRGINIA L	F	White	01	Official/Administration	10/18/2010	
FT	20150117	MARKIN, SUZANNE M	F	White	02	Professionals	10/05/2015	
FT	19890046	PLACEK, STEVEN T	M	White	02	Professionals	09/01/1989	
FT	20160077	POGUE, CYNTHIA	F	Black	02	Professionals	08/29/2016	
FT	20120053	RENKEN, RENEE C	F	White	01	Official/Administration	08/13/2012	
FT	20160013	RIVERA, ROBERTO D	M	Hispanic or Latino	02	Professionals	01/11/2016	
FT	19950116	ROBINSON, RENATA	F	Black	01	Official/Administration	07/17/1995	
FT	20180232	SPEIZIO-DE PAZ, NICOLE T N	F	White	02	Professionals	07/16/2018	02/28/2019
FT	20160177	TODD, NINA S	F	Black	02	Professionals	12/27/2016	
FT	20020085	WALL, KATHLEEN M	F	White	02	Professionals	06/10/2002	11/29/2018
FT	20140040	WEILER, CHERYL A	F	White	02	Professionals	01/08/2018	
FT	20180233	WEINREIS, AMANDA E	F	White	06	Administrative Support	07/23/2018	
FT	20060146	YAPEJIAN, MARY	F	White	01	Official/Administration	08/01/2006	

**PART I. COUNTY OF KANE – 2018-2019 WORKFORCE DEVELOPMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	80.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	54.21%	1.59%	4.62%	1.83%	0.06%	0.00%	0.13%	30.65%	1.28%	3.75%	1.34%	0.07%	0.00%	0.21%
Utilization %	-54.21%	-1.59%	-4.62%	-1.83%	-0.06%	0.00%	-0.13%	49.35%	18.72%	-3.75%	-1.34%	-0.07%	0.00%	-0.21%
<b>PROFESSIONALS</b>														
Workforce #%	14.29%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	42.86%	21.43%	7.14%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.43%	1.45%	3.76%	3.55%	0.05%	0.03%	0.08%	45.53%	1.43%	4.31%	2.73%	0.01%	0.00%	0.38%
Utilization %	-22.14%	-1.45%	10.53%	-3.55%	-0.05%	-0.03%	-0.08%	-2.68%	20.00%	2.84%	-2.73%	-0.01%	0.00%	-0.38%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	28.51%	1.78%	7.89%	1.04%	0.06%	0.00%	0.14%	42.20%	3.96%	12.44%	1.32%	0.08%	0.00%	0.29%
Utilization %	-28.51%	-1.78%	-7.89%	-1.04%	-0.06%	0.00%	-0.14%	57.80%	-3.96%	-12.44%	-1.32%	-0.08%	0.00%	-0.29%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2018-2019 WORKFORCE DEVELOPMENT WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	5 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 80.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	14 100%	2 14.29%	0 0.00%	2 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 42.86%	3 21.43%	1 7.14%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Workforce Development does not have employees in this job category.														
04 - Protective Services: Sworn	Workforce Development does not have employees in this job category.														
05 - Protective Services: Non Sworn	Workforce Development does not have employees in this job category.														
06 - Administrative Support	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Workforce Development does not have employees in this job category.														
08 - Service/Maintenance	Workforce Development does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

# New Hire Report

## from 07/01/2018 - 06/30/2019

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Animal Control</b>	BALK, CARLEE A	Kennel Assistant	INACTIVE	09/03/2018
	BROUCH, DIANE	Kennel Assistant	INACTIVE	04/22/2019
	DEBOER, KAMERON A	Shelter Prog and Operations Mgr	ACTIVE	01/21/2019
		Warden	ACTIVE	01/21/2019
	EGGEN, ALEXIS E	Kennel Assistant	INACTIVE	03/16/2019
	WILSON, ANNIKA M	Kennel Assistant	ACTIVE	11/04/2018
<b>Building Management</b>	COOK, KYLE M	Maintenance Worker	ACTIVE	01/22/2019
	HANNENBERG, ALEX R	Maintenance Worker	ACTIVE	01/22/2019
	MANZANAREZ, ERIK	Maintenance Worker	INACTIVE	08/13/2018
	PERDUE, JONATHAN C	Maintenance Worker	ACTIVE	01/22/2019
	RIGLER, KYLE L	Maintenance Worker	INACTIVE	11/19/2018
	SPARKS, RICKEY	Executive Director Building Mgmt	ACTIVE	09/24/2018
<b>Circuit Clerk</b>	BROWN, MARISSA K	Deputy Clerk	ACTIVE	08/01/2018
	ENSTROM, RACHEL K	Deputy Clerk	INACTIVE	03/25/2019
	FRASCONA, MEGAN M	Deputy Clerk	ACTIVE	04/09/2019
	JUNKER, TRACY	Deputy Clerk	ACTIVE	07/18/2018
	LANG, ALYSSA K	Deputy Clerk	ACTIVE	04/02/2019
	MOLINE, SHIRLEY L	Deputy Clerk	ACTIVE	08/01/2018
	SPRINGMAN, TRICIA N	Deputy Clerk	ACTIVE	06/17/2019
	TAVIZON, NINA L	Deputy Clerk	INACTIVE	09/10/2018
	WEIBLER, EMMA J	Deputy Clerk	ACTIVE	04/15/2019
<b>Community Reinvestment</b>	WAKILEH, NISREEN A	COC Program Coordinator	ACTIVE	10/22/2018
<b>Coroner</b>	STEVENS, ROBERT E	Para Deputy Coroner	ACTIVE	06/16/2019
	TORRES, RICARDO	Para Deputy Coroner	ACTIVE	03/24/2019
	VAITKEVICIUS, LEE	Para Deputy Coroner	ACTIVE	12/30/2018
<b>County Auditor</b>				

# New Hire Report

## from 07/01/2018 - 06/30/2019

JENKINS, KRISTIN D	Staff Auditor I	ACTIVE	09/04/2018
POWERS, DEBRA A	Administrative Assistant	ACTIVE	09/04/2018

### County Board

HANSON, MATTHEW B	Board Member	ACTIVE	12/03/2018
IQBAL, MOHAMMAD	Board Member	ACTIVE	12/03/2018
KIOUS, CHRISTOPHER W	Board Member	ACTIVE	12/03/2018
KOPPIE, THOMAS A	Board Member	ACTIVE	12/03/2018
LEWIS, ANITA M	Board Member	ACTIVE	12/03/2018
SURGES, CLIFFORD T	Board Member	ACTIVE	12/03/2018
TALLITSCH, JANE E	Executive Assistant	ACTIVE	03/18/2019
	Recording Secretary	ACTIVE	03/18/2019
WEBER, STEVEN D	Board Member	ACTIVE	12/03/2018

### County Clerk

ABBATE, CHRISTINA M	Administrative Assistant	ACTIVE	08/13/2018
	Clerk V	ACTIVE	08/13/2018
BATTLE, JORDAN C	Election Worker or Judge	INACTIVE	10/01/2018
DELLES, RENAE F	Clerk V	ACTIVE	09/10/2018
ERICSON, SUSAN M	Deputy Clerk	INACTIVE	08/09/2018
	Director of Tax Ext Vital Rcds	INACTIVE	08/09/2018
MITCHELL, JAMES C	901011007 - Board Member	ACTIVE	05/03/2019
	Board Member	ACTIVE	05/03/2019
	Clerk I	ACTIVE	05/03/2019
PECK, BRANDON S	Clerk I	ACTIVE	01/17/2019
RICKERT, REBECCA L	Clerk I	ACTIVE	05/28/2019
SHIVE, HOLLY L	Clerk V	ACTIVE	09/10/2018

### County Clerk Elections-PR Only/County Clerk Elections - PR Only

ACKERMANN, MIA X	Election Worker or Judge	ACTIVE	10/01/2018
ACOSTA, ELINA C	Election Worker or Judge	ACTIVE	10/01/2018
ADAMS, MARY	Election Worker or Judge	ACTIVE	10/01/2018
AHERN, JOAN B	Election Worker or Judge	ACTIVE	10/01/2018
AKBAR, HALIMAH H	Election Worker or Judge	ACTIVE	10/01/2018
ALEXANDER, PETER H	Election Worker or Judge	ACTIVE	10/01/2018
ALLEN, PETER R	Election Worker or Judge	ACTIVE	04/02/2019

## New Hire Report

### from 07/01/2018 - 06/30/2019

ALLERTON, CRISTINA	Election Worker or Judge	ACTIVE	11/06/2018
ALLTOP, JEFFREY T	Election Worker or Judge	ACTIVE	10/01/2018
ALZATE ORTEGA, BRISA A	Election Worker or Judge	ACTIVE	11/06/2018
ANGELLO, CHRISTINE R	Election Worker or Judge	ACTIVE	04/02/2019
ANGELLO, DEBORAH S	Election Worker or Judge	ACTIVE	10/01/2018
ANGELO, CARL M	Election Worker or Judge	ACTIVE	10/01/2018
ANKUMAH-SAIKOOM, EMMANUEL	Election Worker or Judge	ACTIVE	10/01/2018
ARNI, BETH E	Election Worker or Judge	ACTIVE	10/01/2018
AVITIA, MARIANA F	Election Worker or Judge	ACTIVE	10/01/2018
BAILEY, DARLENE	Election Worker or Judge	ACTIVE	10/01/2018
BALES, JOANNE	Election Worker or Judge	ACTIVE	10/01/2018
BANAHOSKI, SUSAN L	Election Worker or Judge	ACTIVE	10/01/2018
BANTLY, JEFFREY W	Election Worker or Judge	ACTIVE	10/01/2018
BARRER, DARLENE M	Election Worker or Judge	ACTIVE	04/02/2019
BAVARO, ELLEN M	Election Worker or Judge	ACTIVE	10/01/2018
BAZELL, SANDRA F	Election Worker or Judge	ACTIVE	10/01/2018
BEALLIS, JEFFREY A	Election Worker or Judge	ACTIVE	10/01/2018
BEAN, CHERYL L	Election Worker or Judge	ACTIVE	10/01/2018
BECKER, BRANDON G	Election Worker or Judge	ACTIVE	10/01/2018
BELL, CAROL A	Election Worker or Judge	ACTIVE	10/01/2018
BELL, HEIDI L	Election Worker or Judge	ACTIVE	11/06/2018
BELL, JOHN P	Election Worker or Judge	ACTIVE	10/01/2018
BERGER, CRAIG A	Election Worker or Judge	ACTIVE	10/01/2018
BISHOP, MARILYN J	Election Worker or Judge	ACTIVE	10/01/2018
BLACK, GERALD D Sr	Election Worker or Judge	ACTIVE	10/01/2018
BLEY, EARL G Jr	Election Worker or Judge	ACTIVE	10/01/2018
BOLENDER, IVETTE M	Election Worker or Judge	ACTIVE	10/01/2018
BORCHERS, KYRA B	Election Worker or Judge	ACTIVE	10/01/2018
BRADSHAW, JOSEPH M	Election Worker or Judge	ACTIVE	10/01/2018
BRAKE, MARY L	Election Worker or Judge	INACTIVE	10/01/2018
BRAUN, ROBIN R	Election Worker or Judge	ACTIVE	10/01/2018
BROHOLM, ALLAN A	Election Worker or Judge	INACTIVE	10/01/2018
BROWN, HEATHER A	Election Worker or Judge	ACTIVE	10/01/2018

