

County of Kane
July 1, 2021 – June 30, 2022 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 ¹	State's Attorney ²	Sheriff ³	County Recorder ⁴
Auditor ⁵	Circuit Clerk	Coroner ⁶	Treasurer ⁷

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.

The County operates under a 2040 plan for all operations. In 2022, the County began a process to establish a grade and range system for non-union positions to ensure pay equity across all positions. This system is expected to be completed in late 2023.

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**

2021 – 2022 - During the 2021-2022 plan year, the County had 1409 employees. Gender distribution of the workforce has remained consistent, with 45.28% of the workforce as male and 54.72% female. Kane County’s workforce is 71.4% white, non-Hispanic and 28.6% minority race or ethnicity. The utilization of ethnic groups is also consistent with community workforce distribution.

2018 – 2019 - During the 2018-2019 plan year, the County had 1334 employees. The percentage of male to female is 47% males to 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 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.

6/2015

PART I. COUNTY OF KANE – 2021-2022 KANE COUNTY UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	34.85%	1.52%	4.55%	0.00%	0.00%	0.00%	1.52%	46.97%	6.06%	4.55%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-16.45%	-0.38%	-2.15%	-2.40%	0.00%	0.00%	1.39%	18.77%	3.96%	0.05%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	31.68%	3.50%	5.34%	0.92%	0.00%	0.00%	0.37%	41.07%	5.52%	8.10%	1.84%	0.00%	0.00%	1.66%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-2.32%	1.90%	1.84%	-2.88%	-0.10%	0.00%	-0.33%	-3.23%	2.82%	3.30%	-2.26%	0.00%	0.00%	1.36%
TECHNICIANS														
Workforce #%	50.00%	0.00%	3.33%	3.33%	0.00%	0.00%	0.00%	30.00%	0.00%	3.33%	10.00%	0.00%	0.00%	0.00%
CLS #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	28.00%	-2.90%	-24.37%	1.03%	-0.10%	-0.10%	-0.90%	11.70%	-1.20%	-18.97%	8.10%	-0.10%	0.00%	-0.30%
PROTECTIVE SERVICES: SWORN														
Workforce #%	55.37%	5.86%	14.66%	1.95%	0.00%	0.00%	1.95%	13.36%	2.93%	3.26%	0.33%	0.00%	0.00%	0.33%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-5.83%	3.96%	-0.54%	-0.55%	0.00%	0.00%	0.85%	4.36%	-1.27%	-1.44%	0.33%	0.00%	0.00%	0.33%
PROTECTIVE SERVICES: NON SWORN														
Workforce #%	20.69%	6.90%	3.45%	0.00%	0.00%	0.00%	0.00%	51.72%	3.45%	13.79%	0.00%	0.00%	0.00%	0.00%
CLS #%	16.00%	2.70%	6.70%	0.00%	0.00%	0.00%	0.00%	54.70%	9.30%	10.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	4.69%	4.20%	-3.25%	0.00%	0.00%	0.00%	0.00%	-2.98%	-5.85%	3.09%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
Workforce #%	12.17%	1.59%	2.12%	0.26%	0.00%	0.00%	0.26%	55.82%	2.38%	23.28%	0.79%	0.00%	0.00%	1.32%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-12.33%	0.19%	-6.08%	-1.54%	-0.10%	0.00%	-0.04%	14.72%	-0.82%	7.18%	-1.31%	0.00%	0.00%	0.32%
SKILLED CRAFT														
Workforce #%	91.43%	5.71%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	53.00%	0.80%	38.40%	1.50%	0.00%	0.00%	0.50%	1.50%	0.30%	3.80%	0.20%	0.00%	0.00%	0.10%
Utilization %	38.43%	4.91%	-35.54%	-1.50%	0.00%	0.00%	-0.50%	-1.50%	-0.30%	-3.80%	-0.20%	0.00%	0.00%	-0.10%
SERVICE/MAINTENANCE														
Workforce #%	25.00%	3.57%	21.43%	0.00%	0.00%	0.00%	7.14%	32.14%	0.00%	10.71%	0.00%	0.00%	0.00%	0.00%
CLS #%	23.90%	4.10%	29.70%	1.20%	0.10%	0.00%	0.60%	17.90%	2.90%	17.40%	1.60%	0.10%	0.00%	0.60%
Utilization %	1.10%	-0.53%	-8.27%	-1.20%	-0.10%	0.00%	6.54%	14.24%	-2.90%	-6.69%	-1.60%	-0.10%	0.00%	-0.60%

PART I. COUNTY OF KANE – 2021-2022 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	66	23	1	3	0	0	0	1	31	4	3	0	0	0	0
	100%	34.848%	1.515%	4.545%	0.000%	0.000%	0.000%	1.515%	46.970%	6.061%	4.545%	0.000%	0.000%	0.000%	0.000%
02 - Professionals	538	171	19	29	5	0	0	2	221	30	42	10	0	0	9
	100%	31.78%	3.53%	5.39%	0.93%	0.00%	0.00%	0.37%	41.08%	5.58%	7.81%	1.86%	0.00%	0.00%	1.67%
03 - Technicians	30	15	0	1	1	0	0	0	9	0	1	3	0	0	0
	100%	50.00%	0.00%	3.33%	3.33%	0.00%	0.00%	0.00%	30.00%	0.00%	3.33%	10.00%	0.00%	0.00%	0.00%
04 - Protective Services: Sworn	306	170	18	45	6	0	0	6	40	9	10	1	0	0	1
	100%	55.56%	5.88%	14.71%	1.96%	0.00%	0.00%	1.96%	13.07%	2.94%	3.27%	0.33%	0.00%	0.00%	0.33%
05 - Protective Services: Non Sworn	29	6	2	1	0	0	0	0	15	1	4	0	0	0	0
	100%	20.69%	6.90%	3.45%	0.00%	0.00%	0.00%	0.00%	51.72%	3.45%	13.79%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	377	46	6	8	1	0	0	1	211	9	87	3	0	0	5
	100%	12.20%	1.59%	2.12%	0.27%	0.00%	0.00%	0.27%	55.97%	2.39%	23.08%	0.80%	0.00%	0.00%	1.33%
07 - Skilled Craft	35	32	2	1	0	0	0	0	0	0	0	0	0	0	0
	100%	91.43%	5.71%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
08 - Service/Maintenance	28	7	1	6	0	0	0	2	9	0	3	0	0	0	0
	100%	25.000%	3.571%	21.429%	0.000%	0.000%	0.000%	7.143%	32.143%	0.000%	10.714%	0.000%	0.000%	0.000%	0.000%

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

2021-2022 EEOP Animal Control Statement

1. Address hiring practices

In 2021 to 2022 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. We had 1 internal promotion during this time frame.

3. Transfers

We have 0 transfers from this department and 1 transfer to this department from States Attorney's office.

4. Record of disciplinary actions

In 2021-2022 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.

Promotion (1)

FT 20200018 F White 08 Service/Maintenance 1/22/2020

Transfer (1)

FT 20160176 F Hispanic or Latino 06 Administrative Support 12/19/2016

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20200265	F	Hispanic or Latino	08	Service/Maintenance	05/06/2020	
PT	20210214	F	White	08	Service/Maintenance	10/09/2021	12/12/2021
FT	20160063	F	White	06	Administrative Support	07/10/2020	
FT	20210001	F	Two or More Races	06	Administrative Support	01/04/2021	
PT	20210145	F	White	02	Professionals	07/01/2021	
FT	20190006	F	White	05	Protective Services: Non Sworn	01/21/2019	
FT	20200018	F	White	08	Service/Maintenance	01/22/2020	
PT	20210137	F	White	08	Service/Maintenance	06/28/2021	08/22/2021
PT	20220219	F	Hispanic or Latino	08	Service/Maintenance	05/31/2022	
PT	20190131	F	White	08	Service/Maintenance	04/18/2020	
FT	20160179	F	Hispanic or Latino	06	Administrative Support	12/19/2016	
FT	20150028	F	White	06	Administrative Support	03/30/2015	
PT	20220129	F	White	08	Service/Maintenance	04/16/2022	05/01/2022
FT	20140091	M	White	05	Protective Services: Non Sworn	08/02/2014	
PT	20210136	F	White	08	Service/Maintenance	06/26/2021	
FT	20210016	F	White	05	Protective Services: Non Sworn	03/21/2022	
FT	20000199	F	White	05	Protective Services: Non Sworn	09/08/2000	
FT	20140102	M	White	02	Professionals	09/02/2014	

PART I. COUNTY OF KANE – 2021-2022 ANIMAL CONTROL UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	16.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	16.00%	2.70%	6.70%	0.00%	0.00%	0.00%	0.00%	54.70%	9.30%	10.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	9.00%	-2.70%	-6.70%	0.00%	0.00%	0.00%	0.00%	20.30%	-9.30%	-10.70%	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%	50.00%	0.00%	25.00%	0.00%	0.00%	0.00%	25.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	8.90%	-3.20%	8.90%	-2.10%	0.00%	0.00%	24.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
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 #%	23.90%	4.10%	29.70%	1.20%	0.10%	0.00%	0.60%	17.90%	2.90%	17.40%	1.60%	0.10%	0.00%	0.60%
Utilization %	-23.90%	-4.10%	-29.70%	-1.20%	-0.10%	0.00%	-0.60%	57.10%	-2.90%	7.60%	-1.60%	-0.10%	0.00%	-0.60%

PART I. COUNTY OF KANE – 2021-2022 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	2	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	100.00%	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%
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	1	0	0	0	0	0	0	3	0	0	0	0	0	0
	100%	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%
06 - Administrative Support	4	0	0	0	0	0	0	0	2	0	1	0	0	0	1
	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	25.00%	0.00%	0.00%	0.00%	25.00%
07 - Skilled Craft	Animal Control does not have employees in this job category.														
08 - Service/Maintenance	8	0	0	0	0	0	0	0	6	0	2	0	0	0	0
	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	83.33%	0.00%	16.67%	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

PART I. COUNTY OF KANE – 2021-2022 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	66	23	1	3	0	0	0	1	31	4	3	0	0	0	0
	100%	34.848%	1.515%	4.545%	0.000%	0.000%	0.000%	1.515%	46.970%	6.061%	4.545%	0.000%	0.000%	0.000%	0.000%
02 - Professionals	538	171	19	29	5	0	0	2	221	30	42	10	0	0	9
	100%	31.78%	3.53%	5.39%	0.93%	0.00%	0.00%	0.37%	41.08%	5.58%	7.81%	1.86%	0.00%	0.00%	1.67%
03 - Technicians	30	15	0	1	1	0	0	0	9	0	1	3	0	0	0
	100%	50.00%	0.00%	3.33%	3.33%	0.00%	0.00%	0.00%	30.00%	0.00%	3.33%	10.00%	0.00%	0.00%	0.00%
04 - Protective Services: Sworn	306	170	18	45	6	0	0	6	40	9	10	1	0	0	1
	100%	55.56%	5.88%	14.71%	1.96%	0.00%	0.00%	1.96%	13.07%	2.94%	3.27%	0.33%	0.00%	0.00%	0.33%
05 - Protective Services: Non Sworn	29	6	2	1	0	0	0	0	15	1	4	0	0	0	0
	100%	20.69%	6.90%	3.45%	0.00%	0.00%	0.00%	0.00%	51.72%	3.45%	13.79%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	377	46	6	8	1	0	0	1	211	9	87	3	0	0	5
	100%	12.20%	1.59%	2.12%	0.27%	0.00%	0.00%	0.27%	55.97%	2.39%	23.08%	0.80%	0.00%	0.00%	1.33%
07 - Skilled Craft	35	32	2	1	0	0	0	0	0	0	0	0	0	0	0
	100%	91.43%	5.71%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
08 - Service/Maintenance	28	7	1	6	0	0	0	2	9	0	3	0	0	0	0
	100%	25.000%	3.571%	21.429%	0.000%	0.000%	0.000%	7.143%	32.143%	0.000%	10.714%	0.000%	0.000%	0.000%	0.000%

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

Building Management Department- Roger Fahnestock responses

1. Department's Executive Narrative- Referencing the enclosed Department Census and Workforce Reports; Compiling your Department's Executive Narrative be sure to:
 - a. Address hiring practices- **The Building Management Department follows the employment practices and policies described within the Kane County Personnel Policy handbook.**
 - b. Promotions- **None**
 - c. Transfers- **None**
 - d. Record of disciplinary actions- **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.