# New Hire Report

## from 07/01/2018 - 06/30/2019

BROWN, KEVIN A	Election Worker or Judge	ACTIVE	04/02/2019
BRUNGART, NORMA J	Election Worker or Judge	ACTIVE	10/01/2018
BRZOSKA, BEN A III	Election Worker or Judge	ACTIVE	10/01/2018
BUCARO, KATHERINE G	Election Worker or Judge	ACTIVE	11/06/2018
BUCHNER, GREGORY J	Election Worker or Judge	ACTIVE	10/01/2018
BUCKINGHAM, JANINA	Election Worker or Judge	ACTIVE	10/01/2018
BUKER, DAVID R	Election Worker or Judge	ACTIVE	04/02/2019
BURGOS, JAVIER	Election Worker or Judge	ACTIVE	04/02/2019
BUSCHBACHER, OLIVIA G	Election Worker or Judge	ACTIVE	10/01/2018
BUTLER, VIVIAN A	Election Worker or Judge	ACTIVE	10/01/2018
CALIENDO, MADISON N	Election Worker or Judge	ACTIVE	10/01/2018
CALLAHAN, BRENDA	Election Worker or Judge	ACTIVE	10/01/2018
CARLSON, PEGGY A	Election Worker or Judge	ACTIVE	10/01/2018
CARTER, FELICIA A	Election Worker or Judge	ACTIVE	10/01/2018
CASAS, BENIGNA	Election Worker or Judge	ACTIVE	10/01/2018
CATLIN, STEVEN J	Election Worker or Judge	ACTIVE	10/01/2018
CAVIN, THERESA A	Election Worker or Judge	INACTIVE	10/01/2018
CEDERHOLM, CHANDLER T	Election Worker or Judge	ACTIVE	10/01/2018
CERVANTES, JOSE J	Election Worker or Judge	ACTIVE	10/01/2018
CHAURIZE, ANNA E	Election Worker or Judge	INACTIVE	10/01/2018
CHEMES, SUSAN M	Election Worker or Judge	ACTIVE	11/06/2018
CHIU, WENDY W	Election Worker or Judge	ACTIVE	10/01/2018
CISNEROS, JUAN F	Election Worker or Judge	ACTIVE	10/01/2018
CLAYTON, CHERYL L	Election Worker or Judge	ACTIVE	10/01/2018
COLEY, MARDELL J	Election Worker or Judge	ACTIVE	10/01/2018
CONEY, CYNTHIA F	Election Worker or Judge	ACTIVE	11/06/2018
CONRAD, ROBERT W	Election Worker or Judge	INACTIVE	10/01/2018
COOLEY, QUEEN	Election Worker or Judge	ACTIVE	10/01/2018
CORBIN, REECE W	Election Worker or Judge	INACTIVE	11/06/2018
COSMA, SEBASTIAN A	Election Worker or Judge	ACTIVE	10/01/2018
COTTS, MARIA A	Election Worker or Judge	ACTIVE	10/01/2018
CRAIG, DOLORES E	Election Worker or Judge	ACTIVE	10/01/2018
CRAIG, MAGGIE M	Election Worker or Judge	INACTIVE	11/06/2018



## New Hire Report

### from 07/01/2018 - 06/30/2019

CROSS, DAQUAN M	Election Worker or Judge	INACTIVE	04/02/2019
CURLEY, JOHN M	Election Worker or Judge	ACTIVE	10/01/2018
CURRIE, CATHERINE A	Election Worker or Judge	ACTIVE	10/01/2018
DAVIS, VIVIAN D	Election Worker or Judge	ACTIVE	10/01/2018
DEL ROSARIO, ASHRIEL GRACE J	Election Worker or Judge	INACTIVE	10/01/2018
DEVEAU, JANET L	Election Worker or Judge	ACTIVE	10/01/2018
DIAZ, EDWARD	Election Worker or Judge	ACTIVE	11/06/2018
DIAZ, ISAAC N	Election Worker or Judge	ACTIVE	11/06/2018
DIAZ, MARYSOL	Election Worker or Judge	ACTIVE	10/01/2018
DOUGLASS, DORTHA J	Election Worker or Judge	ACTIVE	10/01/2018
DOWNING, ASHLEY A	Election Worker or Judge	INACTIVE	10/01/2018
DUGAN, ELAINE K	Election Worker or Judge	ACTIVE	10/01/2018
DUNCAN, JENNIFER M	Election Worker or Judge	ACTIVE	10/01/2018
ECHEBARRIA, AURORA	Election Worker or Judge	INACTIVE	10/01/2018
ELIFSON, PAULINE G	Election Worker or Judge	ACTIVE	10/01/2018
EMORY, MARY C	Election Worker or Judge	INACTIVE	10/01/2018
ENCARNACION, DINO	Election Worker or Judge	ACTIVE	11/06/2018
ENGLAND, MATTHEW J	Election Worker or Judge	INACTIVE	10/01/2018
FECHNER, JEFFREY P	Election Worker or Judge	ACTIVE	10/01/2018
FELDKAMP, DANIEL	Election Worker or Judge	ACTIVE	11/06/2018
FIGUEROA, NICOLAS L	Election Worker or Judge	ACTIVE	10/01/2018
FLANAGAN, MICHAEL J	Election Worker or Judge	ACTIVE	10/01/2018
FLESCH, MAXWELL D	Election Worker or Judge	INACTIVE	10/01/2018
FLORES, FRANK J AYALA	Election Worker or Judge	INACTIVE	10/01/2018
FONSECA, PAULITA	Election Worker or Judge	ACTIVE	10/01/2018
FONSECA-BRADFORD, LUZ D	Election Worker or Judge	ACTIVE	10/01/2018
FORMAN, KIMBERLY L	Election Worker or Judge	ACTIVE	04/02/2019
FORMAN, RACHEL L	Election Worker or Judge	ACTIVE	10/01/2018
FREY, RITA M	Election Worker or Judge	ACTIVE	10/01/2018
FULLMER, CHERYL L	Election Worker or Judge	ACTIVE	10/01/2018
GALINDO, JOSE L Sr	Election Worker or Judge	ACTIVE	10/01/2018
GALLANT, JOSEPH T	Election Worker or Judge	INACTIVE	10/01/2018
GAMBOA, GEORGE M	Election Worker or Judge	ACTIVE	11/06/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

GARCIA, ARNOLDO T	Election Worker or Judge	ACTIVE	10/01/2018
GARDNER, KATHY E	Election Worker or Judge	ACTIVE	10/01/2018
GARY, PATRICK F	Election Worker or Judge	ACTIVE	04/02/2019
GAURA, VIRGINIA A	Election Worker or Judge	ACTIVE	10/01/2018
GIBSON, DARNELL	Election Worker or Judge	ACTIVE	10/01/2018
GILMAN, RICHARD L	Election Worker or Judge	ACTIVE	10/01/2018
GLEAMZA, BRUCE E	Election Worker or Judge	ACTIVE	04/02/2019
GLESSNER, RICHARD D	Election Worker or Judge	ACTIVE	10/01/2018
GOECKEL, TINA	Election Worker or Judge	ACTIVE	10/01/2018
GOEHLEN, JEAN A	Election Worker or Judge	ACTIVE	10/01/2018
GOHEEN, MARIA P	Election Worker or Judge	INACTIVE	10/01/2018
GOLDEN, GREGORY S	Election Worker or Judge	ACTIVE	10/01/2018
GOMEZ, ALEXANDRA S	Election Worker or Judge	ACTIVE	10/01/2018
GONZALEZ, PEARL M	Election Worker or Judge	ACTIVE	10/01/2018
GORITZ, GABRIELLE M	Election Worker or Judge	INACTIVE	11/06/2018
GRADO, JAMIE E	Election Worker or Judge	INACTIVE	10/01/2018
GRAHAM, SHAWNETTA	Election Worker or Judge	ACTIVE	10/01/2018
GRANT, HELEN	Election Worker or Judge	ACTIVE	10/01/2018
GRAVENHORST, BRIAN A	Election Worker or Judge	ACTIVE	10/01/2018
GRAY, KRISTI L	Election Worker or Judge	ACTIVE	11/02/2018
GREEN, THEODORA K	Election Worker or Judge	ACTIVE	11/06/2018
GREENE, JEAN E	Election Worker or Judge	ACTIVE	10/01/2018
GRIESMANN, GEORGE G	Election Worker or Judge	INACTIVE	10/01/2018
GUERRERO, ANALLELY G	Election Worker or Judge	ACTIVE	10/01/2018
GUSMAN, EDDIE H	Election Worker or Judge	ACTIVE	10/01/2018
GUSTAFSON, RHIANNON E	Election Worker or Judge	ACTIVE	11/06/2018
GUTIERREZ, JERRITT	Election Worker or Judge	ACTIVE	10/01/2018
GUTIERREZ, MAYA E	Election Worker or Judge	INACTIVE	10/01/2018
GUZMAN, MELISSA	Election Worker or Judge	ACTIVE	10/01/2018
HADDAD, DEBRA K	Election Worker or Judge	ACTIVE	10/01/2018
HAGAN, JOYCE L	Election Worker or Judge	ACTIVE	10/01/2018
HAHN, CHERI L	Election Worker or Judge	ACTIVE	04/02/2019
HALL LEE, MAKAYLA M	Election Worker or Judge	INACTIVE	10/01/2018

# New Hire Report

## from 07/01/2018 - 06/30/2019

HALL, PHYLLIS C	Election Worker or Judge	INACTIVE	10/01/2018
HALLS, JOHN T	Election Worker or Judge	ACTIVE	10/01/2018
HAMMERLI, JENNIFER D	Election Worker or Judge	ACTIVE	04/02/2019
HARDERSEN, KAYLA M	Election Worker or Judge	ACTIVE	10/01/2018
HARRINGTON, PAULA	Election Worker or Judge	ACTIVE	10/01/2018
HARRISON, STEFANIE M	Election Worker or Judge	ACTIVE	10/01/2018
HAYHURST, NANCY L	Election Worker or Judge	ACTIVE	11/06/2018
HEAD, JAMES M	Election Worker or Judge	ACTIVE	04/02/2019
HERMANN, JANET L	Election Worker or Judge	ACTIVE	10/01/2018
HERNANDEZ, MICHAEL C	Election Worker or Judge	ACTIVE	10/01/2018
HERNANDEZ, RUTH A	Election Worker or Judge	ACTIVE	10/01/2018
HERNANDEZ, SHARON L	Election Worker or Judge	INACTIVE	10/01/2018
HOLMER, NICHOLAS A	Election Worker or Judge	ACTIVE	11/06/2018
HORN, MARY A	Election Worker or Judge	INACTIVE	10/01/2018
HOWARD, DANIEL R	Election Worker or Judge	ACTIVE	10/01/2018
HOWARD, PHILIP B	Election Worker or Judge	ACTIVE	10/01/2018
HUGHES, BONNIE L	Election Worker or Judge	INACTIVE	10/01/2018
INGRAM, BENJAMIN J	Election Worker or Judge	ACTIVE	10/01/2018
INGRAM, GINGER M	Election Worker or Judge	ACTIVE	10/01/2018
IZETA, PATRICIA G	Election Worker or Judge	ACTIVE	10/01/2018
JACOBS, DIANA J	Election Worker or Judge	ACTIVE	10/01/2018
JACOBS, JUDITH H	Election Worker or Judge	INACTIVE	10/01/2018
JACOBS, SHARON M	Election Worker or Judge	ACTIVE	10/01/2018
JENKINS, GINA J	Election Worker or Judge	ACTIVE	11/06/2018
JERNSTAD, PAMELA A	Election Worker or Judge	ACTIVE	10/01/2018
JOCHIM, PAUL W	Election Worker or Judge	ACTIVE	10/01/2018
JONES, COURTNEY J	Election Worker or Judge	INACTIVE	10/01/2018
JONES, GLORIA J	Election Worker or Judge	ACTIVE	10/01/2018
JONES, ROBERT E	Election Worker or Judge	ACTIVE	10/01/2018
JURADO, MARIA E	Election Worker or Judge	ACTIVE	10/01/2018
KARIM, JORDAN A	Election Worker or Judge	ACTIVE	10/01/2018
KAUSS, BENJAMIN M	Election Worker or Judge	ACTIVE	11/06/2018
KAY, ANASTASIA K	Election Worker or Judge	INACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