BLDG	Position Applied for:
20110095	Maintenance Technician

- f. A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202©. – **The Building Management Department follows the employment practices and policies described within the Kane County Personnel Policy Handbook.**
- 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. – **Kane County website: <https://www.countyofkane.org/Pages/Employment.aspx> and Indeed.**

Ethnic Detail for Building Management Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20200293	M	White	02	Professionals	07/06/2020	
FT	20110095	M	White	08	Service/Maintenance	12/19/2011	
FT	20220217	M	Black	04	Protective Services: Sworn	05/25/2022	
FT	20040139	M	Hispanic or Latino	08	Service/Maintenance	07/07/2004	01/11/2022
FT	20210048	M	White	08	Service/Maintenance	03/22/2021	
FT	20140142	M	White	06	Administrative Support	12/05/2014	
FT	20150037	M	White	02	Professionals	04/20/2015	
FT	20140135	M	White	02	Professionals	11/17/2014	
FT	20190015	M	White	08	Service/Maintenance	01/22/2019	07/13/2021
FT	20110022	M	Hispanic or Latino	08	Service/Maintenance	02/14/2011	
FT	20170025	F	White	06	Administrative Support	01/30/2017	
FT	20140110	M	White	02	Professionals	08/04/2015	
FT	20130019	M	White	08	Service/Maintenance	02/25/2013	
FT	20140144	F	White	06	Administrative Support	12/02/2014	04/27/2022
FT	20060087	F	White	06	Administrative Support	04/24/2006	
FT	20210175	M	White	08	Service/Maintenance	08/16/2021	
FT	20210093	M	White	02	Professionals	04/23/2021	
FT	19890037	M	White	08	Service/Maintenance	07/28/1989	02/18/2022
FT	20200291	F	Hispanic or Latino	06	Administrative Support	06/29/2020	
FT	20190014	M	Two or More Races	08	Service/Maintenance	01/22/2019	07/27/2021
FT	20210154	M	Two or More Races	08	Service/Maintenance	07/19/2021	01/24/2022
FT	20190087	M	White	02	Professionals	04/15/2019	
FT	19970163	M	Hispanic or Latino	08	Service/Maintenance	08/25/1997	
FT	20050243	M	Black	08	Service/Maintenance	11/21/2005	
FT	20180179	M	Hispanic or Latino	08	Service/Maintenance	05/07/2018	

PART I. COUNTY OF KANE – 2021-2022 BUILDING MANAGEMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	66.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-44.30%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	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%	0.00%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-61.20%	98.10%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	-9.00%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-4.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	18.90%	-3.20%	3.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
Workforce #%	42.86%	7.14%	28.57%	0.00%	0.00%	0.00%	14.29%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	23.90%	4.10%	29.70%	1.20%	0.10%	0.00%	0.60%	17.90%	2.90%	17.40%	1.60%	0.10%	0.00%	0.60%
Utilization %	18.96%	3.04%	-1.13%	-1.20%	-0.10%	0.00%	13.69%	-10.76%	-2.90%	-17.40%	-1.60%	-0.10%	0.00%	-0.60%

PART I. COUNTY OF KANE – 2021-2022 BUILDING MANAGEMENT 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	Building Management does not have employees in this job category.														
02 - Professionals	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	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%
03 - Technicians	Building Management does not have employees in this job category.														
04 - Protective Services: Sworn	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	100%	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%	0.00%
05 - Protective Services: Non Sworn	Building Management does not have employees in this job category.														
06 - Administrative Support	5	1	0	0	0	0	0	0	3	0	1	0	0	0	0
	100%	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%
07 - Skilled Craft	Building Management does not have employees in this job category.														
08 - Service/Maintenance	13	6	1	4	0	0	0	2	0	0	0	0	0	0	0
	100%	46.15%	7.69%	30.77%	0.00%	0.00%	0.00%	15.39%	0.00%	0.00%	0.00%	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

OFFICE OF THE CIRCUIT COURT CLERK
16th Judicial Circuit, Kane County

THERESA E. BARREIRO
Circuit Court Clerk
Telephone: (630) 232-3413



540 S. Randall Rd.
St. Charles, IL 60174
Fax: (630) 208-2172
www.cic.co.kane.il.us

May 16, 2023

To: Jamie Loblillo

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

RE: EEOP Reports Office of Circuit Clerk Theresa E. Barreiro

Attached you will find the reporting EEOP information for the Circuit Clerk's Office for the reporting period of July 1, 2021 thru June 30, 2022. Please contact me at 630.232.3434 or email herwickkarin@KaneCountyIL.gov if you have questions.

Thank you.

Circuit Clerk's Office – Narrative statement – Office existing employment policies and practices – July 1, 2021 thru June 30, 2022.

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 Circuit Clerk creates the official electronic record and maintains it thru recordkeeping retention rules set out by the Administrative Office of Illinois Courts. In addition duties include a number of other duties such as collecting all fines, fees and assessments ordered by the Court or directed in the statute. Providing customer service by phone, chat, email and in person is an essential duty of all of the employees. There is a high volume work load associated with recordkeeping responsibilities associated with the work to support the office and courts.

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 one (1) minute 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 may indicate either a difficulty in quickly recognizing the differences in number pairs, or a carelessness that would produce error-prone work. The tests are scored by the number of possible answers with the number of correct responses to get a percentage. There has not been any study used to validate the theory on low score indications. While majority (75 – 80%) 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. 20-25% of the hiring decision.
2. 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. Applicants should be able to type approximately 35 wpm for the deputy clerk position. This is found online at typingtest.com.
3. 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., Questions have also come from other online resources such as Indeed.
4. 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 mandatory to drive to and from the various job assignments. It is also done to ensure that there would not be any adverse effect to hiring and having the person working with court records and handling money. Applicants whose background checks come back with something on the record are given the opportunity to provide further information to be considered in how it would affect the job that they are being considered for.
5. 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" as well as other resources such as Indeed. 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, 2021 thru June 30, 2022.

In the Office/Clerical, Officials/Administrators/Executive and Professional area categories, the results indicate underutilization of various areas. While there is still underutilization in the office there has been improvement with this overall since the previous reporting period.

All Applications go thru the Kane County website for Employment and are routed to the Circuit Clerk's office. The Circuit Clerk's office has experienced fewer applications for this reporting period. The Circuit Clerk's Office is located on a very busy highway and continues to post now hiring banners and flags. Also employees do refer applicants to apply when they know of job openings for the office.

The following will be used by the Circuit Clerk's Human Resource Management to help address underutilization.

- ** Post all job openings on the county website when needed.
- ** Seek new methods to recruit male employees (I.e. Indeed, ZipRecruiter, high schools, community colleges in the area or other organizations that reach the target population, etc.)
- ** Attend Career/job fairs as needed.
- ** Our office presently offers and will continue to offer employees the opportunity to attend classes, seminars, etc. to gain knowledge for future advancement or to improve their skills when needed for their present position.
- ** 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, 2021 thru June 30, 2022. 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	5	3	0	2	0	0
Promotion 2	1	0	0	1	0	0
Promotion 3	0	0	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	3	0	2	0	0
Promotion 2	2	1	0	0	1	0
Promotion 3	0	0	0	0	0	0
Promotions 4	0	0	0	0	0	0
Promotions 5						
Transfer 1 Workforce reduction in a team. Employee transferred to another team.	2	2	0	0	0	0
Transfer 2	0	0	0	0	0	0
Transfer 3	0	0	0	0	0	0
Transfer 4	0	0	0	0	0	0
Transfer 5	0	0	0	0	0	0

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

Circuit Clerk's Office – Record of disciplinary actions – July 1, 2021 thru June 30, 2022.
The following number and types of disciplinary action that have taken place.

Male

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

Female

Category of Discipline	Sanction Imposed	Total	W	B	H	A/PI	AI/AN
Work performance/Job Duties	Verbal Written Warning	1	1	0	0	0	0
Work performance/Job Duties	Written Warning	1	1	0	0	0	0
Work performance/Job Duties	Suspension						
Work performance/Job Duties	Termination	1	1				
Attendance	Verbal Written Warning	4	4	0	0	0	0
Attendance	Written Warning	4	4	0	0	0	0

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

Ethnic Detail for Circuit Clerk Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20040071	F	White	06	Administrative Support	04/16/2004	
FT	20210107	F	White	06	Administrative Support	05/10/2021	
FT	19950122	F	White	02	Professionals	08/01/1995	
FT	20210080	F	White	06	Administrative Support	04/05/2021	
FT	20220163	F	Hispanic or Latino	06	Administrative Support	05/23/2022	
FT	20140026	M	White	03	Technicians	03/11/2014	12/29/2021
FT	20210259	F	White	06	Administrative Support	12/13/2021	
FT	20040148	F	White	06	Administrative Support	08/02/2004	
FT	20210177	M	Black	06	Administrative Support	08/18/2021	
FT	20070186	F	White	06	Administrative Support	10/16/2007	
FT	20000090	F	White	06	Administrative Support	06/01/2000	
FT	20210210	F	White	06	Administrative Support	10/04/2021	
FT	19950202	M	White	06	Administrative Support	11/13/1995	
FT	20190218	F	White	06	Administrative Support	12/16/2019	09/10/2021
FT	20060055	F	White	06	Administrative Support	03/16/2006	
FT	20140103	F	White	06	Administrative Support	09/08/2014	
FT	20190167	M	White	06	Administrative Support	09/11/2019	
FT	20150047	M	Black	06	Administrative Support	06/01/2015	
FT	19980158	F	White	06	Administrative Support	08/17/1998	
FT	20180239	F	White	06	Administrative Support	08/01/2018	
FT	20220067	F	White	06	Administrative Support	04/11/2022	
FT	19990282	F	White	06	Administrative Support	12/01/1999	
FT	19910060	F	White	06	Administrative Support	11/04/1991	
FT	20000172	M	Hispanic or Latino	06	Administrative Support	08/16/2000	
FT	20010221	F	White	06	Administrative Support	09/17/2001	
FT	20060088	F	White	03	Technicians	05/01/2006	
FT	20040019	F	White	06	Administrative Support	01/26/2004	
FT	20210089	F	Hispanic or Latino	06	Administrative Support	04/19/2021	
FT	20210116	F	Asian	06	Administrative Support	05/17/2021	
FT	20000025	F	Black	06	Administrative Support	03/01/2000	
FT	20100015	M	White	06	Administrative Support	02/22/2010	02/22/2022
FT	20060194	F	White	06	Administrative Support	11/06/2006	05/10/2022