KEOVONGSAK, NAPOLEON P	Election Worker or Judge	INACTIVE	10/01/2018
KERBER, MACKENZIE R	Election Worker or Judge	ACTIVE	10/01/2018
KEYTON, MICHAEL M	Election Worker or Judge	ACTIVE	10/01/2018
KHAROD, JAYSHREE U	Election Worker or Judge	INACTIVE	10/01/2018
KISER, JULIE A	Election Worker or Judge	ACTIVE	10/01/2018
KNEWITZ, ARLENE R	Election Worker or Judge	ACTIVE	10/01/2018
KORTE, JOAN C	Election Worker or Judge	INACTIVE	10/01/2018
KRAMER, JOAN A	Election Worker or Judge	ACTIVE	10/01/2018
KRAWCZYK, GERALD Jr	Election Worker or Judge	ACTIVE	04/02/2019
KRUGER, KAREN A	Election Worker or Judge	ACTIVE	10/01/2018
KULAKOWSKI, RONALD F	Election Worker or Judge	INACTIVE	10/01/2018
LAMERMAYER, RICHARD N	Election Worker or Judge	ACTIVE	10/01/2018
LANSER, RONALD F	Election Worker or Judge	ACTIVE	10/01/2018
LAVIA, VERNON J	Election Worker or Judge	ACTIVE	10/01/2018
LAX, LORRAINE A	Election Worker or Judge	ACTIVE	10/01/2018
LAX, WILLIAM P	Election Worker or Judge	ACTIVE	10/01/2018
LAZCANO, ITZEL	Election Worker or Judge	ACTIVE	10/01/2018
LAZCANO, KAREN	Election Worker or Judge	ACTIVE	10/01/2018
LEACH, TRACY L	Election Worker or Judge	ACTIVE	10/01/2018
LEEPER, EARLENE D	Election Worker or Judge	ACTIVE	10/01/2018
LEISHER, JESSICA M	Election Worker or Judge	ACTIVE	10/01/2018
LEONARD, RICHARD R	Election Worker or Judge	INACTIVE	10/01/2018
LIETZOW, CARLENE A	Election Worker or Judge	INACTIVE	10/01/2018
LIPINSKI, BARBARA A	Election Worker or Judge	ACTIVE	10/01/2018
LIVA, DORIS R	Election Worker or Judge	ACTIVE	10/01/2018
LOGMAN, MARJORIE A	Election Worker or Judge	ACTIVE	10/01/2018
LOPEZ, ARELI G	Election Worker or Judge	ACTIVE	10/01/2018
LORANCE, PATRICIA A	Election Worker or Judge	ACTIVE	10/01/2018
LORENZO, SHARON R	Election Worker or Judge	ACTIVE	10/01/2018
LOSSELYOUNG, ALEC C	Election Worker or Judge	INACTIVE	10/01/2018
LOWERY, RAMONA	Election Worker or Judge	INACTIVE	10/01/2018
LUFT, GEORGE W	Election Worker or Judge	ACTIVE	10/01/2018
LUFT, PAULA J	Election Worker or Judge	ACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

LUNDBERG, PAYTON A	Election Worker or Judge	INACTIVE	10/01/2018
LUNDGREN, JOHN O	Election Worker or Judge	ACTIVE	10/01/2018
MACCHIONE, GIOVANNA E	Election Worker or Judge	ACTIVE	10/01/2018
MADDEROM, JAMI L	Election Worker or Judge	ACTIVE	10/01/2018
MAHAFFEY, TAMMY M	Election Worker or Judge	ACTIVE	10/01/2018
MALONEY, MARGARET	Election Worker or Judge	ACTIVE	10/01/2018
MANGRUM, KAREN E	Election Worker or Judge	ACTIVE	10/01/2018
MANLEY, MARGARET G	Election Worker or Judge	ACTIVE	11/06/2018
MARCIAL, DANIELA D	Election Worker or Judge	ACTIVE	10/01/2018
MARGOLIS, ERIC	Election Worker or Judge	ACTIVE	10/01/2018
MASUEKAMA, DIDIER M	Election Worker or Judge	ACTIVE	04/02/2019
MATTHEWS, WANDA J	Election Worker or Judge	ACTIVE	10/01/2018
MCADAMS, LYNN S	Election Worker or Judge	ACTIVE	10/01/2018
MCCABE, REBECCA M	Election Worker or Judge	ACTIVE	10/01/2018
MCCLURE, MEGAN J	Election Worker or Judge	INACTIVE	10/01/2018
MCCONNELL, JUANITA R	Election Worker or Judge	ACTIVE	10/01/2018
MCCONNELL, THOMAS M	Election Worker or Judge	ACTIVE	10/01/2018
MCDONALD, SHIRLEY F	Election Worker or Judge	ACTIVE	10/01/2018
MCGAUGHY, FRANKIE J	Election Worker or Judge	INACTIVE	10/01/2018
MCGEE, SARAH A	Election Worker or Judge	ACTIVE	10/01/2018
MCGEE, TERESA A	Election Worker or Judge	ACTIVE	10/01/2018
MENDIOLA, MAGDALENA	Election Worker or Judge	INACTIVE	11/06/2018
MEYER, SONJA L	Election Worker or Judge	ACTIVE	10/01/2018
MEYERS, THERESA A	Election Worker or Judge	ACTIVE	11/06/2018
MIDDLETON, SUSAN J	Election Worker or Judge	ACTIVE	10/01/2018
MILLARD, JESSICA A	Election Worker or Judge	ACTIVE	10/01/2018
MILLEN, KATHLEEN A	Election Worker or Judge	ACTIVE	10/01/2018
MILLER, WILLIAM III	Election Worker or Judge	ACTIVE	10/01/2018
MOHR, HAYLEY E	Election Worker or Judge	INACTIVE	10/01/2018
MOHRING, TERRY A	Election Worker or Judge	ACTIVE	10/01/2018
MOLYETT, LAWRENCE J III	Election Worker or Judge	ACTIVE	10/01/2018
MONTELEONE, KATHLEEN M	Election Worker or Judge	ACTIVE	04/02/2019
MOORE, NANCY M	Election Worker or Judge	ACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

MUNOZ, LYMARIE	Election Worker or Judge	ACTIVE	10/01/2018
MUSACCHIO, ANNALISA	Election Worker or Judge	ACTIVE	10/01/2018
NABOR, ROBERTA F	Election Worker or Judge	INACTIVE	10/01/2018
NEUENKIRCHEN, DALE E	Election Worker or Judge	ACTIVE	10/01/2018
NOOTENS, CHARLES E	Election Worker or Judge	INACTIVE	10/01/2018
NOOTENS, JACQUELINE P	Election Worker or Judge	INACTIVE	10/01/2018
NORMAN, MELBA H	Election Worker or Judge	ACTIVE	10/01/2018
NORMAN, WILLIAM E	Election Worker or Judge	ACTIVE	10/01/2018
O'BRIEN, KERRY M	Election Worker or Judge	ACTIVE	11/06/2018
ODONNELL, JANET A	Election Worker or Judge	ACTIVE	11/06/2018
OJEDA VARGAS, CHRISTIAN A	Election Worker or Judge	ACTIVE	11/06/2018
PADILLA, STEPHANIE M	Election Worker or Judge	INACTIVE	10/01/2018
PAOLICCHI, SUSAN L	Election Worker or Judge	ACTIVE	10/01/2018
PARKER, LOUIS F	Election Worker or Judge	ACTIVE	10/01/2018
PATEL, MIHIR P	Election Worker or Judge	ACTIVE	10/01/2018
PATINO, CLEMENCIA T	Election Worker or Judge	ACTIVE	10/01/2018
PAYNE, MICHAEL T	Election Worker	ACTIVE	09/12/2018
	Warehouse Clerk	ACTIVE	09/12/2018
PELUSE, MICHAEL L	Election Worker or Judge	ACTIVE	10/01/2018
PEOPLES, BERTHA	Election Worker or Judge	ACTIVE	10/01/2018
PEREZ, ISAAC A	Election Worker or Judge	ACTIVE	10/01/2018
PEREZ, TERESA R	Election Worker or Judge	ACTIVE	10/01/2018
PERRYMAN, KATELYN B	Election Worker or Judge	ACTIVE	10/01/2018
PITZELE, JUDITH A	Election Worker or Judge	ACTIVE	10/01/2018
PLATTE, TRAINIMAIR C Jr	Election Worker or Judge	ACTIVE	10/01/2018
PODJASEK, THOMAS M	Election Worker or Judge	ACTIVE	10/01/2018
PULTE, KATHERINE M	Election Worker or Judge	ACTIVE	11/06/2018
QUETEL, JEANETTE C	Election Worker or Judge	ACTIVE	10/01/2018
QUIRK, MICHAEL F	Election Worker or Judge	ACTIVE	11/06/2018
RAMIREZ, ANISA L	Election Worker or Judge	ACTIVE	11/06/2018
RAMOS, MARIA T	Election Worker or Judge	ACTIVE	10/01/2018
RAMOS, THERESA I	Election Worker or Judge	ACTIVE	11/06/2018
RAMSEY, SARAH Y	Election Worker or Judge	ACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

RAO, SHARADA S	Election Worker or Judge	ACTIVE	10/01/2018
RATAJ, PATRICIA L	Election Worker or Judge	ACTIVE	10/01/2018
RAUSCHENBERG, ROBERT D	Election Worker or Judge	ACTIVE	10/01/2018
REED, BRIAN S	Election Worker or Judge	ACTIVE	10/01/2018
REILLEY, ROBERT B	Election Worker or Judge	ACTIVE	10/01/2018
RIESER, BONNIE J	Election Worker or Judge	ACTIVE	10/01/2018
RIESER, JAMES D	Election Worker or Judge	ACTIVE	10/01/2018
RIVAS, TOBIAS E	Election Worker or Judge	ACTIVE	10/01/2018
RIVERA, VANESSA	Election Worker or Judge	ACTIVE	10/01/2018
ROBINSON, HOWARD W	Election Worker or Judge	ACTIVE	10/01/2018
ROBLES, SUSAN M	Election Worker or Judge	ACTIVE	11/06/2018
RODRIGUEZ, JOSSELYN K	Election Worker or Judge	ACTIVE	10/01/2018
RODRIGUEZ, KARINA	Election Worker or Judge	ACTIVE	11/06/2018
RODRIGUEZ, MACRINA	Election Worker or Judge	ACTIVE	10/01/2018
ROMERO, SADIE G	Election Worker or Judge	ACTIVE	11/06/2018
ROSA, BEATRIZ	Election Worker or Judge	ACTIVE	10/01/2018
ROSAS, RUBEN J	Election Worker or Judge	ACTIVE	10/18/2018
ROSS, YVETTE	Election Worker or Judge	ACTIVE	10/01/2018
RUIZ, BEATRIZ	Election Worker or Judge	ACTIVE	10/01/2018
RUIZ, CLAUDIO M	Election Worker or Judge	ACTIVE	10/01/2018
RUNGE, BRIAN M	Election Worker or Judge	ACTIVE	10/01/2018
SAK, MICHELLE A	Election Worker or Judge	ACTIVE	10/01/2018
SALAZAR, CHRISTIANA P	Election Worker or Judge	ACTIVE	04/02/2019
SALISBURY, JOSHUA A	Election Worker or Judge	ACTIVE	04/02/2019
	Information Specialist	ACTIVE	04/02/2019
SANCHEZ, NICOLE	Election Worker or Judge	ACTIVE	10/01/2018
SCHALKE, DONNA J	Election Worker or Judge	ACTIVE	10/01/2018
SCHAP, GLEN A	Election Worker or Judge	ACTIVE	10/01/2018
SCHMIEDER, KELLY A	Election Worker or Judge	ACTIVE	10/01/2018
SCHWARZ, DEANNE M	Election Worker or Judge	ACTIVE	03/18/2019
SEBASTIAN, MIKE H	Election Worker or Judge	ACTIVE	10/01/2018
SHARP, CAROLYN	Election Worker or Judge	INACTIVE	10/01/2018
SHOEMAKER, MARY C	Election Worker or Judge	ACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

SIEB, JUDITH A	Election Worker or Judge	ACTIVE	04/02/2019
SIERGEY, WILLIAM J	Election Worker or Judge	ACTIVE	10/01/2018
SILER, CALEB R	Election Worker or Judge	ACTIVE	04/02/2019
SIMS-HOLMES, REVILEE G	Election Worker or Judge	ACTIVE	10/01/2018
SKRZYPCZAK, ANNA R H	Election Worker or Judge	ACTIVE	10/01/2018
SMITH, CHRISTOPHER J	Election Worker or Judge	ACTIVE	10/01/2018
SMITH, MAE H	Election Worker or Judge	ACTIVE	10/01/2018
SMITH-CRIDER, CLAREON	Election Worker or Judge	ACTIVE	10/01/2018
SMYTH, DEBORAH M	Election Worker or Judge	ACTIVE	10/01/2018
SODETZ, NICOLE M	Election Worker or Judge	ACTIVE	10/01/2018
SPARKS, BENNETT	Election Worker or Judge	ACTIVE	10/01/2018
STARR, NICOLE V	Election Worker or Judge	ACTIVE	11/06/2018
STEELE, JEFFREY A	Election Worker or Judge	ACTIVE	04/02/2019
	Office Services	ACTIVE	04/02/2019
STEGMEYER, DIANE M	Election Worker or Judge	ACTIVE	10/01/2018
STEINWAY, JEANNE L	Election Worker or Judge	ACTIVE	10/01/2018
STOHLER KAMPSTAD, SIRI E	Election Worker or Judge	ACTIVE	10/01/2018
STRONG, JINNI	Election Worker or Judge	ACTIVE	10/01/2018
SWANSON, PAUL D	Election Worker or Judge	ACTIVE	03/18/2019
SZABO, CAROLE A	Election Worker or Judge	ACTIVE	10/01/2018
TAPIA, ANDREA	Election Worker or Judge	ACTIVE	10/01/2018
TAYLOR, ALICE M	Election Worker or Judge	ACTIVE	11/01/2018
TERRELL, MARY E	Election Worker or Judge	ACTIVE	10/01/2018
THORNTON, NANCY D	Election Worker or Judge	ACTIVE	10/01/2018
TIECHE, RALPH W	Election Worker or Judge	ACTIVE	10/01/2018
TOLLEY, SUZANNE E	Election Worker or Judge	ACTIVE	10/01/2018
VAN DEN EEDEN, PAUL F	Election Worker or Judge	ACTIVE	10/01/2018
VAN ETEN, RANDALL Z	Election Worker or Judge	ACTIVE	10/01/2018
VANN, RONALD A	Election Worker or Judge	ACTIVE	10/01/2018
VEGA, MIGUEL	Election Worker or Judge	ACTIVE	10/01/2018
VEGA, PAUL F	Election Worker or Judge	ACTIVE	10/01/2018
VINTON, JAMES L	Election Worker or Judge	ACTIVE	10/01/2018
VITKUS, NANCY M	Election Worker or Judge	ACTIVE	10/31/2018



## New Hire Report

### from 07/01/2018 - 06/30/2019

WAGNER, GARY M	Election Worker or Judge	ACTIVE	10/01/2018
WAGNER, PETER J	Election Worker or Judge	ACTIVE	10/01/2018
WAGONER, SUSAN M	Election Worker or Judge	ACTIVE	10/01/2018
WAHL, ALEC R	Election Worker or Judge	ACTIVE	11/06/2018
WALDEN, CODI L	Election Worker or Judge	ACTIVE	11/06/2018
WARREN, STEVEN J	Election Worker or Judge	ACTIVE	10/01/2018
WARREN, WHITNEY N	Election Worker or Judge	ACTIVE	10/01/2018
WATKINS, CORTEZ L	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, ANNE C	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, BRAD C	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, CAROL J	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, LILY A	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, ROBERT E	Election Worker or Judge	ACTIVE	10/01/2018
WEBER, SHARI L	Election Worker or Judge	ACTIVE	04/02/2019
WEHNER, AVERY L	Election Worker or Judge	ACTIVE	10/01/2018
WELLS, PHYLLIS J	Election Worker or Judge	ACTIVE	10/01/2018
WENCKUS, SAMANTHA N	Election Worker or Judge	ACTIVE	10/01/2018
WERNER, KAYLEE M	Election Worker or Judge	ACTIVE	11/06/2018
WEST, EARNESTINE	Election Worker or Judge	ACTIVE	10/01/2018
WHITE, TSION	Election Worker or Judge	ACTIVE	11/06/2018
WILKINSON, WILLIAM H	Election Worker or Judge	ACTIVE	11/06/2018
WILLIAMS, ARTHUR N	Election Worker or Judge	ACTIVE	10/01/2018
WILLIAMS, CHARLES W	Election Worker or Judge	ACTIVE	10/01/2018
WILLIAMS, LINDER L	Election Worker or Judge	ACTIVE	10/01/2018
WILLIAMS, PATRICK D	Election Worker or Judge	ACTIVE	10/01/2018
WILLIAMS, PERSEPHONE JV	Election Worker or Judge	ACTIVE	10/01/2018
WILLIAMS, THOMAS R	Election Worker or Judge	ACTIVE	10/01/2018
WILSON, CHARLYN M	Election Worker or Judge	ACTIVE	10/01/2018
WILSON, DORA A	Election Worker or Judge	ACTIVE	11/06/2018
WILSON, RAPHAEL L	Election Worker or Judge	ACTIVE	10/01/2018
WILSON, VANESSA M	Election Worker or Judge	ACTIVE	10/01/2018
WIMBLEY, MELONYE M	Election Worker or Judge	ACTIVE	10/01/2018
WOLFRUM, BARBARA M	Election Worker or Judge	ACTIVE	10/01/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

WOLLENBERG, ANGELA A	Election Worker or Judge	ACTIVE	04/02/2019
ZAVALA, HECTOR	Election Worker or Judge	ACTIVE	10/01/2018
ZOLTEK, RONALD R	Election Worker or Judge	ACTIVE	04/02/2019
<b>Court Services/Court Services Administration</b>			
BELTRAN, JACQUELINE L	Information Specialist	ACTIVE	02/26/2019
	Probation Officer	ACTIVE	02/26/2019
BROWN, KRYSTAL M	Probation Officer	ACTIVE	02/26/2019
ESCOBEDO, DORA G	Secretary Receptionist	ACTIVE	01/14/2019
	Support Staff	ACTIVE	01/14/2019
GREEN, DAVID	Probation Officer	INACTIVE	09/10/2018
HEARD, CLIFTON D	Probation Officer	INACTIVE	09/10/2018
KOVACH, DAVID B Jr	Probation Officer	INACTIVE	09/04/2018
KRAMER, NICOLE A	Probation Officer	ACTIVE	11/13/2018
LEE, MARCUS D	Probation Officer	ACTIVE	11/13/2018
LORUSSO, LUCIANA F	Probation Officer	ACTIVE	11/13/2018
MALEK, RICHARD J	Probation Officer	ACTIVE	02/26/2019
MOODY, LISA N	Pretrial Probation Officer	ACTIVE	09/04/2018
PEACOCK, JENNIFER J	Probation Officer	ACTIVE	02/26/2019
WHITE, KIMBERLY A	Probation Officer	ACTIVE	09/10/2018
WILLIAMS, VARITA L	Probation Officer	ACTIVE	02/26/2019
ZEPEDA, CANDACE B	Probation Officer	ACTIVE	02/26/2019
ZEPEDA, NOEL A	Probation Officer	ACTIVE	11/13/2018
<b>Court Services/Diagnostic Center</b>			
DORRANCE, KIMBERLY A	Support Staff Secretary	ACTIVE	09/04/2018
RICCIO, SARAH T	Psychology Intern	ACTIVE	09/04/2018
SIERZEGA, MICHELLE P	Staff Psychologist	INACTIVE	08/27/2018
<b>Court Services/Juvenile Justice Center</b>			
AVERS, KEVIN R	Youth Counselor JJC	ACTIVE	03/26/2019
CHIONE, KURTIS P	Youth Counselor JJC	ACTIVE	06/11/2019
EDWARDS, ERIKA N	Youth Counselor JJC	ACTIVE	09/04/2018
GOULD, RYAN W	Youth Counselor JJC	ACTIVE	03/19/2019
GOULD, SHAMIKA B	Youth Counselor JJC	ACTIVE	02/05/2019
HARRINGTON, RODERICK C	Youth Counselor JJC	ACTIVE	03/19/2019

## New Hire Report

### from 07/01/2018 - 06/30/2019

	KIRCHMANN, ADAM G	Youth Counselor JJC	ACTIVE	05/07/2019
	KLIMOVICH, JACOB A	Youth Counselor JJC	ACTIVE	03/19/2019
	OWENS, QUINCY P	Senior Youth Counselor JJC	ACTIVE	02/05/2019
		Youth Counselor JJC	ACTIVE	02/05/2019
	PEASE, JASMINE M	Youth Counselor JJC	ACTIVE	03/19/2019
	PHILLIPS, BRIANNA R	Youth Counselor JJC	ACTIVE	03/19/2019
	RANGEL, YESENIA A	Youth Counselor JJC	ACTIVE	02/05/2019
	SCARVER, OTIS J Jr	Youth Counselor JJC	ACTIVE	05/07/2019
	SZOKE, MATTHEW D	Youth Counselor JJC	INACTIVE	09/04/2018
	THOMAS, HOUSTON L III	Youth Counselor JJC	ACTIVE	06/11/2019
	TULLY, MICHAEL J	Youth Counselor JJC	ACTIVE	03/19/2019
<b>Development/County Development</b>				
	PLONCZYNSKI, JAMES J	Zoning Board	ACTIVE	11/13/2018
<b>Development/Water Resources</b>				
	ORLIK, DEANNE M	Technician	ACTIVE	11/19/2018
<b>Finance</b>				
	TURNER, DIANE M	ITA Specialist Staff Accountant	ACTIVE	02/07/2019
<b>Health</b>				
	AGGARWAL, POOJA	CHS II Public Health Nurse	INACTIVE	10/15/2018
	AMARO, JOSEPH A	CHS III Emergency Response Coord	ACTIVE	05/06/2019
	BARBEAU, BETHANNE	CHS III Emergency Response Coord	INACTIVE	09/17/2018
		Emergency Response Supervisor	INACTIVE	09/17/2018
	CZERNIAK, ANNA E	Children's Mental Health ProgMgr	ACTIVE	11/19/2018
	DELANEY, SEAN M	CHS II Environ Hlth Practitioner	INACTIVE	07/05/2018
	HEGEL, MARIJA	CHS II Comm Health Practitioner	ACTIVE	07/16/2018
		CHS III Comm Health Practitioner	ACTIVE	07/16/2018
	JOHNSON, MERA G	CHS II Comm Health Practitioner	INACTIVE	07/02/2018
	KLATT, HOLLY M	CHS II Comm Health Practitioner	ACTIVE	02/11/2019
	KOSLICA, ALEESHA P	CHS II Environ Hlth Practitioner	INACTIVE	07/05/2018
	LIE, LOUISE	CHS III Epidemiologist	ACTIVE	12/11/2018
	MCCORMACK, KATHERINE A	CHS III Initiative Coordinator	ACTIVE	02/11/2019
	MEAD, VICTOR L	CHS II Environ Hlth Practitioner	ACTIVE RETIREE	09/24/2018
	MEEKS, STEFFANIE E	Asst Dir Communicable Disease	INACTIVE	07/09/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