FT	19980097	F	White	06	Administrative Support	06/08/1998	09/14/2021
FT	20220249	M	White	06	Administrative Support	05/31/2022	
FT	20180180	M	Two or More Races	06	Administrative Support	05/21/2018	
FT	19950108	F	White	06	Administrative Support	07/03/1995	
FT	20130162	M	White	06	Administrative Support	12/03/2013	
FT	19930068	F	White	06	Administrative Support	09/01/1993	
FT	20050255	F	White	06	Administrative Support	12/16/2005	
FT	20030204	F	White	06	Administrative Support	11/17/2003	
FT	20210225	F	White	06	Administrative Support	10/14/2021	04/11/2022
FT	19780014	F	White	03	Technicians	10/10/1978	07/02/2021
FT	20090065	F	White	06	Administrative Support	10/19/2009	
FT	19910056	F	White	01	Official/Administration	10/07/1991	
FT	20170722	M	White	06	Administrative Support	08/28/2017	11/30/2020
FT	20210135	M	White	06	Administrative Support	06/21/2021	
FT	20090072	F	White	06	Administrative Support	11/02/2009	
FT	20220110	F	Hispanic or Latino	06	Administrative Support	05/02/2022	
FT	20040179	F	Black	06	Administrative Support	08/23/2004	
FT	20130044	F	White	06	Administrative Support	05/13/2013	
FT	20090057	F	White	06	Administrative Support	09/28/2009	
FT	20170018	F	White	06	Administrative Support	01/30/2017	
FT	20210239	M	White	06	Administrative Support	11/01/2021	
FT	20220021	F	Two or More Races	06	Administrative Support	01/20/2022	
FT	19960153	F	White	02	Professionals	08/19/1996	
FT	20170419	F	White	06	Administrative Support	03/06/2017	
FT	20020024	F	White	06	Administrative Support	02/04/2002	
FT	20060056	F	White	06	Administrative Support	03/16/2006	
FT	20210109	M	White	06	Administrative Support	05/10/2021	
FT	20070061	F	White	06	Administrative Support	04/16/2007	
PT	20180192	M	White	04	Protective Services: Sworn	06/04/2018	
FT	19810005	F	White	02	Professionals	01/26/1981	
FT	19970105	F	White	06	Administrative Support	06/02/1997	
FT	19910030	F	White	01	Official/Administration	05/06/1991	
FT	19970068	F	White	06	Administrative Support	02/19/2008	
FT	20090068	F	White	06	Administrative Support	10/19/2009	
FT	20220130	M	White	06	Administrative Support	05/11/2022	
FT	20220138	M	Black	06	Administrative Support	05/16/2022	06/02/2022

FT	20210072	F	Asian	03	Technicians	04/05/2021	
FT	20070202	F	White	03	Technicians	11/16/2007	
FT	20210195	F	White	06	Administrative Support	09/27/2021	
FT	20010223	F	Hispanic or Latino	06	Administrative Support	09/17/2001	
FT	19936088	M	White	06	Administrative Support	11/16/2006	
FT	20180240	F	White	06	Administrative Support	08/01/2018	
FT	20210047	F	Hispanic or Latino	06	Administrative Support	03/22/2021	
FT	20070108	F	White	06	Administrative Support	06/18/2007	
FT	20210209	F	White	06	Administrative Support	10/04/2021	
FT	20210025	F	White	06	Administrative Support	02/16/2021	11/26/2021
FT	19960213	F	White	06	Administrative Support	11/01/1996	
FT	19970193	F	White	06	Administrative Support	10/01/1997	
FT	20190173	M	White	06	Administrative Support	09/23/2019	
FT	20050187	F	White	06	Administrative Support	01/03/2006	
FT	20120081	M	White	06	Administrative Support	10/15/2012	
FT	20220006	M	White	06	Administrative Support	01/03/2022	
FT	20010256	M	White	06	Administrative Support	11/01/2001	
FT	20060073	M	White	06	Administrative Support	04/10/2006	
FT	20010050	F	White	06	Administrative Support	03/01/2001	
FT	20210126	F	White	06	Administrative Support	06/01/2021	12/17/2021
FT	20100008	F	White	03	Technicians	02/01/2010	
FT	19980186	F	White	02	Professionals	09/08/1998	
FT	19880022	M	White	06	Administrative Support	07/18/1988	
FT	20000061	M	Hispanic or Latino	02	Professionals	05/01/2000	
FT	20210224	F	White	06	Administrative Support	10/05/2021	11/26/2021
FT	20030047	F	White	06	Administrative Support	04/01/2003	
FT	20210108	F	White	06	Administrative Support	05/10/2021	
FT	20190114	F	White	06	Administrative Support	06/17/2019	10/15/2021
FT	19920010	F	White	02	Professionals	03/03/1992	
FT	20220025	F	White	06	Administrative Support	01/31/2022	
FT	20170723	F	White	06	Administrative Support	08/28/2017	
FT	20150025	F	Hispanic or Latino	06	Administrative Support	02/08/2021	
FT	20220255	F	White	06	Administrative Support	06/06/2022	
FT	19940008	F	White	06	Administrative Support	01/18/1994	
FT	19870013	F	White	06	Administrative Support	05/18/1987	
FT	20220081	F	Two or More Races	06	Administrative Support	04/25/2022	

FT	20210090	M	Black	06	Administrative Support	04/19/2021	09/16/2021
FT	19980184	F	White	06	Administrative Support	09/08/1998	
FT	20220354	F	White	06	Administrative Support	06/21/2022	
FT	20220071	F	White	06	Administrative Support	04/04/2022	

PART I. COUNTY OF KANE – 2021-2022 CIRCUIT CLERK UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	13.17%	-3.80%	-0.10%	0.00%	-0.70%	39.03%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
Workforce #%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%
CLS #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	-5.33%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	48.37%	-1.20%	-22.30%	14.77%	-0.10%	0.00%	-0.30%
PROTECTIVE SERVICES: SWORN														
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 #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	38.80%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	-9.00%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	18.09%	4.26%	1.06%	0.00%	0.00%	0.00%	1.06%	62.77%	2.13%	7.45%	1.06%	0.00%	0.00%	2.13%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-6.41%	2.86%	-7.14%	-1.80%	-0.10%	0.00%	0.76%	21.67%	-1.07%	-8.65%	-1.04%	0.00%	0.00%	1.13%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	6 100%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 66.66%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	
04 - Protective Services: Sworn	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%							
05 - Protective Services: Non Sworn	Circuit Clerk does not have employees in this job category.															
06 - Administrative Support	93 100%	17 18.279%	4 4.301%	1 1.075%	0 0.000%	0 0.000%	0 0.000%	1 1.075%	59 63.441%	2 2.151%	6 6.452%	1 1.075%	0 0.000%	0 0.000%	2 2.151%	
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
Equal Opportunity Plan Executive Narrative
July 1, 2021 - June 30, 2022

Utilization Analysis Narrative

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

- In the *Official/Administration* classification, under-utilization occurs in the following categories:
 Males - White -31.30%; Black -1.90%; Asian -2.40%.
 Females - Hispanic/Latina -4.50%; Asian -1.90%.
- In the *Professional* classification, under-utilization occurs in the following categories:
 Males - Black -1.60%; Asian -3.80%; American Indian/Alaska Native -0.10%.
 Females – White -2.19%; Hispanic/Latina -4.80%; Asian -4.10%
- In the *Administrative Support* classification, under-utilization occurs in the following categories:
 Males – White -15.41%; Black -1.40%; Hispanic/Latino -8.20%; Asian -1.80%; American Indian/Alaska Native -0.10%
 Females – Asian -2.10%

The Office of Community Reinvestment recognizes the need to recruit actively in the areas identified above as under-utilized. At the time that a position(s) becomes available and the approval to hire a new employee is received, 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 is made to consider all genders/races for vacant positions. Recruitment efforts will utilize language reflective of the fact that the Office of Community Reinvestment does not discriminate in terms of gender or race and is an equal opportunity employer. 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.

Promotions/Transfers

Promotion/Transfer	Race	Gender
05/29/22 Transfer	White	Male

Disciplinary Actions

Disciplinary Action	Race	Gender
02/24/22 Written Reprimand	White	Male

Employment Practices

When seeking staff, the Office of Community Reinvestment utilizes the employment practices and policies described within the Kane County Personnel Policy Handbook.

Employment Opportunities Advertised

- 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

Ethnic Detail for Community Reinvestment Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20220214	F	Black	06	Administrative Support	05/23/2022	
FT	20220131	F	White	02	Professionals	05/09/2022	
FT	20100028	M	White	02	Professionals	04/05/2010	
FT	20210229	F	White	06	Administrative Support	10/18/2021	
FT	19990139	M	White	01	Official/Administration	07/16/1999	
FT	20220069	F	Hispanic or Latino	06	Administrative Support	04/04/2022	
FT	20140139	F	Black	06	Administrative Support	12/01/2014	
FT	20140016	M	White	02	Professionals	02/03/2014	
FT	20210203	M	White	02	Professionals	09/20/2021	
FT	20150056	F	White	02	Professionals	06/08/2015	
FT	20210241	M	White	02	Professionals	11/01/2021	
FT	20090073	F	White	02	Professionals	10/26/2009	
FT	20150117	F	White	06	Administrative Support	10/05/2015	
FT	20210112	M	White	02	Professionals	05/17/2021	01/28/2022
FT	20220145	F	White	06	Administrative Support	05/16/2022	
FT	20200640	F	White	01	Official/Administration	11/09/2020	
FT	20220008	F	White	06	Administrative Support	01/03/2022	
FT	19890046	M	White	02	Professionals	09/01/1989	
FT	20160077	F	Black	02	Professionals	08/29/2016	
FT	20220033	F	White	06	Administrative Support	02/07/2022	
FT	20120053	F	White	01	Official/Administration	08/13/2012	
FT	20160013	M	Hispanic or Latino	02	Professionals	01/11/2016	
FT	20210094	F	Black	02	Professionals	04/19/2021	
FT	19950116	F	Black	01	Official/Administration	07/17/1995	
FT	20220007	M	White	06	Administrative Support	01/03/2022	
FT	20210181	F	Hispanic or Latino	06	Administrative Support	08/27/2021	06/24/2022
FT	20160075	M	White	02	Professionals	08/23/2016	
FT	20200268	M	White	02	Professionals	05/05/2020	
FT	20210212	M	Hispanic or Latino	01	Official/Administration	10/04/2021	
FT	20180471	F	White	02	Professionals	10/22/2018	
FT	20140040	F	White	06	Administrative Support	01/08/2018	
FT	20180233	F	White	02	Professionals	07/23/2018	

FT	20060146	F	White	02	Professionals	08/01/2006	
FT	20210170	F	White	02	Professionals	07/30/2021	
FT	20160066	F	White	02	Professionals	07/11/2016	10/01/2021

PART I. COUNTY OF KANE – 2021-2022 COMMUNITY REINVESTMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	20.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	40.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-31.30%	-1.90%	13.30%	-2.40%	0.00%	0.00%	-0.13%	11.80%	17.90%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	42.11%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%	42.11%	10.53%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	8.11%	-1.60%	1.76%	-3.80%	-0.10%	0.00%	-0.70%	-2.19%	7.83%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	54.55%	18.18%	18.18%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-15.41%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	13.45%	14.98%	2.08%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	5 100%	1 20.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 40.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	19 100%	8 42.105%	0 0.00%	1 5.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	8 42.105%	2 10.53%	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	11 100%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 54.55%	2 18.18%	2 18.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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