PETERSON, KIMBERLY S	CHS III Initiative Coordinator	ACTIVE	06/27/2019
RUSSIE, CAROLYN A	CHS II Environ Hlth Practitioner	ACTIVE	01/14/2019
SALWAN, NAVDEEP K	CHS II Public Health Nurse	INACTIVE	11/19/2018
SOLOGAISTOA, EVAN O	CHS II Environ Hlth Practitioner	ACTIVE	08/27/2018
STACK, SUSAN R	CHS III Health Communicate Coord	ACTIVE	05/20/2019
STEVENS, AARON M	Emergency Response Supervisor	ACTIVE	01/14/2019
SWEDBERG, KATHY A	CHS II Public Health Nurse	ACTIVE RETIREE	03/25/2019
ZALEWSKI, CHRISTINA K	Public Health Intern	ACTIVE	05/28/2019
ZOLFO, JILL M	CHS II Public Health Nurse	ACTIVE	09/17/2018

#### Human Resource Management

NATHAN, BARBARA D	Senior HR Generalist	ACTIVE	06/12/2019
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#### Information Technologies

BAEZ, LYNN M	Administrative Assistant	ACTIVE	05/20/2019
CHRISTY, JOEL R	Desktop Support Analyst I	ACTIVE	10/01/2018
DIECKMANN, DONALD E	CAD Specialist II	ACTIVE	07/30/2018
DOHR, ANDREW C	Desktop Support Analyst I	ACTIVE	04/01/2019
SMITH, MARCUS B	Business Analyst	ACTIVE	04/15/2019
STEPANEK, ALEX	GIS Intern	ACTIVE	05/14/2019

#### Judiciary and Courts

BENDOWSKI, CHARLES J	Court Bailiff	ACTIVE	05/08/2019
DOLEWSKI, STEPHEN W	Court Bailiff	ACTIVE	05/02/2019
HAMPTON, ANTWAN D	Staff Attorney	ACTIVE	07/30/2018
JAMES, ERIN M	Paralegal	INACTIVE	09/24/2018
LEE, RYAN R	Staff Attorney	ACTIVE	04/22/2019
LOPICCOLO, SALVATORE	16th Judicial Circuit Judge	ACTIVE	09/04/2018
	Assistant States Attorney	ACTIVE	09/04/2018
LOWE, SUSAN A	Court Bailiff	ACTIVE	05/03/2019
MINELLA, MICHAEL A	Court Bailiff	ACTIVE RETIREE	07/11/2018
NOLAND, MICHAEL J	16th Judicial Circuit Judge	ACTIVE	12/03/2018
PAXTON, JEFFREY R	Paralegal	ACTIVE	04/29/2019
SUGGS, SAMMY L	Court Bailiff	ACTIVE	05/01/2019
YETTER, JULIA	16th Judicial Circuit Judge	ACTIVE	01/12/2019
	Assistant Public Defender	ACTIVE	01/12/2019

## New Hire Report

### from 07/01/2018 - 06/30/2019

<b>Merit Commission</b>				
	KANIKULA, JODY M	Secretary Merit Commission	ACTIVE	03/26/2019
<b>Pre-2008 Retiree &amp; COBRA PR REP</b>				
	NAUGHTON, NICOLE	COBRA	INACTIVE	01/01/2019
	SPENCE, JAMES	COBRA	INACTIVE	01/01/2019
	WATSON, AUGUST	COBRA	INACTIVE	04/01/2019
<b>Public Defender</b>				
	COPPLE, CHRISTIAN M	Assistant Public Defender	ACTIVE	03/25/2019
	COYLE, CAYSON E	Assistant Public Defender	ACTIVE	03/25/2019
	CUEVAS ESCOBEDO, MARINA	Secretary Receptionist	ACTIVE	05/06/2019
<b>Regional Office of Education</b>				
	BOSWELL, KATIE L	JJC Teacher	ACTIVE	02/11/2019
	CELOZZI, MICHELE M	Test Proctor Secretary	INACTIVE	10/11/2018
	CHIAPPETTA, GINALYN	JJC Teacher	INACTIVE	08/22/2018
	HASTINGS, HEATHER L	Test Proctor Secretary	INACTIVE	07/09/2018
	MUNTNER, MATTHEW R	Communicators Coordinator	ACTIVE	10/01/2018
	SLOAN, SHARON L	JJC Teacher	ACTIVE	08/15/2018
	SMITH, ANGELA D	Comm Youth LDR ROE	ACTIVE	01/07/2019
<b>Sheriff/Adult Corrections</b>				
	AGANON, ROEL S	Correctional Officer	ACTIVE	07/23/2018
	ANDREYEV, EUGENE V	Correctional Officer	ACTIVE	02/04/2019
	DARWISH, JACQUELINE G	Correctional Officer	ACTIVE	07/23/2018
	DAWSON, JUDITH A	Director of Administration	ACTIVE	12/28/2018
	DELEON, JUSTIN S	Correctional Officer	ACTIVE	05/13/2019
	DIXON, COREY D	Senior Assistant Director	ACTIVE	05/13/2019
	FIGUEROA, ANTHONY	Correctional Officer	ACTIVE	02/04/2019
	GARY, PATRICK M Jr	Correctional Officer	ACTIVE	09/03/2018
	HOSMAN, MARGARET L	Correctional Officer	ACTIVE	02/04/2019
	JACOBSON, KEVIN M	Correctional Officer	ACTIVE	05/13/2019
	KANE, MARK M	Correctional Officer	ACTIVE	10/08/2018
	LARSON, MARC D	Correctional Officer	INACTIVE	10/08/2018
	MARTINEZ, JOHN R	Correctional Officer	ACTIVE	07/09/2018
	ORNELAS, RACHEL	Correctional Officer	ACTIVE	03/25/2019

## New Hire Report

### from 07/01/2018 - 06/30/2019

PEREZ, CARLOS Jr	Correctional Officer	ACTIVE	10/08/2018
PROZ, ROBERT	Correctional Officer	ACTIVE	03/25/2019
RAMOS, DAVID	Correctional Officer	ACTIVE	05/13/2019
REGAN, HANNAH N	Information Specialist	INACTIVE	03/11/2019
ROSZEL, MARK S	Correctional Officer	ACTIVE	07/09/2018
SANCHEZ, RIGOBERTO	Correctional Officer	ACTIVE	09/03/2018
SNAREY, JOYCELEE B	Information Specialist	INACTIVE	03/04/2019
WEBB, BRANDON L	Correctional Officer	ACTIVE	05/13/2019

#### Sheriff/Court Security

GRIMES, WILLIAM J	Court Security Officer	ACTIVE RETIREE	01/03/2019
	Peace Officer	ACTIVE RETIREE	01/03/2019
KRUEGER, NICOLE L	Court Security Officer	ACTIVE	02/11/2019
MALOTT, RICHARD D Jr	Court Security Officer	ACTIVE	03/25/2019
MCKINESS, RANDIE S	Correctional Officer	INACTIVE	10/03/2018
	Court Security Officer	INACTIVE	10/03/2018
PUCKETT, CORLISS A	Court Security Officer	ACTIVE	10/03/2018
SEIDELMAN, JAMES A	Court Security Officer	ACTIVE RETIREE	03/25/2019
	Peace Officer	ACTIVE RETIREE	03/25/2019
SNISKO, RAY	Court Security Officer	ACTIVE	03/25/2019
WEST, DESIREE D	Court Security Officer	ACTIVE	01/03/2019

#### Sheriff/Sheriff

BLACKSMITH, EMILY A	Executive Assistant	INACTIVE	01/08/2019
	Information Specialist	INACTIVE	01/08/2019
BONO, JASON M	Peace Officer	ACTIVE	03/25/2019
DOUGLAS, JUSTIN E	Peace Officer	ACTIVE	06/02/2019
KOSINSKI, ASHLEY M	Office Manager	ACTIVE	09/10/2018
ORTIZ, ANDRES	Peace Officer	ACTIVE	09/10/2018
WESTON, LUKE M	Peace Officer	ACTIVE	09/10/2018

#### State's Attorney

BLOOD, CHARLES K	Administrative Assistant	ACTIVE	06/03/2019
CARDENAS, ARIANA	Administrative Assistant	ACTIVE	05/02/2019
CASAS, RAUL	File Room Clerk	ACTIVE	01/04/2019
COLLETTI, VANESSA R	Assistant States Attorney	ACTIVE	10/22/2018

## New Hire Report

### from 07/01/2018 - 06/30/2019

COX, TYLER M	Assistant States Attorney	ACTIVE	10/22/2018
DOMINGUEZ, BRENDA	Administrative Assistant Floater	ACTIVE	09/17/2018
FORLINI, JANETTE L	Assistant States Attorney	ACTIVE	12/19/2018
FRANCO, MAYRA	Administrative Assistant	ACTIVE	01/28/2019
GASPARRO, ALEXANDRA L	Assistant States Attorney	ACTIVE	12/27/2018
HENNING, ANDREW J	Assistant States Attorney	INACTIVE	07/02/2018
HIGGINS, KELLY C	Administrative Assistant	ACTIVE	04/01/2019
HOBBS, DESIREE N	Administrative Assistant	INACTIVE	04/04/2019
HYLAND, LINDSAY M	Administrative Assistant	INACTIVE	10/22/2018
KORDYS, JUSTIN R	Assistant States Attorney	ACTIVE	07/23/2018
KRANTZ, JOSEPH D	Finance	ACTIVE	09/04/2018
MARSHALL, ERICA L	Assistant States Attorney	ACTIVE	12/19/2018
MCCARTHY, PATRICK D	Assistant States Attorney	ACTIVE	12/05/2018
MIRANDA, ROCIO A	Administrative Assistant	ACTIVE	04/29/2019
NELSON, BENJAMIN J	Administrative Assistant	INACTIVE	01/18/2019
ORSINI, JESSICA M	Administrative Assistant	ACTIVE	10/01/2018
	Election Worker or Judge	ACTIVE	10/01/2018
ORTIZ, ANTHONY E	Administrative Assistant	ACTIVE	11/27/2018
PATEL, CHANDNI D	Law Clerk	INACTIVE	09/10/2018
PATEL, HEENA K	Assistant States Attorney	ACTIVE	06/17/2019
RANEY, BRANDON G	Assistant States Attorney	ACTIVE	07/30/2018
	Staff Attorney	ACTIVE	07/30/2018
RODRIGUEZ, DARLENE	Receptionist	ACTIVE	06/17/2019
SHASTRI, TEJ M	Assistant States Attorney	INACTIVE	11/05/2018
SMITH, DAVID J	CAC Investigator	ACTIVE	07/23/2018
TRAUB, JASON L	Assistant States Attorney	INACTIVE	10/01/2018
WALLACE, KELLY A	Victim Services Advocate	ACTIVE	09/04/2018

#### Supervisors of Assessment

JOHNSON, SAMANTHA L	Data Specialist	INACTIVE	01/28/2019
STANKUS, MICHAEL L	Information Processor	ACTIVE	03/12/2019

#### Transportation

BECKER, JENNIFER L	Deputy Chief of Staff Exec II	ACTIVE	03/14/2019
	Planning and Programming Chief	ACTIVE	03/14/2019

# New Hire Report

## from 07/01/2018 - 06/30/2019

	Traffic Permit Project Manager	ACTIVE	03/14/2019
	Transportation Planner I	ACTIVE	03/14/2019
GRENDZINSKI, MATTHEW J	Engineering Co op Intern	ACTIVE	05/28/2019
JONES, NOAH S	Intern	ACTIVE	05/15/2019
PETERSON, RYAN D	Transportation Planner I	ACTIVE	07/09/2018
	Transportation Planner II	ACTIVE	07/09/2018
RUNIONS, MAX W	Highway Maintainer I	ACTIVE	12/03/2018
SIMPSON, TROY M	Transportation Planner I	ACTIVE	09/11/2018
THOMAS, JASON C	Highway Maintainer I	ACTIVE	12/03/2018
WAY, MICHAEL A	Highway Maintainer I	ACTIVE	06/03/2019
	Peace Officer	ACTIVE	06/03/2019

### Treasurer/Collector

MCSHANE, GRISELDA M	Assistant Cashier	ACTIVE	03/18/2019
	Case Scheduler	ACTIVE	03/18/2019
	Secretary Receptionist	ACTIVE	03/18/2019
	Teller	ACTIVE	03/18/2019

### Workforce Development

SPEIZIO-DE PAZ, NICOLE T N	Career Specialist	INACTIVE	07/16/2018
WEINREIS, AMANDA E	Program Administrative Asst	ACTIVE	07/23/2018
	Special Programs Representative	ACTIVE	07/23/2018

**Total New Hires 583**



# New Hires EEO Report 07/01/18 - 6/30/19

## Gender



Total = 582 (100%)

Female = 345 (59 %)

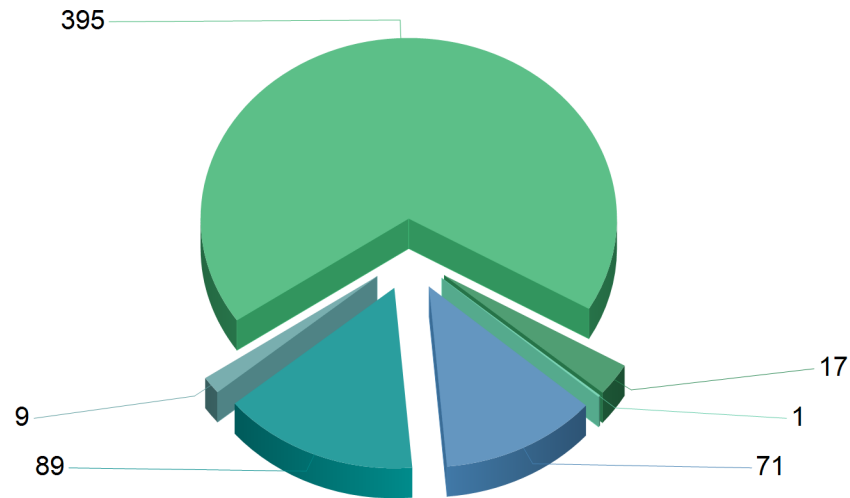
Male = 237 (41 %)

# New Hires EEO Report 07/01/18 - 6/30/19

## Race

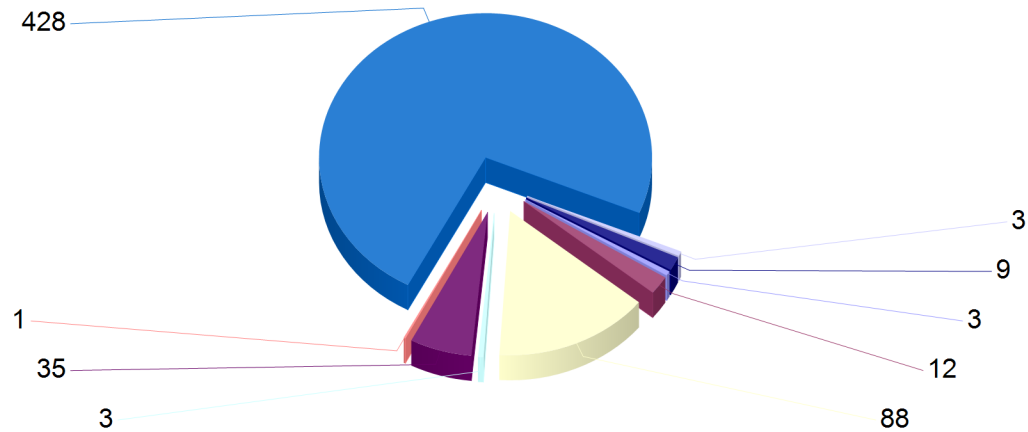
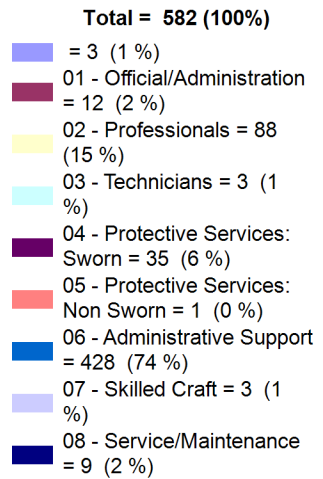
Total = 582 (100%)

Asian = 17 (3 %)  
American Indian or Alaska Native = 1 (0 %)  
Black = 71 (12 %)  
Hispanic or Latino = 89 (15 %)  
Two or More Races = 9 (2 %)  
White = 395 (68 %)



# New Hires EEO Report 07/01/18 - 6/30/19

## EEOC Category



# Termination Report

## from 07/01/2018 - 06/30/2019

Department		Termination Date
Employee Name		
<b>Animal Control</b>		
BALK, CARLEE A		04/25/19
BROUCH, DIANE		05/08/19
CORTEZ, SARAH C		08/05/18
EGGEN, ALEXIS E		05/04/19
LOOMIS, JESSICA M		09/20/18
<b>Building Management</b>		
BERTUCCI, JACOB M		12/28/18
BIGGS, DONALD R		08/20/18
DOUGLAS, DEVONDA R		05/02/19
MANZANAREZ, ERIK		11/23/18
RAMIREZ, AUSTIN M		12/14/18
RIGLER, KYLE L		01/16/19
ZILLGES, JONATHAN J		12/28/18
<b>Circuit Clerk</b>		
BARTEN, KAITLYN M		03/29/19
ENSTROM, RACHEL K		06/24/19
FRIEDERS, DANIELLE A		01/03/19
LIBERIO, NICOLE E		07/09/18
LISSEN, DIANE M		12/03/18
MEEKS, TAMARA K		02/22/19
SCHOEN, MICHELE		04/24/19
TAVIZON, NINA L		12/31/18
<b>Coroner</b>		
BRADSHAW, CURT A		04/08/19
GAMBOA, ANDREW J		01/03/19
MCCUMBER, BRIAN E		01/03/19
<b>County Auditor</b>		
CELLA, JENNIFER M J		08/10/18
TODD, MARGARET E		08/24/18

**Termination Report  
from 07/01/2018 - 06/30/2019**

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**County Board**

AUGER, MARGARET	12/03/18
BARSANTI, DAWN G	03/15/19
FORD, RONALD	12/03/18
GILLAM, REBECCA M	12/03/18
ISHMAEL, DONALD	12/03/18
KOJZAREK, KURT R	12/03/18
LEWIS, PHILIP H	12/03/18
SMITH, THOMAS	12/03/18

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**County Clerk**

ANDERSON, MARLEAH	04/06/19
BATTLE, JORDAN C	05/03/19
CLAYTON, MYLES C	11/06/18
DORADO JR, LEOPOLDO	08/16/18
ERICSON, SUSAN M	08/26/18
EVERHART, JUDITH A	11/16/18
FECHNER, JONATHAN A	12/01/18
FELTES, BARBARA A	07/10/18
NEVILLE, HILLARY J	10/05/18
PERRY, LILLIAN	04/06/19
SARGENT, TERRI L	10/02/18
WIGGINS, KELLY R	09/04/18

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**County Clerk Elections-PR Only/County Clerk Elections - PR Only**

ALBERT, ALEXANDRA R	01/01/19
ALCANTAR, JOEVANI M	01/01/19
ANDERSON, EILEEN M	01/01/19
ARANA, ARIELYNNE S	01/01/19
ARBEEN, TYLER J	01/01/19
BALOURIS, NICHOLAS	12/01/18
BARRETT, MADELYN J	01/01/19
BARTLETT, LANA S	01/01/19
BAYLER, LAVON	12/01/18
BENES, ROBERT W	01/01/19
BERNARD, MARDELLE E	01/01/19
BINNINGER, BARBARA J	01/01/19

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

BIRKHEAD, MYLES L	12/01/18
BOELTER, CAROL J	01/01/19
BOONE, LENORA K	01/01/19
BRAKE, MARY L	01/01/19
BRANDT, RUSSELL O	01/01/19
BRITZ, JONATHAN Z	12/01/18
BROCKMANN, ROBERT A	12/01/18
BROHOLM, ALLAN A	01/01/19
BUCKBEE, BRUCE R	01/01/19
BUCKBEE, LOTTIE F	01/01/19
BURKE, SARAH W	01/01/19
BUTTERS, JULIE A	12/01/18
CAMPBELL, DIANE L	01/01/19
CANNIZZARO, MARGARET A	12/01/18
CANO, ELIDA M	12/01/18
CARLSON, CARON L	01/01/19
CARLSON, RALPH E	01/01/19
CASTILLO, SILVIA	01/01/19
CATELLA, ANTHONY L	12/01/18
CAVIN, THERESA A	01/01/19
CHAN, PATRICK	12/01/18
CHAUDHRY, TAHIRA A	12/01/18
CHAURIZE, ANNA E	01/01/19
CHAVEZ, AHTZIRI	12/01/18
CIOMBOR, MARYLOU B	01/01/19
CIOMBOR, RICHARD F	01/01/19
CLARKE, MABEL P	01/01/19
CLEMENTE, CALEB M	12/01/18
COMSTOCK, ROBERT E	01/01/19
COMSTOCK, SHANNON M	01/01/19
COMSTOCK, TONYA W	01/01/19
CONRAD, ROBERT W	01/01/19
CORBIN, GARRETT A	12/01/18
CORBIN, REECE W	01/01/19
CORYELL, MARGARET A	12/01/18
COZZONI, TREVOR F	01/01/19
CRAIG, MAGGIE M	01/01/19