PART I. COUNTY OF KANE – 2021-2022 WORKFORCE DEVELOPMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-44.30%	-2.70%	95.20%	-4.10%	0.00%	0.00%	-0.30%
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

Ethnic Detail for **Workforce Development** Employees between **07/01/2021** and **06/30/2022**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20200002	F	White	06	Administrative Support	12/30/2019	07/02/2021
FT	20190220	F	Hispanic or Latino	02	Professionals	12/23/2019	07/07/2021

PART I. COUNTY OF KANE – 2021-2022 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	Workforce Development does not have employees in this job category.															
02 - Professionals	1 100%	0 0.00%	0 0.00%	1 100.00%	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%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%							
06 - Administrative Support	Workforce Development does not have employees in this job category.															
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

Kane County Coroner

2021-EEOP

Period covering July 1, 2021, through June 30, 2022

Utilization Analysis Narrative:

Currently, there are no available positions at the Coroners 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 making the workforce population in the Coroners' 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 Transfer:

On February 18th, 2022 – an employee (Full time Sworn – Female - White) Retired

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 the officer'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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20160167	F	Hispanic or Latino	04	Protective Services: Sworn	12/08/2016	
FT	20040072	F	White	06	Administrative Support	04/16/2004	
FT	20220045	F	White	06	Administrative Support	03/07/2022	
FT	20190172	F	White	04	Protective Services: Sworn	09/22/2019	
FT	20140023	M	Two or More Races	04	Protective Services: Sworn	02/24/2014	
FT	20170699	M	White	04	Protective Services: Sworn	07/02/2017	
FT	20070125	F	White	04	Protective Services: Sworn	07/09/2007	02/18/2022
FT	20200654	F	Two or More Races	02	Professionals	11/01/2020	
PT	20220002	F	White	06	Administrative Support	01/01/2022	
FT	20050026	F	White	04	Protective Services: Sworn	01/31/2005	
FT	20150036	M	White	04	Protective Services: Sworn	03/30/2015	
FT	20170759	F	White	06	Administrative Support	11/06/2017	
FT	19990281	F	Black	04	Protective Services: Sworn	12/01/1999	

PART I. COUNTY OF KANE – 2021-2022 CORONER UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	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%	100.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-44.30%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	99.70%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	37.50%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-36.20%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	11.40%	28.50%	8.30%	7.80%	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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
	100%	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%	100.00%	
03 - Technicians	Coroner does not have employees in this job category.															
04 - Protective Services: Sworn	8	2	0	0	0	0	0	1	3	1	1	0	0	0	0	
	100%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	37.50%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%	
05 - Protective Services: Non Sworn	Coroner does not have employees in this job category.															
06 - Administrative Support	4	0	0	0	0	0	0	0	4	0	0	0	0	0	0	
	100%	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%	
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

COUNTY OF KANE

Office of the Kane County Auditor

Penny Wegman
Kane County Auditor



719 South Batavia Avenue,
Building A
Geneva, Illinois 60134-3077
Phone: (630) 232-5915
Wegmanpenny@co.kane.il.us

EEOP Narratives for the Annual Reports Covering July 1, 2021 - June 30, 2022

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 intranet
- County 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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20220015	M	Hispanic or Latino	06	Administrative Support	01/10/2022	
PT	20210071	F	Hispanic or Latino	06	Administrative Support	04/05/2021	
PT	20210146	F	Hispanic or Latino	06	Administrative Support	07/07/2021	01/13/2022
FT	20180250	F	White	02	Professionals	09/04/2018	
PT	20210115	M	White	06	Administrative Support	05/19/2021	
PT	20220014	F	White	06	Administrative Support	01/10/2022	
PT	20210050	M	White	02	Professionals	03/29/2021	

PART I. COUNTY OF KANE – 2021-2022 COUNTY AUDITOR UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	16.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	20.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-4.50%	-1.40%	11.80%	-1.80%	-0.10%	0.00%	-0.30%	-21.10%	-3.20%	23.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 COUNTY AUDITOR 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	County Auditor 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	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	5 100%	1 20.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 20.00%	0 0.00%	2 40.00%	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

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

KANE COUNTY BOARD OFFICE

UTILIZATION ANALYSIS

July 1, 2021 – June 30, 2022

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 represent 100% of the female group of employees in this category. There are no other female minority groups represented. In the area of Professionals, White females represent 100% of the work force. In 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 September 15, 2022 due to one employee resigning.

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150105	F	Hispanic or Latino	06	Administrative Support	09/14/2015	
FT	20160078	F	White	06	Administrative Support	09/12/2016	
FT	20210258	F	White	06	Administrative Support	12/13/2021	
FT	20200287	F	White	06	Administrative Support	06/23/2020	07/23/2021
FT	20210187	M	White	06	Administrative Support	09/07/2021	
PT	20220101	F	White	06	Administrative Support	05/03/2022	
FT	20080039	F	White	02	Professionals	03/18/2019	
FT	20170489	F	White	06	Administrative Support	03/13/2017	

PART I. COUNTY OF KANE – 2021-2022 COUNTY AUDITOR UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	16.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	20.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-4.50%	-1.40%	11.80%	-1.80%	-0.10%	0.00%	-0.30%	-21.10%	-3.20%	23.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	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%
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	6	1	0	0	0	0	0	0	5	0	0	0	0	0	0
	100%	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%
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, 2021 to June 30, 2022 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 no 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 no 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 May 2021, the Supervisor of Tax Extension/Tax Redemption retired and a female Caucasian was promoted from a bargaining unit position to that same position. The promotion was based on the individual's experience in the department and familiarity with the Tax Extension and Tax Redemption processes. In August 2021, a full-time Caucasian male resigned in Vital Records-Tax Extension from the Aurora satellite office. A female Hispanic/Latino transferred to that position as part-time, since no employee was interested in or desired the transfer. In January 2022 a female Hispanic/Latino was hired part-time. In February 2022, there was a management/administrative vacancy due to the passing of a part-time male/Caucasian. The position's responsibilities have been distributed to various non-union management. Also noted, a female/Caucasian Administrative Support employee was marked, in error, as a Professional.

The above-mentioned 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 and emailed to the bargaining unit staff. 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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150040	F	White	06	Administrative Support	08/13/2018	
PT	20160034	F	Hispanic or Latino	06	Administrative Support	03/16/2016	
FT	20060025	M	White	06	Administrative Support	01/02/2020	08/20/2021
PT	20160004	F	White	06	Administrative Support	02/27/2017	
FT	20040211	F	White	02	Professionals	10/15/2004	
PT	20160140	F	White	06	Administrative Support	01/01/2014	
FT	20190175	F	White	06	Administrative Support	09/16/2019	
PT	20220024	F	White	06	Administrative Support	01/20/2022	
FT	20180264	F	White	06	Administrative Support	09/10/2018	
PT	20180185	M	White	01	Official/Administration	05/20/2018	
FT	20100050	M	White	01	Official/Administration	08/09/2010	
FT	20040004	F	White	06	Administrative Support	08/14/2003	
FT	20000174	M	Hispanic or Latino	01	Official/Administration	08/16/2000	
FT	19890041	F	Asian	06	Administrative Support	08/28/1989	
PT	20180212	M	White	06	Administrative Support	06/18/2018	06/11/2020
FT	20140017	M	Hispanic or Latino	06	Administrative Support	02/03/2014	
PT	20190147	F	Hispanic or Latino	06	Administrative Support	08/16/2019	
FT	20200254	F	White	06	Administrative Support	04/15/2020	
PT	20160209	M	White	06	Administrative Support	01/01/2014	
FT	20000195	F	White	06	Administrative Support	09/05/2000	
PT	20220029	F	Hispanic or Latino	06	Administrative Support	01/31/2022	
PT	20130010	F	White	06	Administrative Support	01/14/2013	
FT	20050240	M	White	06	Administrative Support	08/05/2008	
FT	20100055	M	White	06	Administrative Support	08/16/2010	
PT	20120104	M	White	06	Administrative Support	01/05/2017	
FT	20180205	F	Hispanic or Latino	06	Administrative Support	06/18/2018	
FT	20180206	M	Hispanic or Latino	06	Administrative Support	06/18/2018	
FT	20150062	F	White	06	Administrative Support	06/22/2015	
FT	20160002	M	White	01	Official/Administration	12/30/2015	
PT	20120050	M	White	01	Official/Administration	08/06/2012	02/06/2022
FT	20050045	F	White	06	Administrative Support	09/10/2018	
FT	20120114	F	White	06	Administrative Support	01/04/2021	

FT	20020044	F	Asian	06	Administrative Support	03/26/2001	08/06/2021
FT	20120017	F	Hispanic or Latino	06	Administrative Support	03/27/2012	
FT	20080133	F	White	06	Administrative Support	08/25/2008	
FT	20170201	F	White	06	Administrative Support	01/01/2017	

PART I. COUNTY OF KANE – 2021-2022 COUNTY CLERK UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	28.70%	-1.90%	13.30%	-2.40%	0.00%	0.00%	-0.13%	-28.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	55.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	20.00%	0.00%	6.67%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	16.67%	6.67%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-4.50%	-1.40%	-1.53%	-1.80%	-0.10%	0.00%	-0.30%	8.90%	-3.20%	0.57%	4.57%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 COUNTY CLERK 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	5 100%	4 80.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	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	30 100%	6 20.00%	0 0.00%	2 6.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	15 50.00%	0 0.00%	5 16.66%	2 6.67%	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" (-20.9%) and "Administrative Support" (-24.5%) categories. Similarly, the "Diagnostic" workforce shows white males are underrepresented in the "Administrative Support" (-24.5%), and "Professional" (-8.4%) categories, as well as the "Professional" category for "drug Court" (-34.0). Lastly, the "JJC" utilization analysis shows white males are underrepresented in the "Administrative Support" category (-24.5%).

When looking at the "Black Male" demographic across job categories and Departments, black men are slightly underrepresented (<4%) in nearly all categories. The only categories in which black males are overrepresented are in the JJC "Professional" category (16.2%) and Drug Court "Professional" category (15.1).

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 aside from the Drug Court "Professional" category (13.2) and the JJC "Official/Administration" category (43.3). In each of the respective report, Hispanic and Latino men are underutilized in the "Administrative Support" category (-8.2%). Additionally, they are significantly underrepresented in the JJC's "Service/Maintenance" category (-29.7%) when compared to community labor statistics.

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" (18.9%). Furthermore, the Diagnostic Center report indicates that white females are over utilized in the "Official/Administration" category (71.8%), "Professionals" (15.7%) and "Administrative Support" category (58.9%). This is also true for the JJC's "Administrative Support" (25.6%) as well as the "Service/Maintenance" group (57.1%). The only categories where white females are underutilized are the JJC's "Official/Administration" (-28.2%), "Professionals" (-16.5%), and Drug Court's "Professionals" (-44.3%).

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 (26.5%), and "Professionals" (9.2%). Moreover, the "Black Female" demographic is overrepresented in the Diagnostic Center's "Professionals" category (7.3%), and the JJC's "Professionals" category (5.8%).

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 "Professionals" category (8.3%) "Administrative Support" category (17.2%), Drug Court's "Professional" category (28.5%), and JJC's "Administrative Support" category (17.2%).