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

CROSS, DAQUAN M	06/01/19
CULOTTA, KATHRYN M	12/01/18
CYGAN, CHRISTINE M	01/01/19
CYRIER, JOHNATHON E	01/01/19
DANKLEFSEN, ADAM J	12/01/18
DAUFENBACH, PATRICIA R	01/01/19
DAVIDOWSKI, SUSAN L	12/01/18
DAVIDOWSKI, WILLIAM	12/01/18
DAVIS, KELA A	01/01/19
DEL RIO, ANGEL	12/01/18
DEL ROSARIO, ASHRIEL GRACE J	01/01/19
DEL VIGNA, BARBARA	01/01/19
DELIBERTO, KAREN M	12/01/18
DELUCO, GLORIA	12/01/18
DESLAURIERS, DENNIS W	01/01/19
DIAZ, CHRISTIAN A	12/01/18
DIEM, VALERIE A	01/01/19
DITTMAN, LINDA H	01/01/19
DORSEY, LINDA L	01/01/19
DOWNING, ASHLEY A	01/01/19
DUNLAP, RYAN W	01/01/19
DUNNE, JUDY A	01/01/19
DURAN, EDWARD	01/01/19
DURAN-ALANIS, GRISELDA	01/01/19
ECHEBARRIA, AURORA	01/01/19
EGE, RAIMUND K	12/01/18
EGGERS, MASON R J	12/01/18
EKSTROM, JACK R	12/01/18
EMORY, MARY C	01/01/19
ENGLAND, MATTHEW J	01/01/19
ERGANIAN, MARK D	12/01/18
ESTRADA, CAMILA	01/01/19
EVANS, JASON C	01/01/19
FAWELL, SCOTT R	01/01/19
FELDHAUS, HENRY A	12/01/18
FLESCH, MAXWELL D	01/01/19
FLORES, FRANK J AYALA	01/01/19

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

FOSTER, SIMON A	12/01/18
FOUS, SUSAN A	01/01/19
FOUST, DANIEL L	12/01/18
FRANKOWSKI, RUSSELL S	01/01/19
FRASER, DIANE L	12/01/18
FREDERICK, ISABEL N	12/01/18
GAIDO, DOMINIQUE M	12/01/18
GALE, LORIE L	01/01/19
GALLAGHER, EMILY E	01/01/19
GALLANT, JOSEPH T	01/01/19
GEDWILL, WALTER J	12/01/18
GEHRIG, DEBORAH L	12/01/18
GHAFOOR, YUSRA	01/01/19
GIBB, MARK S	01/01/19
GODOY, ANGELES	01/01/19
GODSEN, RONALD	12/01/18
GOHEEN, MARIA P	01/01/19
GORITZ, GABRIELLE M	01/01/19
GOWDA, KARAN M	12/01/18
GRACE, CHERYL A	01/01/19
GRADO, JAMIE E	01/01/19
GRAUNKE, JARMILA	12/01/18
GREEN, RAYMOND B	12/01/18
GREENWALD, COOPER J	12/01/18
GRIESMANN, GEORGE G	01/01/19
GROOM, JONATHON A	01/01/19
GUTIERREZ, MAYA E	01/01/19
GUTIERREZ, ROSA A	01/01/19
HALL LEE, MAKAYLA M	01/01/19
HALL, PHYLLIS C	01/01/19
HANKAMP, LISA M	01/01/19
HANNEMANN, DANIEL M	01/01/19
HARVEY, ANTONIO R	12/01/18
HARVEY, CHARLES L	01/01/19
HARVEY, JOEL T	12/01/18
HARVEY, MICHAEL C	01/01/19
HARVEY, RAYMOND C	12/01/18



**Termination Report**  
**from 07/01/2018 - 06/30/2019**

HARVEY, TIMOTHY J	01/01/19
HEIN, THERESE A	12/01/18
HENDRICKS, CLIVE A	12/01/18
HERMAN, ELLEN E	01/01/19
HERMAN, HUGH P	01/01/19
HERNANDEZ, JOSE M	12/01/18
HERNANDEZ, SHARON L	01/01/19
HIBONADA, MARYGRACE L	01/01/19
HISER, LINDA M	01/01/19
HOLLEY, JARED J	01/01/19
HORN, MARY A	01/01/19
HUBBARD, AUTUMN N	01/01/19
HUGHES, BONNIE L	01/01/19
HUYNH, SARAMAYA V	01/01/19
HYLLAND, TIMOTHY L	01/01/19
JACKSON, MAXINE C	12/01/18
JACKSON, TERRANCE D	12/01/18
JACOBS, JUDITH H	01/01/19
JENSEN, ROGER L	12/01/18
JIMENEZ, LESLIE	12/01/18
JIMENEZ, PATRICIA G	01/01/19
JONES LEAK, ANGELO P	01/01/19
JONES, COURTNEY J	01/01/19
KABELA, NANJEAN	12/01/18
KANE, RUTH L	01/01/19
KARIS, LAUREL L	12/01/18
KASKA, KATHLEEN S	01/01/19
KATRAK, KIM A	01/01/19
KAY, ANASTASIA K	01/01/19
KEOVONGSAK, NAPOLEON P	01/01/19
KEYS, DIANE M	01/01/19
KHAROD, JAYSHREE U	01/01/19
KING, JUDITH A	01/01/19
KIRAN, KATHY L	01/01/19
KLEIBER, ROBERT A	01/01/19
KNOWLES, WILLIAM R	01/01/19
KONERTZ, FAITH M	01/01/19

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

KORTE, JOAN C	01/01/19
KOSTUR, STANLEY J	01/01/19
KOWALSKI, KARINA	12/01/18
KRAMER, LARRY A	12/01/18
KRUKOFF, JOHN D	01/01/19
KRUSKOL, BRUCE	01/01/19
KRYS, SYLVIA	01/01/19
KULAKOWSKI, RONALD F	01/01/19
KUSCHEL, PAMELA J	01/01/19
KYRK, JOSHUA R	01/01/19
LANDRY, KEITH R	01/01/19
LASOTA, FRANCIS E	01/01/19
LEONARD, RICHARD R	01/01/19
LIBBE, CAROLE S	01/01/19
LIBBE, JAMES F	01/01/19
LIETZOW, CARLENE A	01/01/19
LOSSELYOUNG, ALEC C	01/01/19
LOSURDO, FRANCESCO G	01/01/19
LOTTERER, ABIGAIL E	01/01/19
LOWERY, RAMONA	01/01/19
LUNDBERG, PAYTON A	01/01/19
MADSEN, CHRIS	12/01/18
MCCLURE, MEGAN J	01/01/19
MCCUNE, SAMANTHA R	01/01/19
MCGAUGHY, FRANKIE J	01/01/19
MCGUIRE, DEBORAH A	01/01/19
MCPMAHON, PATRICIA P	01/01/19
MENDIOLA, MAGDALENA	01/01/19
MENDOZA, JASMINE C	12/01/18
MERTES, GERALD J	12/01/18
MESENBRING, LAURIE J	12/01/18
MILIC, SUSANA	12/01/18
MILLEN, TYLER M	12/01/18
MILLER, CHRISTOPHER J	01/01/19
MILLER, EMMA C	01/01/19
MOHR, HAYLEY E	01/01/19
MONDL, BRENDA R	12/01/18

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

MOOSE, JACOB D	12/01/18
MORRIS, XAVIER S	01/01/19
MOSCHINI, NICHOLAS J	01/01/19
MOSER, MICHELLE C	01/01/19
MUCCIANI, CONSTANCE E	01/01/19
MUNSON, CHARLES C	01/01/19
MURRAY, BARBARA	01/01/19
MURTAUGH, ANN E	01/01/19
NABOR, ROBERTA F	01/01/19
NAKAJIMA-PERKO, JUNKO	01/01/19
NGO, VICTORIA H	12/01/18
NGUYEN, SERENA T	12/01/18
NOOTENS, CHARLES E	01/01/19
NOOTENS, JACQUELINE P	01/01/19
NOWAK RITTMAN, MARY E	01/01/19
NUNES, MARSILDA B	12/01/18
NUNES, PAUL J	12/01/18
NUNEZ, GABRIELLA V	12/01/18
OATES, NANCY L	01/01/19
OBAREK, JUSTIN M	01/01/19
OBAREK, STEVEN S	01/01/19
O'CONNELL, DANIEL D	12/01/18
OGUNLEYE, PROMISE O	12/01/18
OLSON, VANCE C	01/01/19
PADILLA, STEPHANIE M	01/01/19
PENA, JAELLY	12/01/18
PETERSON, BENJAMIN P	12/01/18
PETERSON, MELVIN L	12/01/18
PETERSON, ROSANNE L	12/01/18
PIOCH, JAMES A	12/01/18
PIOCH, MARY-ELLEN	12/01/18
POULTON, BONNIE S	12/01/18
QUANE, VICTORIA I	12/01/18
QUICK, ANDREW R	12/01/18
RAPIER, MADISYN P	12/01/18
REEVES, PATRICIA M	12/01/18
ROBINSON, IRENE L	12/01/18

**Termination Report**  
**from 07/01/2018 - 06/30/2019**

ROYS, CAROLYN R	12/01/18
SAAM, TYLER J	12/01/18
SAIA, SAMUEL A	12/01/18
SALZMANN, DIANE K	12/01/18
SALZMANN, MARK R	12/01/18
SAMSON, HELINA	12/01/18
SCHICK, EUGENE W	12/01/18
SCHULTZ, SARAH A	12/01/18
SCOTT, ADAM D	12/01/18
SENGSTOCK, ANNABEL R	12/01/18
SHARP, CAROLYN	01/01/19
SHOGER, MARILYN J	12/01/18
SKELNIK, JAMES W	12/01/18
SKORES, ALEXANDRA D	12/01/18
SLINN-SAIA, GERALDINE A	12/01/18
SMOL, HARRY S	12/01/18
STANCZYK, CHRISTOPHER A	12/01/18
STOCKEL, DOLORES P	12/01/18
STROM, HELEN	12/01/18
STUDNICK, GWENDOLYN J	12/01/18
STULGATE, JASON C	12/01/18
SUTHERLAND, TERRY L	12/01/18
SWANSON, RILEIGH E	12/01/18
SZOPINSKI, LAURA A	12/01/18
THOMAS, RUTH A	12/01/18
THUROW, FIONA A	12/01/18
TRUMBOWER, MARIELA	12/01/18
URBAN, CATHERINE E	12/01/18
VALENTYN, TONY A	12/01/18
VELAZQUEZ, MARIA D	12/01/18
VEST, JORDAN C	12/01/18
VINCELETTE, PAUL T	12/01/18
WAWERU, LAURA L	12/01/18
WILCOXON, FAUNTIE	12/01/18
ZANDERS, ALICE B	12/01/18
ZANDERS, CHARLES J	12/01/18
ZAPATA, CONCEPCION J	12/01/18

# Termination Report

## from 07/01/2018 - 06/30/2019

ZELAYA, NIGEL A	12/01/18
<b>Court Services/Adult Drug Court</b>	
KLING, LAUREL	11/16/18
<b>Court Services/Court Services Administration</b>	
CIRA-FITZGERALD, ROSANNE	09/28/18
GARCIA, DIANA	11/02/18
GEMMEL, SARAH M	10/04/18
GREEN, DAVID	01/25/19
HEARD, CLIFTON D	11/01/18
JEFKO, JEFFERY R	12/03/18
KNIGHT, NAOMI R	10/10/18
KOVACH, DAVID B Jr	11/29/18
KUBAT, TIMOTHY R	08/10/18
MUNOZ, JASMINE	08/24/18
OROZCO, VERONICA	10/16/18
RIVERA, SERGIO	01/22/19
SCHMITZ, MATTHEW W	08/22/18
SMITH, MARY	12/03/18
WICKENS, KATHERINE L	02/07/19
<b>Court Services/Diagnostic Center</b>	
BROWN, TIFFANY C	08/31/18
LYTTLES, MARY E	08/31/18
MIKA, BARBARA	08/31/18
SIERZEGA, MICHELLE P	06/28/19
<b>Court Services/Juvenile Justice Center</b>	
BRYANT, TYISHA R	07/13/18
CAVENDER, FAITH A	05/22/19
DONAT, EMILY E	08/22/18
FORD, SHANA	03/15/19
IRUME, BYRON O	08/18/18
LITWILER, SCOTT R	03/27/19
MAGANA, ADRIAN	07/03/18
MEDRANO, ANTHONY	09/21/18
MOODY, LEON L	06/28/19
PACATTE, BLAIR A	01/05/19

## Termination Report from 07/01/2018 - 06/30/2019

PAYAN, AURIEL	08/14/18
PEDERSON, TRACEY N	01/29/19
RICHARDS, LAUREN A	08/10/18
SEAL, KEVIN T	12/07/18
SHOCK, ERIK M	01/18/19
SPEARS, LEON C	11/12/18
SZOKKE, MATTHEW D	10/31/18
VARGAS, JESSICA	01/07/19
WISCHNACK, ELMER J	12/01/18
WOODS, RANDY R	02/27/19
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<b>Development/County Development</b>	
BELL, BROOK A	09/12/18
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<b>Development/Water Resources</b>	
MORA, ESMERALDA	06/24/19
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<b>Environmental Management</b>	
ANDERSON, KENNETH N	07/10/18
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<b>Finance</b>	
HOFFMAN, MATTHEW R	03/23/19
RODRIGUEZ, JOHANNA A	10/16/18
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<b>Health</b>	
AGGARWAL, POOJA	04/25/19
BARBEAU, BETHANNE	05/03/19
BOWEN, KRISTINA K	05/08/19
BULIK, PAVLO	12/05/18
CHRISTIANSON, LEAH I	08/16/18
DELANEY, SEAN M	04/05/19
ENOH, TEDDY E	02/25/19
JOHNSON, MERA G	02/08/19
KATZENBACH, ALEXIS M	10/12/18
KOSLICA, ALEESHA P	11/20/18
MEEKS, STEFFANIE E	08/13/18
MEYER, KIMBER A	10/25/18
ORTEGA, ASTAZIE	03/22/19
PERGI, MARIA C	08/31/18

**Termination Report  
from 07/01/2018 - 06/30/2019**

ROBLEDO, MARIA	12/01/18
SABO, SUMMER L	08/31/18
SALWAN, NAVDEEP K	02/26/19
SCHLUETER, THOMAS A	04/05/19
SCHRAMER, AUSTIN J	07/06/18
SENGLAUB, CLAIRE M	09/07/18
VIYUOH, DAISY A	05/28/19

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**Information Technologies**

BANAS, TARRI D	06/14/19
BOND, STANTON J	11/30/18
FRANKLIN, ANTHONY	06/28/19
HAUGEN, GRIFFIN H	10/05/18
MUELLER, DONNA J	11/29/18
TIERNEY, MICHAEL E	10/19/18
WEI, HELEN H	01/25/19

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**Judiciary and Courts**

AKEMANN, DAVID R	09/03/18
CHAVES, VICTORIA E	07/20/18
FERNANDEZ, JULIA E	02/25/19
JAMES, ERIN M	11/19/18
LILLY, DIANE L	04/01/19
NORDWIND, BURTON E	08/31/18
RAY, JOSEPH M	11/02/18
STANFA, THOMAS J	07/31/18
VOUROS, ALEXANDRA E	10/05/18

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**Kane Comm**

POWELL, JENNIFER S	08/31/18
RENNINGER, BRYCE S	08/18/18

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**Merit Commission**

WEBER, ELMER J	02/26/19
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**Public Defender**

BRUMMEL, MORGAN	08/15/18
FERNANDEZ, JUSTINE A	02/22/19
PECCARELLI, DAGAN J	08/15/18

# Termination Report

## from 07/01/2018 - 06/30/2019

ROGALLA, BRITTANY L	08/15/18
ZINK, ELIZABETH A	05/24/19

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### Recorder

HEYOB, ELIZABETH A	04/01/19
MARWAHA, INDERPAL	10/01/18

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### Regional Office of Education

ADEME, MICHAEL J	09/21/18
CELOZZI, MICHELE M	06/17/19
CHIAPPETTA, GINALYN	12/06/18
HASTINGS, HEATHER L	09/04/18
MAHALIK, MURPHY M	08/21/18
WICKLUND, SUSAN M	10/31/18

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### Sheriff/Adult Corrections

CUEVAS-ESCOBEDO, MANUEL	08/27/18
HOLLOWAY, DANIEL D	03/01/19
HUGHES, RANDY A	03/01/19
KEATY, PATRICK M	09/07/18
LANG, DONALD J	04/01/19
LARSON, MARC D	02/07/19
PELOW, MICHAEL J	04/19/19
RAUGHLEY, SCOTT R	09/04/18
REGAN, HANNAH N	05/09/19
RICHARDSON, KEVIN E	03/09/19
RODRIGUEZ, ANTONIO P	03/18/19
RODRIGUEZ, YOLANDA A	04/01/19
SNAREY, JOYCELEE B	06/01/19
SOTO, MICHELLE A	02/28/19
THOMAS, MEGAN R	11/02/18

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### Sheriff/Court Security

GARCIA, RAYMOND K	05/24/19
GONZALES, GIDEON W	03/07/19
GRANT, ROBERT D	06/03/19
KEINATH, KEVIN R	01/02/19
MCKINESS, RANDIE S	03/30/19
MOOI, JESSICA A	11/30/18



**Termination Report**  
**from 07/01/2018 - 06/30/2019**

WAGNER, DAVID E	01/25/19
ZOCHERT, SARAH T	05/31/19

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**Sheriff/Sheriff**

BLACKSMITH, EMILY A	02/06/19
CAMPBELL, CRAIG K	01/04/19
EDWARDS, WALTER F	03/01/19
FISHER, ERIC S	06/17/19
KRAMER, AMANDA E	12/16/18
KRAMER, DONALD E	11/30/18
MAYES, WILLIE M	03/01/19
NICKELS, JOSHUA G	11/10/18
STRIKE, MITZI A	01/04/19

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**State's Attorney**

BARBOSA GOMEZ, ANGELICA V	02/22/19
CHAIDEZ NAVAR, SANDRA E	09/10/18
FARA, ELOISE	09/21/18
FENTON, RACHAEL L	01/25/19
FISHER, KAREN M	12/14/18
GALLO ROLON, SOFIA B	08/09/18
GEOCARIS, CHRISTOPHER C	04/16/19
GONZALEZ, GALILEA	05/17/19
GUEBERT, PAUL T	08/03/18
HENNING, ANDREW J	12/03/18
HERONEMUS, MICHELLE R	03/08/19
HOBBS, DESIREE N	06/07/19
HOOGEWERF, ERICA M	11/02/18
HOSCHEIT, MICHAEL J	07/06/18
HYLAND, LINDSAY M	06/28/19
LEUCHTMANN, ANDREW	04/26/19
MITCHELL, MICHAEL L	12/14/18
NELSON, BENJAMIN J	04/17/19
ORSOLINI, MICHAEL G	09/11/18
PATEL, CHANDNI D	10/01/18
PITTMAN, REAGAN M	08/31/18
SHASTRI, TEJ M	06/26/19
STANFA, ANNE C	12/31/18

**Termination Report  
from 07/01/2018 - 06/30/2019**

STEGER, RYAN D	09/11/18
TRAUB, JASON L	10/04/18
WHITFIELD, ANDREW G	10/12/18

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**Supervisors of Assessment**

BINGHAM, KATHERINE L	09/18/18
GABRELESKI, JANICE L	08/31/18
HUBER, EMILY R	08/08/18
JOHNSON, SAMANTHA L	02/21/19

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**Transportation**

FILES, HEIDI M	04/22/19
GONZALEZ, CODY R	03/22/19
LOPEZ, SAMUEL D	03/22/19
MOWERS, JAMES R	11/26/18
PAGAN-ORTIZ, KEISHLA M	11/09/18
PETERS, HANNAH N	08/09/18
SCHRAMER, MICHAEL J	11/30/18
SCHUM, BARBARA A	04/01/19

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**Treasurer/Collector**

NOVAK, EDWARD C	03/19/19
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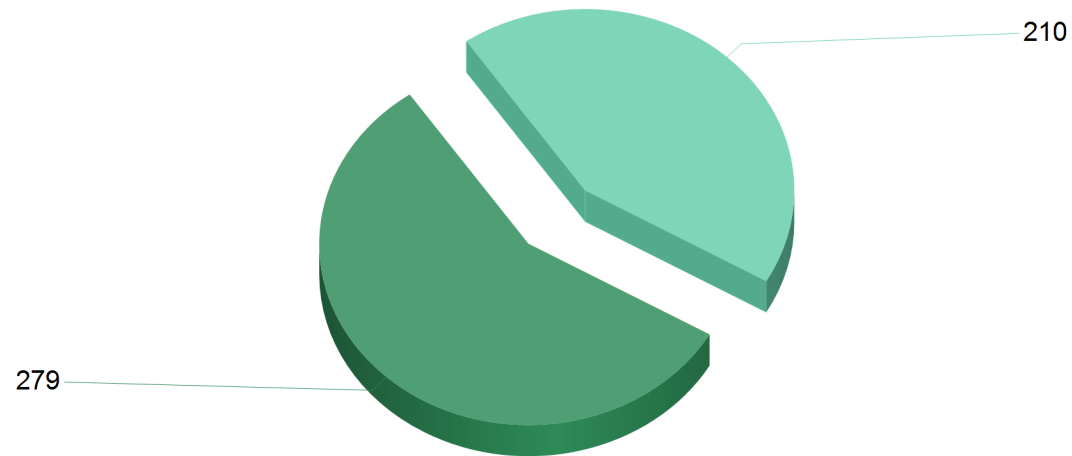
**Workforce Development**

BINDER, JENNIFER M	03/19/19
SPEIZIO-DE PAZ, NICOLE T N	02/28/19
WALL, KATHLEEN M	11/29/18

**Total Terminations 489**

# Termination EEO Report 07/01/18 - 6/30/19

## Gender



Total = 489 (100%)

Female = 279 (57 %)

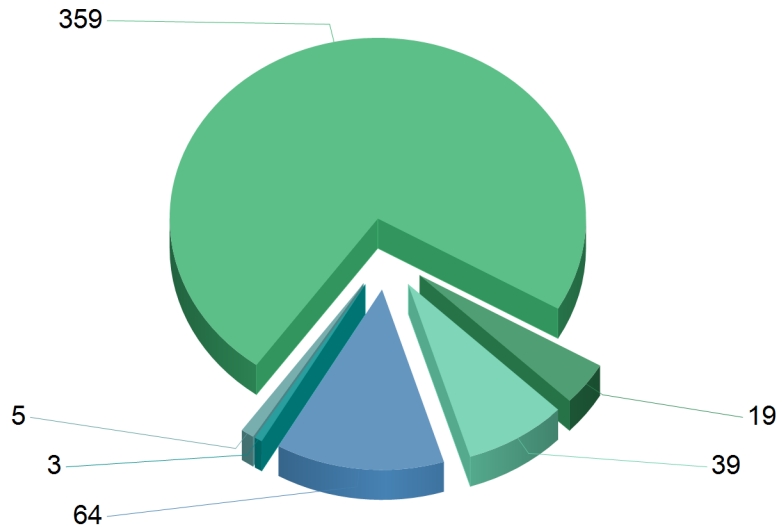
Male = 210 (43 %)

# Termination EEO Report 07/01/18 - 6/30/19

## Race

**Total = 489 (100%)**

Asian = 19 (4 %)  
Black = 39 (8 %)  
Hispanic or Latino = 64 (13 %)  
Native Hawaiian or Other Pacific Islander = 3 (1 %)  
Two or More Races = 5 (1 %)  
White = 359 (73 %)



# Termination EEO Report 07/01/18 - 6/30/19

## EEOC Category