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 (-29.7% and -17.4%, 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 are three Hispanic Males, one Hispanic Female, one Black Male, two Black Females and one Asian Female manager in the Department, making 30% of the supervisory staff minority. In addition, 50% of Court Services' management team is 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 16th Judicial Circuit and at the Government Center in Kane County. Job postings are also sent to DeKalb, Kendall and DuPage County probation departments, the Illinois Probation and Court Services Association’s website, and the Administrative Office of the Illinois Courts 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 the policies regarding hiring practices that were implemented in March, 2018.

COURT SERVICES SUPERVISOR MANUAL	POLICY NUMBER 3.01	PAGES 1 of 5
-----------------------------------------	-------------------------------------	-------------------------------

CHAPTER HIRING & TRAINING	STANDARDS 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
------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SUBJECT Officer Selection Process	APPROVED/DATE SCB/LJA 3/19/18
----------------------------------------------------	------------------------------------------------

PHILOSOPHICAL STATEMENT: Kane County Court Services is an integral part of the 16th 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](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 16th 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 and 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

JOB 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 the demonstrated ability in the 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: \$47,209.50 (\$24.21 per hour)

APPLICATION DEADLINE: May 23, 2023 at 5:00pm

APPLICATION PROCESS: Apply on the Kane County Website. Submit Kane County application, cover letter, resume, and pre-interview questionnaire. Any questions contact: 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"

Fiscal Year July 1, 2021 - June 30, 2022

Disciplinary Actions

Prepared May 2023 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	Verbal Reprimand	Other
1	F	White	USA	1							TERM
2	F	White	USA	1						1	
	Totals	Female White		2	0	0	0	0	0	1	1
1	F	Black	USA	1						1	
	Totals	Female Black		1	0	0	0	0	0	1	0
	F	Hispanic	USA								
	Totals	Female Hispanic		0	0	0	0	0	0	0	0
1	M	White	USA	1						1	
	Totals	Male White		1	0	0	0	0	0	1	0
1	M	Black	USA	1						1	
2	M	Black	USA	1							TERM
	Totals	Male Black		2	0	0	0	0	0	1	1
1	M	Hispanic	USA	1						1	
	Totals	Male Hispanic		1	0	0	0	0	0	1	0
GRAND TOTALS:				7	0	0	0	0	0	5	2

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

Fiscal Year July 1, 2021 - June 30, 2022

Transfers / Promotions

Prepared May 2023 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			IPS PO	
2	F	White	USA		1			Pretrial PO	
3	F	White	USA		1		1	Pretrial PO	Adult PO
	Totals	Female White		0	3	0	1		
1	F	Black	USA		1		1	Youth Counselor	Pretrial PO
	Totals	Female Black		0	1	0	1		
1	F	Hispanic	USA	1		1		Support Staff	Pretrial PO
2	F	Hispanic	USA		1		1	PT PO	Field Hybrid PO
	Totals	Female Hispanic		1	1	1	1		
1	M	White	USA		1		1	Youth Counselor	Corrections Officer
2	M	White	USA	1		1		Youth Counselor	JJC Supervisor
3	M	White	USA		1			Youth Counselor	
	Totals	Male White		1	2	1	1		
1	M	Black	USA						
	Totals	Male Black		0	0	0	0		
1	M	Hispanic	USA	1		1		JJC Supervisor	JJC Operations Manager
2	M	Hispanic	USA	1		1		Youth Counselor	JJC Supervisor
	Totals	Male Hispanic		2	0	2	0		
GRAND TOTALS:				4	7	4	4		

Ethnic Detail for Court Services - Administration Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20010186	F	White	01	Official/Administration	08/16/2001	
FT	20140049	F	White	02	Professionals	05/05/2014	
FT	20170500	F	Hispanic or Latino	02	Professionals	02/26/2019	
FT	20050249	M	White	02	Professionals	12/01/2005	
FT	20190031	F	Two or More Races	02	Professionals	02/26/2019	
FT	20130029	F	White	06	Administrative Support	12/09/2013	
FT	19990166	F	White	02	Professionals	08/16/1999	
FT	20000124	F	White	02	Professionals	07/05/2000	
FT	20100047	F	Asian	02	Professionals	07/26/2010	
FT	20140068	F	White	06	Administrative Support	06/09/2014	
FT	20140131	F	Hispanic or Latino	02	Professionals	10/20/2014	
FT	20100091	F	White	02	Professionals	12/06/2010	
FT	20040041	F	White	02	Professionals	03/01/2004	
FT	20220044	F	Two or More Races	06	Administrative Support	02/28/2022	
FT	20220367	F	Two or More Races	02	Professionals	06/21/2022	
FT	20020106	F	White	06	Administrative Support	08/05/2002	
FT	20210249	F	Hispanic or Latino	06	Administrative Support	11/29/2021	01/27/2022
FT	20040134	F	Hispanic or Latino	06	Administrative Support	11/16/2007	
FT	20140041	F	Hispanic or Latino	06	Administrative Support	01/14/2019	
FT	20110017	F	White	02	Professionals	02/08/2011	
FT	20060218	F	Hispanic or Latino	06	Administrative Support	12/18/2006	
FT	20200339	F	Hispanic or Latino	02	Professionals	10/13/2020	
FT	20090001	M	White	02	Professionals	11/09/2015	
FT	20060198	F	White	06	Administrative Support	11/06/2006	
FT	20150133	F	Hispanic or Latino	06	Administrative Support	11/09/2015	
FT	19880037	F	White	02	Professionals	10/05/1988	
FT	20220051	F	Black	02	Professionals	03/14/2022	03/25/2022
FT	20120062	M	White	02	Professionals	08/24/2012	
FT	20140141	M	White	01	Official/Administration	12/01/2014	
PT	19990023	F	White	02	Professionals	01/16/1999	
FT	20150119	F	Black	02	Professionals	10/05/2015	06/13/2022
FT	20110084	F	White	06	Administrative Support	11/07/2011	

FT	20140009	F	White	02	Professionals	01/12/2014	
FT	20210166	F	Hispanic or Latino	02	Professionals	08/02/2021	
FT	20210261	F	Hispanic or Latino	02	Professionals	12/13/2021	
FT	20050015	F	Black	01	Official/Administration	01/10/2005	
FT	19990264	F	White	02	Professionals	11/16/1999	
FT	20120084	F	White	02	Professionals	10/09/2012	
FT	20060164	M	White	01	Official/Administration	09/01/2006	
FT	20140150	F	White	02	Professionals	12/01/2014	
FT	20010108	F	Asian	02	Professionals	05/16/2001	
FT	20130035	F	Black	01	Official/Administration	04/29/2013	
FT	20070145	F	White	02	Professionals	08/01/2007	
FT	19890028	F	Black	02	Professionals	05/27/1989	05/02/2022
FT	20000075	F	White	02	Professionals	05/16/2000	
FT	20220053	F	Black	02	Professionals	03/14/2022	06/17/2022
FT	20090032	F	White	02	Professionals	04/19/2009	10/22/2021
FT	20170742	F	White	02	Professionals	09/19/2017	
FT	20000203	F	White	02	Professionals	09/16/2000	
FT	20000076	F	White	02	Professionals	05/16/2000	
FT	20060031	F	White	02	Professionals	01/23/2006	
FT	20180560	F	White	02	Professionals	11/13/2018	
FT	20070172	F	White	02	Professionals	09/17/2007	
PT	19950103	F	White	02	Professionals	06/26/1995	
FT	20180561	M	Black	02	Professionals	11/13/2018	03/26/2022
FT	20070191	F	White	02	Professionals	10/19/2007	
FT	20210167	F	Hispanic or Latino	02	Professionals	08/02/2021	
FT	20110075	F	White	02	Professionals	09/19/2011	
FT	20220366	F	Black	02	Professionals	06/21/2022	
FT	19890042	F	White	06	Administrative Support	08/28/1989	
FT	20190035	M	White	02	Professionals	02/26/2019	
FT	20130030	F	White	02	Professionals	04/01/2013	
FT	20030031	F	Black	02	Professionals	02/18/2003	
FT	20050005	M	White	02	Professionals	10/15/2013	
FT	20030194	F	White	02	Professionals	11/03/2003	
FT	20020054	M	White	02	Professionals	04/16/2002	
FT	20150131	F	White	02	Professionals	11/09/2015	
FT	20060118	F	White	02	Professionals	06/01/2006	10/20/2021

FT	20130161	F	White	02	Professionals	11/18/2013	08/02/2021
FT	20180258	F	White	02	Professionals	09/04/2018	
FT	20040115	F	White	02	Professionals	06/01/2004	
FT	20120010	F	Hispanic or Latino	02	Professionals	02/06/2012	
FT	20120009	M	White	02	Professionals	02/14/2012	
FT	20220054	M	Asian	02	Professionals	03/14/2022	
FT	20090088	F	Hispanic or Latino	02	Professionals	12/01/2009	
FT	19860022	F	White	02	Professionals	11/03/1986	
FT	20100048	M	White	01	Official/Administration	10/05/2015	
FT	20120056	F	White	06	Administrative Support	08/15/2012	
FT	20200658	M	White	02	Professionals	11/16/2020	05/13/2022
FT	19970179	M	White	02	Professionals	09/10/1997	
FT	20210111	F	White	06	Administrative Support	05/10/2021	
FT	20220055	F	Black	02	Professionals	03/14/2022	
FT	20180266	F	White	02	Professionals	09/10/2018	
FT	20060151	F	White	02	Professionals	08/16/2006	
FT	20000050	F	White	02	Professionals	04/05/2000	
FT	20000007	M	Hispanic or Latino	02	Professionals	01/06/2000	
FT	20200659	M	Hispanic or Latino	02	Professionals	11/16/2020	02/25/2022
FT	20030063	F	White	01	Official/Administration	04/16/2003	
FT	20160059	F	Black	02	Professionals	06/13/2016	
FT	20170712	F	Black	02	Professionals	07/25/2017	02/08/2022
FT	20220365	F	White	02	Professionals	06/21/2022	
FT	20010037	M	White	02	Professionals	02/16/2001	
FT	20050151	F	White	02	Professionals	07/01/2005	
FT	19900027	F	White	02	Professionals	05/24/1990	
FT	20220063	F	White	06	Administrative Support	03/21/2022	
FT	20140146	F	Hispanic or Latino	02	Professionals	12/01/2014	
FT	20170021	F	Hispanic or Latino	02	Professionals	01/17/2017	
FT	20200660	M	Black	02	Professionals	11/16/2020	
FT	20070097	F	White	02	Professionals	06/05/2007	
FT	20140060	M	White	02	Professionals	05/22/2014	
FT	20090087	F	White	02	Professionals	11/30/2009	
FT	20170019	F	White	02	Professionals	01/17/2017	
FT	20190033	F	Black	02	Professionals	02/26/2019	
FT	20010129	F	White	02	Professionals	06/01/2001	05/20/2022

FT	20190032	F	Hispanic or Latino	02	Professionals	02/26/2019	
FT	20180563	M	Hispanic or Latino	02	Professionals	11/13/2018	

PART I. COUNTY OF KANE – 2021-2022 COURT SERVICES - ADMINISTRATION UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-8.44%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	0.37%	26.47%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	13.10%	2.38%	3.57%	1.19%	0.00%	0.00%	0.00%	50.00%	11.90%	13.10%	2.38%	0.00%	0.00%	2.38%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-20.90%	0.78%	0.07%	-2.61%	-0.10%	0.00%	-0.70%	5.70%	9.20%	8.30%	-1.72%	0.00%	0.00%	2.08%
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%	60.00%	0.00%	33.33%	0.00%	0.00%	0.00%	6.67%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	18.90%	-3.20%	17.23%	-2.10%	0.00%	0.00%	5.67%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	7 100%	3 42.86%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 28.57%	2 28.57%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	83 ±100%	11 13.25%	2 2.41%	3 3.61%	1 1.20%	0 0.00%	0 0.00%	0 0.00%	41 49.40%	10 12.05%	11 13.25%	2 2.41%	0 0.00%	0 0.00%	2 2.41%
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	15 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 60.00%	0 0.00%	5 33.33%	0 0.00%	0 0.00%	0 0.00%	1 6.67%
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

Ethnic Detail for Court Services - Diagnostic Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20190164	F	White	02	Professionals	09/03/2019	07/02/2021
FT	20210185	F	Black	02	Professionals	09/01/2021	
FT	20150089	F	White	06	Administrative Support	08/24/2015	
FT	20150136	F	Hispanic or Latino	02	Professionals	11/23/2015	
FT	20210186	M	Asian	02	Professionals	09/01/2021	
FT	20190165	F	White	02	Professionals	09/03/2019	
FT	20150077	M	White	02	Professionals	07/20/2015	
FT	20180244	F	White	02	Professionals	08/27/2018	
FT	20210247	F	White	02	Professionals	11/22/2021	
FT	20140108	F	White	02	Professionals	09/02/2014	
FT	19990200	F	White	01	Official/Administration	09/01/1999	
FT	20170727	F	White	02	Professionals	09/01/2017	
FT	20220011	F	White	06	Administrative Support	01/10/2022	

PART I. COUNTY OF KANE – 2021-2022 COURT SERVICES - DIAGNOSTIC UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	60.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-24.00%	-1.60%	-3.50%	6.20%	-0.10%	0.00%	-0.70%	15.70%	7.30%	5.20%	-4.10%	0.00%	0.00%	-0.30%
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	9 100%	1 11.11%	0 0.00%	0 0.00%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	5 55.56%	1 11.11%	1 11.11%	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	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	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

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 Court Services - Drug Court Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170746	F	Two or More Races	02	Professionals	10/23/2017	
FT	20220052	M	Hispanic or Latino	02	Professionals	03/14/2022	
FT	19900129	F	Hispanic or Latino	02	Professionals	08/01/1995	
FT	20190018	M	Black	02	Professionals	02/05/2019	
FT	20190181	F	Two or More Races	02	Professionals	09/30/2019	
FT	20080139	F	Hispanic or Latino	02	Professionals	09/02/2008	

PART I. COUNTY OF KANE – 2021-2022 COURT SERVICES - DRUG COURT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	0.00%	16.67%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	33.33%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	15.07%	13.17%	-3.80%	-0.10%	0.00%	-0.70%	-44.30%	-2.70%	28.53%	-4.10%	0.00%	0.00%	33.03%
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 – 2021-2022 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	6	0	1	1	0	0	0	0	0	0	2	0	0	0	2	
	100%	0.00%	16.67%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	33.33%	
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

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 Court Services - JJC Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20200330	M	White	02	Professionals	10/06/2020	
FT	20220259	F	White	02	Professionals	06/07/2022	
FT	20220072	F	White	02	Professionals	04/12/2022	
FT	20180213	F	White	02	Professionals	06/19/2018	
FT	20220030	M	Black	02	Professionals	02/01/2022	
FT	20010077	F	White	08	Service/Maintenance	04/16/2001	
FT	20210158	M	White	02	Professionals	07/20/2021	
FT	20210190	F	White	02	Professionals	09/07/2021	
FT	20210244	M	Hispanic or Latino	02	Professionals	11/16/2021	
FT	20080008	M	White	02	Professionals	01/02/2008	
FT	20200298	M	Black	02	Professionals	07/07/2020	
FT	20210250	F	White	02	Professionals	12/01/2021	06/29/2022
FT	20010175	F	White	02	Professionals	08/10/2001	
FT	20210245	F	White	02	Professionals	11/16/2021	11/23/2021
FT	20210104	F	White	02	Professionals	05/11/2021	07/20/2021
FT	20170741	F	White	02	Professionals	09/19/2017	09/05/2021
FT	19980020	M	White	01	Official/Administration	02/16/1998	
FT	20130102	M	Black	02	Professionals	08/29/2013	
FT	20220260	M	White	02	Professionals	06/07/2022	
FT	20010034	F	White	02	Professionals	02/16/2001	
FT	20210157	M	Two or More Races	02	Professionals	07/20/2021	
FT	20060177	M	White	02	Professionals	09/18/2006	
FT	20210019	F	White	02	Professionals	01/26/2021	
FT	20210043	M	White	02	Professionals	03/09/2021	
FT	20020018	F	White	06	Administrative Support	01/29/2002	
FT	20210197	M	Hispanic or Latino	02	Professionals	09/23/2021	11/14/2021
FT	20150134	M	White	02	Professionals	11/17/2015	08/30/2021
FT	20220137	F	White	02	Professionals	05/16/2022	
FT	20190044	M	White	02	Professionals	03/19/2019	
FT	20190019	F	Hispanic or Latino	02	Professionals	02/05/2019	
FT	20150118	M	White	08	Service/Maintenance	10/05/2015	12/21/2021
FT	20190045	M	Black	02	Professionals	03/19/2019	01/01/2022

FT	20060033	M	Black	02	Professionals	02/01/2006	
FT	20200006	M	Hispanic or Latino	02	Professionals	01/07/2020	04/28/2022
FT	20220364	F	White	02	Professionals	06/27/2022	
FT	20210199	M	White	02	Professionals	09/21/2021	
FT	20210200	M	White	02	Professionals	09/21/2021	06/11/2022
FT	20080071	M	White	02	Professionals	05/06/2008	
FT	20200297	F	Black	02	Professionals	07/07/2020	07/22/2021
FT	20190046	M	White	02	Professionals	03/19/2019	
FT	20170740	M	White	02	Professionals	09/19/2017	09/16/2021
FT	20220040	M	White	02	Professionals	02/15/2022	05/01/2022
FT	20210201	M	White	02	Professionals	09/21/2021	
FT	20030162	F	White	02	Professionals	09/08/2003	
FT	20190166	M	White	02	Professionals	08/27/2019	07/31/2021
FT	20120014	F	White	02	Professionals	02/21/2012	05/04/2022
FT	20220031	F	Hispanic or Latino	02	Professionals	02/01/2022	
FT	20130171	M	Black	02	Professionals	12/16/2013	
FT	20030052	M	Black	02	Professionals	04/01/2003	
FT	20210218	M	Hispanic or Latino	02	Professionals	10/12/2021	
FT	20190202	F	White	02	Professionals	11/04/2019	04/07/2022
FT	20180197	F	Hispanic or Latino	02	Professionals	06/05/2018	01/22/2022
FT	20210012	M	Black	02	Professionals	01/12/2021	08/02/2021
FT	20210011	M	Hispanic or Latino	02	Professionals	01/12/2021	
FT	20220261	M	White	02	Professionals	06/07/2022	
FT	20190047	F	White	02	Professionals	03/19/2019	04/14/2022
FT	20210013	F	Black	02	Professionals	01/12/2021	07/27/2021
FT	20190048	F	White	02	Professionals	03/19/2019	10/08/2021
FT	20210219	M	Black	02	Professionals	10/12/2021	11/17/2021
FT	20190217	M	Black	02	Professionals	12/09/2019	05/11/2022
FT	20080146	M	White	02	Professionals	09/08/2008	
FT	20210156	M	White	02	Professionals	07/20/2021	
FT	20210202	M	Black	02	Professionals	09/21/2021	11/06/2021
FT	20210220	M	White	02	Professionals	10/12/2021	05/06/2022
FT	20190020	F	Hispanic or Latino	02	Professionals	02/05/2019	08/30/2021
FT	19950070	F	White	08	Service/Maintenance	05/12/1995	
FT	20210180	F	Hispanic or Latino	02	Professionals	08/24/2021	
FT	19950147	M	Hispanic or Latino	01	Official/Administration	09/01/1995	

FT	20220147	F	Black	02	Professionals	05/24/2022	
FT	20140036	F	White	02	Professionals	03/17/2014	10/12/2021
FT	20200323	F	Hispanic or Latino	02	Professionals	09/22/2020	
FT	20220223	M	Hispanic or Latino	02	Professionals	05/31/2022	
FT	20100044	F	White	02	Professionals	07/19/2010	
FT	20190100	M	Black	02	Professionals	05/07/2019	10/21/2021
FT	20200331	M	Black	02	Professionals	10/06/2020	
FT	20170753	F	White	02	Professionals	10/31/2017	08/26/2021
FT	20120117	F	White	08	Service/Maintenance	12/11/2012	
FT	20210196	M	Black	02	Professionals	09/14/2021	
FT	20020108	F	White	06	Administrative Support	08/05/2002	
FT	20210221	F	Black	02	Professionals	10/12/2021	04/24/2022
FT	19910037	F	White	02	Professionals	07/01/1991	
FT	20140073	F	White	02	Professionals	06/30/2014	
FT	20190117	M	Black	02	Professionals	06/11/2019	07/24/2021
FT	20180085	M	White	02	Professionals	03/14/2018	
FT	20140037	M	Hispanic or Latino	02	Professionals	03/17/2014	
FT	20220041	F	White	02	Professionals	02/15/2022	
FT	20210222	F	Hispanic or Latino	02	Professionals	10/12/2021	
FT	20220073	M	Hispanic or Latino	02	Professionals	04/12/2022	
FT	20210105	M	Hispanic or Latino	02	Professionals	05/11/2021	
FT	20100040	M	Hispanic or Latino	02	Professionals	06/14/2010	
FT	20110048	F	Hispanic or Latino	06	Administrative Support	06/16/2011	
FT	20210106	F	Black	02	Professionals	05/11/2021	
FT	20210207	F	Black	02	Professionals	09/28/2021	
FT	20210223	F	Black	02	Professionals	10/12/2021	04/16/2022
FT	20120094	M	White	02	Professionals	11/05/2012	
FT	20100064	M	Black	02	Professionals	09/07/2010	
FT	20220042	M	Hispanic or Latino	02	Professionals	02/15/2022	
FT	20200332	M	White	02	Professionals	10/06/2020	05/13/2022
FT	20140101	F	White	02	Professionals	08/26/2014	

PART I. COUNTY OF KANE – 2021-2022 COURT SERVICES - JJC UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-1.30%	-1.90%	43.30%	-2.40%	0.00%	0.00%	-0.13%	-28.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	25.56%	17.78%	12.22%	0.00%	0.00%	0.00%	1.11%	27.78%	7.78%	7.78%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-8.44%	16.18%	8.72%	-3.80%	-0.10%	0.00%	0.41%	-16.52%	5.08%	2.98%	-4.10%	0.00%	0.00%	-0.30%
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%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	-3.20%	17.23%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
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 #%	23.90%	4.10%	29.70%	1.20%	0.10%	0.00%	0.60%	17.90%	2.90%	17.40%	1.60%	0.10%	0.00%	0.60%
Utilization %	1.10%	-4.10%	-29.70%	-1.20%	-0.10%	0.00%	-0.60%	57.10%	-2.90%	-17.40%	-1.60%	-0.10%	0.00%	-0.60%

PART I. COUNTY OF KANE – 2021-2022 COURT SERVICES - JJC 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	2 100%	1 50.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	89 100%	23 25.84%	15 16.85%	11 12.36%	0 0.00%	0 0.00%	0 0.00%	1 1.12%	25 28.09%	7 7.87%	7 7.87%	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

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

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

May 22, 2023

Jamie Loblillo
Director of Human Resource Management
Kane County
719 S. Batavia Ave.
Building A, Room 311
Geneva, IL 60134

EEOP - Plan Year July 1, 2021 – June 30, 2022

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 the plan year July 1, 2021 – June 30, 2022, male, US citizen, white.

During the plan year, there were no employees who applied for a promotion/transfer. During the plan year, there were no employees promoted.

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

Publications / Website posting List:

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

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20190205	F	Asian	02	Professionals	11/14/2019	
FT	19750002	M	White	02	Professionals	01/16/1975	
FT	20040181	F	Hispanic or Latino	06	Administrative Support	05/10/2004	
FT	20170434	F	White	06	Administrative Support	01/01/2017	
FT	20220010	M	White	06	Administrative Support	01/03/2022	
FT	19980210	M	White	02	Professionals	10/02/2006	
FT	20160061	F	Asian	03	Technicians	06/06/2016	
PT	20170766	M	White	02	Professionals	11/29/2017	
PT	19990109	F	Black	02	Professionals	06/01/1999	
FT	20180187	F	White	06	Administrative Support	05/21/2018	
FT	20140086	M	White	03	Technicians	07/21/2014	
FT	20150069	M	White	03	Technicians	07/06/2015	
FT	19910051	M	White	03	Technicians	01/17/1989	06/21/2022
FT	20000177	F	White	02	Professionals	08/16/2000	
FT	20170770	M	White	03	Technicians	12/13/2017	
FT	20160062	M	White	06	Administrative Support	06/20/2016	11/22/2021
FT	20140081	M	White	02	Professionals	07/10/2014	
PT	20010189	F	White	02	Professionals	08/16/2001	
FT	20150035	M	White	02	Professionals	04/06/2015	
FT	19940082	M	White	01	Official/Administration	08/01/1994	

PART I. COUNTY OF KANE – 2021-2022 DEVELOPMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	48.70%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	-28.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	55.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	22.22%	11.11%	0.00%	11.11%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	21.56%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-22.08%	8.41%	-4.80%	7.01%	0.00%	0.00%	-0.30%
TECHNICIANS														
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	58.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	-22.30%	18.10%	-0.10%	0.00%	-0.30%
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%	40.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	15.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-1.10%	-3.20%	3.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%						
02 - Professionals	9 100%	5 55.56%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 22.22%	1 11.11%	0 0.00%	1 11.11%	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%	2 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 40.00%	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 DEPARTMENT 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
website: <http://www.co.kane.il.us>

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

To: Jamie Loblillo, Director – Human Resource Management

From: Jodie Wollnik, Director, Department of Environmental & Water Resources

Date: April 17, 2023

RE: Equal Employment Opportunity Plan Update for July 1, 2021-June 30, 2022

I am submitting this document in response to your April 14 memorandum.

The staff identified for Water Resources and Environmental is correct during the reporting time period.

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

- a. This department follows the EEO policy as outlined in the Kane County personnel policy handbook in all aspects of hiring, promotions, and benefits.
- b. The Department Administrator was promoted to Communications Administrator during this period. Race: White, Sex F, EEO Description: Administrator
- c. There were no transfers during this period
- d. There were no disciplinary actions during this period

Hiring is based on traditional interviewing of potential candidates. Potential candidates are evaluated based on their work history, knowledge of the skills required to complete the job, and ability to interact with coworkers, the public, and their superiors. A short list of candidates is developed, references are checked and second interviews are held. Written tests may be given and have been given in the past to determine the technical competence of the applicant. 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 for professional organizations may be utilized such as AFSPM, APWA, Recycling Forums and Sustainability Organizations.

Thank you

Ethnic Detail for Environmental Management Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20110047	F	White	02	Professionals	06/10/2011	01/07/2022
FT	20200631	F	White	02	Professionals	11/02/2020	
FT	20210269	F	White	02	Professionals	12/27/2021	
FT	20060208	F	White	01	Official/Administration	12/01/2006	

PART I. COUNTY OF KANE – 2021-2022 ENVIRONMENTAL MANAGEMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	55.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 – 2021-2022 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	1 100%	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	3 100%	0 0.00%	3 100.00%	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

Ethnic Detail for Water Resources Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20190158	F	White	06	Administrative Support	08/23/2019	
FT	20140058	M	White	02	Professionals	05/26/2014	
FT	20180559	F	White	03	Technicians	11/19/2018	
FT	20160051	F	White	02	Professionals	05/16/2016	

PART I. COUNTY OF KANE – 2021-2022 WATER RESOURCES UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	16.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	-22.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	81.70%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%	1 100.00%	0 0.00%	0 0.00%	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 – 2021

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 16 individuals during this reporting period, in 15 positions. One official/administration person retired and replaced with an individual of the same sex, same race. One administrative support person resigned 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 are underutilized by greater than -12% out of three categories for males. Out of the 16 employees, there are nine white females, four Hispanic females, one Asian male and two white males represented.

Black males and females are underrepresented by greater than -1.4% 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 -3.50% 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 -4.50%. There is no known reason for underutilization other than the limited number of positions within the department.

Asian males are underrepresented by more than -2.40% in two out of three job categories. Asian females are underrepresented in three out of three job categories by more than -1.90%. 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 07.01.21 and 06.30.22. One employee retired and another employee left for other employment. No disciplinary actions occurred during this period.

Promotions/Transfers

One employee was promoted within this department between 07.01.21 and 06.30.22. One employee transferred to this department between 07.01.21 and 06.30.22.

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170670	F	Hispanic or Latino	06	Administrative Support	04/10/2017	
FT	20150022	F	White	01	Official/Administration	03/02/2015	06/24/2022
FT	20070204	F	Hispanic or Latino	02	Professionals	11/16/2007	
PT	20200307	F	White	06	Administrative Support	08/05/2020	
FT	20180248	F	White	06	Administrative Support	09/04/2018	
FT	20160026	F	White	02	Professionals	02/22/2016	
FT	20130084	F	Hispanic or Latino	02	Professionals	07/29/2013	
FT	20210194	M	White	06	Administrative Support	09/13/2021	
FT	20000150	M	Asian	06	Administrative Support	07/31/2000	
FT	20210179	F	White	01	Official/Administration	08/23/2021	
FT	20100024	F	White	06	Administrative Support	03/15/2010	
FT	20130018	M	White	01	Official/Administration	02/17/2013	
FT	20150054	F	White	02	Professionals	06/01/2015	
PT	20140094	F	Hispanic or Latino	06	Administrative Support	10/20/2020	07/19/2021
FT	20190021	F	White	06	Administrative Support	02/07/2019	
FT	20070142	F	White	02	Professionals	07/30/2007	

PART I. COUNTY OF KANE – 2021-2022 FINANCE UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-17.97%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	38.47%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	15.70%	-2.70%	35.20%	-4.10%	0.00%	0.00%	-0.30%
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 #%	12.50%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	50.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-12.00%	-1.40%	-8.20%	10.70%	-0.10%	0.00%	-0.30%	8.90%	-3.20%	8.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	3	1	0	0	0	0	0	0	2	0	0	0	0	0	0
	100%	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%
02 - Professionals	5	0	0	0	0	0	0	0	3	0	2	0	0	0	0
	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	0.00%	40.00%	0.00%	0.00%	0.00%	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	7	1	0	0	1	0	0	0	4	0	1	0	0	0	0
	100%	14.2857%	0.00%	0.00%	14.2857%	0.00%	0.00%	0.00%	57.1429%	0.00%	14.2857%	0.00%	0.00%	0.00%	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

Michael Isaacson, MPH
Executive Director

1240 N. Highland Ave.
Aurora, Illinois 60506



Main Number:
630.208.3801
Website:
www.kanehealth.com
1750 Grandstand Place
Elgin, IL 60123

To: Jamie Loblillo, Executive Director - Department of Human Resource Management

From: Michael Isaacson, Executive Director- Health Department

Date: July 12, 2023

RE: Kane County Health Department EEOP Analysis for July 1, 2021 – June 30, 2022

An analysis of the Health Department's workforce was conducted to assure compliance with the Equal Employment Opportunity Plan. The Health Department follows the County EEO policy outlined in the Kane County Personnel Policy Handbook.

During the reporting period, there were two internal promotions:

White/Male/Official-Administration

White/Male/Professional

During the reporting period, there are no disciplinary actions on file.

Hiring practices include a conscious effort to recruit and onboard applicants that reflect the make-up of the community. The process includes an assessment of applicant education, experience and skills. Some community facing positions include a preference for bilingual English/Spanish skills to best serve the public. Recruiting efforts include sharing available job opportunities with local organizations that work with diverse community members to assure broad outreach.

Statistics from employment records were reviewed and compared with Illinois Department of Employment Security information provided by the Human Resources Department. Statistics on personnel were reviewed and verified.

Ethnic Detail for Health Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20160036	F	Hispanic or Latino	06	Administrative Support	03/21/2016	
FT	19980057	F	Hispanic or Latino	06	Administrative Support	04/16/1998	
FT	20000042	F	Hispanic or Latino	06	Administrative Support	04/03/2000	
FT	20190132	F	Hispanic or Latino	02	Professionals	07/15/2019	
FT	20200299	F	White	01	Official/Administration	07/13/2020	
PT	20210213	F	White	06	Administrative Support	10/04/2021	
FT	20050169	F	White	02	Professionals	08/08/2005	
FT	20150030	F	White	02	Professionals	11/04/2019	
FT	20160029	M	White	02	Professionals	02/29/2016	
FT	20200292	F	White	02	Professionals	06/29/2020	09/01/2021
FT	20060016	F	White	02	Professionals	01/09/2006	
FT	20140048	M	White	02	Professionals	05/05/2014	
FT	20180598	F	White	02	Professionals	11/19/2018	06/10/2022
FT	20210208	F	Hispanic or Latino	03	Technicians	09/27/2021	
FT	20020198	F	White	06	Administrative Support	08/19/2013	
FT	19950050	F	Hispanic or Latino	06	Administrative Support	04/03/1995	
FT	20190194	F	Black	02	Professionals	10/21/2019	
FT	20210262	F	White	02	Professionals	12/20/2021	
FT	19930075	F	Hispanic or Latino	02	Professionals	09/07/1993	
FT	20070198	F	White	01	Official/Administration	02/13/2011	06/24/2022
FT	20200382	F	White	02	Professionals	10/19/2020	
FT	19930117	F	Hispanic or Latino	06	Administrative Support	11/29/1993	
FT	20200244	F	White	02	Professionals	04/02/2020	
FT	20190150	F	White	02	Professionals	08/19/2019	
FT	20000180	M	White	01	Official/Administration	08/21/2000	
FT	20040025	F	White	02	Professionals	12/01/2003	
FT	19950052	F	Black	02	Professionals	04/03/1995	
FT	20050042	F	White	02	Professionals	04/18/2002	
FT	20220082	F	White	02	Professionals	04/18/2022	
FT	20200260	F	Black	02	Professionals	04/27/2020	
FT	20200241	F	White	02	Professionals	03/23/2020	
FT	20120071	M	Hispanic or Latino	02	Professionals	09/17/2012	07/09/2021

FT	20170010	F	Asian	02	Professionals	01/10/2017	
FT	20170737	F	Two or More Races	02	Professionals	09/14/2017	
FT	20190193	F	Hispanic or Latino	02	Professionals	10/15/2019	
FT	20190026	F	White	02	Professionals	02/11/2019	
FT	19930079	F	Hispanic or Latino	06	Administrative Support	09/20/1993	
FT	20060161	M	White	02	Professionals	09/05/2006	
FT	20190195	F	White	02	Professionals	10/21/2019	
FT	20200275	F	White	02	Professionals	06/02/2020	
FT	19980120	F	Black	01	Official/Administration	07/06/1998	
FT	20200245	F	White	02	Professionals	04/06/2020	
FT	20190177	F	White	06	Administrative Support	09/23/2019	
FT	20190123	F	White	02	Professionals	06/27/2019	
FT	19980247	F	Hispanic or Latino	01	Official/Administration	12/14/1998	
FT	20040263	F	Hispanic or Latino	02	Professionals	12/20/2004	
FT	20150143	F	White	01	Official/Administration	12/14/2015	
FT	19930081	F	White	06	Administrative Support	09/20/1993	
PT	19870002	F	White	02	Professionals	01/26/1987	
FT	20110057	M	Black	01	Official/Administration	08/22/2011	
FT	20180254	M	Hispanic or Latino	02	Professionals	08/27/2018	03/31/2022
FT	20030114	F	Hispanic or Latino	06	Administrative Support	09/03/2013	
FT	20190109	F	White	02	Professionals	05/20/2019	06/10/2022
FT	20190007	M	White	01	Official/Administration	01/14/2019	05/27/2022
FT	19860013	F	White	02	Professionals	09/02/1986	08/13/2021
PT	20220016	F	Black	06	Administrative Support	01/10/2022	
PT	20210260	F	Hispanic or Latino	06	Administrative Support	12/13/2021	
FT	20190201	M	White	03	Technicians	11/04/2019	
FT	19980107	F	White	01	Official/Administration	06/29/1998	
FT	20170686	F	White	02	Professionals	05/30/2017	
PT	20180271	F	White	02	Professionals	09/17/2018	
FT	19940132	F	White	02	Professionals	11/14/1994	06/30/2022

PART I. COUNTY OF KANE – 2021-2022 HEALTH UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	22.22%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	44.44%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-29.08%	9.21%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	16.24%	9.01%	6.61%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	7.50%	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%	60.00%	12.50%	10.00%	2.50%	0.00%	0.00%	2.50%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-26.50%	-1.60%	1.50%	-3.80%	-0.10%	0.00%	-0.70%	15.70%	9.80%	5.20%	-1.60%	0.00%	0.00%	2.20%
TECHNICIANS														
Workforce #%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	28.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	27.70%	-1.90%	-0.10%	0.00%	-0.30%
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%	30.77%	7.69%	61.54%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-10.33%	4.49%	45.44%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	9 ±100%	2 22.22%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 44.44%	1 11.11%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	38 ±100%	3 7.89%	0 0.00%	2 5.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	24 63.16%	3 7.89%	4 10.53%	1 2.63%	0 0.00%	0 0.00%	1 2.63%
03 - Technicians	2 100%	1 50.00%	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%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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	13 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 30.77%	1 7.69%	8 61.54%	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

Human Resource Management Department 2021-2022

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 White females 71.80% (CLS – 28.20%). There is underutilization in the Black female category (-2.10%), Hispanic female category (-4.50%), Asian female category (-1.90%), and Two or more Races female category (-0.30%). 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, 5.70% (CLS – 44.30%) and Two or more Races, 49.70% (CLS – 0.30%). Since there are no employees in the following categories, HR has underutilization in Black female category (-2.70%), Hispanic female category (-4.80%), and Asian female category (-4.10%). The Human Resources Professional workforce consists of one white female and one female with Two or more races.

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 58.90% (CLS - 41.10%). There is underutilization in the following categories, Black females (-3.20%), Hispanic females (-16.10%), Asian females (-2.10%), and Two or more races (-1.00%).

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 2 promotions for this reporting time 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) 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

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

Ethnic Detail for Human Resource Management Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20040044	F	White	01	Official/Administration	10/02/2020	
FT	20210182	F	White	02	Professionals	08/30/2021	06/01/2022
FT	20200639	F	White	06	Administrative Support	11/09/2020	
FT	20200309	F	White	01	Official/Administration	08/10/2020	
FT	20220258	F	Two or More Races	02	Professionals	06/06/2022	

PART I. COUNTY OF KANE – 2021-2022 HUMAN RESOURCE MANAGEMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	49.70%
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%	2 100.00%	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%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%						
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%	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

Information Technologies Department- Roger Fahnestock responses

1. Department's Executive Narrative- Referencing the enclosed Department Census and Workforce Reports; Compiling your Department's Executive Narrative be sure to:

- a. Address hiring practices- **The Information Technologies Department follows the employment practices and policies described within the Kane County Personnel Policy Handbook.**
- b. Promotions- **None**
- c. Transfers- **ITD had the following transfers:**

Employee ID#	Position Left	New Department
20200016	Desktop Support	Judiciary

- d. Record of disciplinary actions- **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.

Employee ID#	Position applied for
20190063	Web Developer I

- f. A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202©. – **The Information Technologies Department follows the employment practices and policies described within the Kane County Personnel Policy Handbook.**
- 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. – **Kane County website: <https://www.countyofkane.org/Pages/Employment.aspx> and Indeed.**

Ethnic Detail for Information Technologies Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19870007	F	Asian	03	Technicians	03/02/1987	
FT	20080141	M	White	02	Professionals	01/06/2011	
FT	20190108	F	White	06	Administrative Support	05/20/2019	
FT	20030184	F	White	02	Professionals	09/22/2014	
FT	20220012	F	White	01	Official/Administration	01/10/2022	
FT	19930111	F	White	01	Official/Administration	11/16/1993	
FT	20200014	F	White	06	Administrative Support	01/13/2020	
FT	20060183	M	White	02	Professionals	10/02/2006	
FT	20180241	M	White	03	Technicians	07/30/2018	
FT	20190063	M	White	02	Professionals	04/01/2019	
FT	20210142	M	White	02	Professionals	06/28/2021	
FT	20160053	M	White	02	Professionals	05/16/2016	
FT	20130113	M	White	02	Professionals	09/09/2013	
FT	19830011	M	White	02	Professionals	08/23/1983	
FT	20020093	M	White	01	Official/Administration	07/01/2002	
FT	20120076	M	White	02	Professionals	10/01/2012	
FT	20180196	M	White	02	Professionals	06/11/2018	08/20/2021
FT	20050147	M	White	02	Professionals	07/01/2005	
FT	20140111	M	White	02	Professionals	09/08/2014	
FT	20210230	M	White	02	Professionals	10/25/2021	
FT	19990266	M	White	02	Professionals	11/16/1999	
FT	20050166	M	White	03	Technicians	08/01/2005	
FT	20120060	M	White	02	Professionals	08/29/2012	
FT	20190121	M	Asian	02	Professionals	07/01/2019	
FT	19990152	M	White	02	Professionals	08/02/1999	
FT	20150020	M	White	02	Professionals	02/15/2015	
FT	19990031	M	White	02	Professionals	01/25/1999	
FT	20210082	M	White	02	Professionals	04/05/2021	
FT	20130169	F	Hispanic or Latino	02	Professionals	12/09/2013	
FT	20120033	M	White	03	Technicians	06/04/2012	
FT	19970086	M	White	02	Professionals	04/28/1997	
FT	19920055	M	White	01	Official/Administration	11/01/1992	

FT	20130068	M	White	02	Professionals	06/24/2013	
FT	20210231	M	White	02	Professionals	10/25/2021	
FT	20150003	M	White	02	Professionals	01/12/2015	
FT	19900018	F	White	03	Technicians	03/15/1990	
FT	20050150	M	White	03	Technicians	07/01/2005	
FT	20010127	F	White	06	Administrative Support	06/01/2001	
FT	20150039	F	White	06	Administrative Support	04/14/2015	
FT	20150091	F	White	02	Professionals	08/31/2015	
FT	20100046	M	White	02	Professionals	07/26/2010	
FT	20120074	M	White	02	Professionals	09/17/2012	
FT	19990047	M	White	02	Professionals	02/16/1999	
FT	20040013	M	White	02	Professionals	01/12/2004	
FT	20110037	M	White	02	Professionals	05/09/2011	
FT	20120087	F	White	02	Professionals	10/01/2012	06/22/2022
FT	20150007	M	White	02	Professionals	06/21/2021	
FT	20190122	M	Asian	02	Professionals	07/01/2019	
FT	20000055	M	White	03	Technicians	04/17/2000	
FT	20210147	M	White	02	Professionals	07/12/2021	
FT	20020005	M	White	02	Professionals	01/06/2002	

PART I. COUNTY OF KANE – 2021-2022 INFORMATION TECHNOLOGIES UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-1.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	21.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	83.33%	0.00%	0.00%	5.56%	0.00%	0.00%	0.00%	8.33%	0.00%	2.78%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	49.33%	-1.60%	-3.50%	1.76%	-0.10%	0.00%	-0.70%	-35.97%	-2.70%	-2.02%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	49.43%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	-4.01%	-1.20%	-22.30%	12.39%	-0.10%	0.00%	-0.30%
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	4 100%	2 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	36 100%	30 83.33%	0 0.00%	0 0.00%	2 5.56%	0 0.00%	0 0.00%	0 0.00%	3 8.33%	0 0.00%	1 2.78%	0 0.00%	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	4 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 100.00%	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

July 1, 2021- June 30, 2022 JUDICIARY AND COURTS
EEOP NARRATIVE REPORT

Hiring Practices:

The Judiciary follows 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:

1 Disciplinary Action- Written reprimand issued 03/2022 to a white female employee.

Employment Policies:

The Judiciary does not have our own employment policies. We follow the policies of Kane County.

Websites that Job Openings are Posted On:

Kane County Government Employment Page

Chicago Area Law Schools for Staff Attorneys and Law Student Interns

College of DuPage and Elgin Community College Paralegal Programs

Northern Illinois University

DePaul University

Loyola University

John Marshall Law School

Ethnic Detail for Judiciary and Courts Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20220165	F	White	02	Professionals	05/18/2022	
FT	20220005	F	White	06	Administrative Support	01/03/2022	
FT	20190101	M	White	04	Protective Services: Sworn	05/08/2019	
FT	20200016	M	White	02	Professionals	01/27/2020	
FT	20200315	F	Black	04	Protective Services: Sworn	09/15/2020	
FT	20210205	F	Hispanic or Latino	02	Professionals	09/20/2021	04/15/2022
FT	20190095	M	White	04	Protective Services: Sworn	05/02/2019	
FT	20170702	M	White	04	Protective Services: Sworn	07/05/2017	05/14/2021
FT	20110011	F	White	06	Administrative Support	02/01/2011	
FT	20210193	F	White	06	Administrative Support	09/07/2021	01/21/2022
FT	20210096	F	Black	04	Protective Services: Sworn	04/27/2021	
FT	20140027	F	White	02	Professionals	03/10/2014	
FT	20170705	F	White	04	Protective Services: Sworn	07/12/2017	
FT	20200046	F	White	04	Protective Services: Sworn	02/10/2020	
FT	20200313	M	White	04	Protective Services: Sworn	08/31/2020	
FT	20040024	M	Black	04	Protective Services: Sworn	02/01/2004	02/01/2022
FT	20210097	M	Black	04	Protective Services: Sworn	04/28/2021	
FT	20130087	F	White	02	Professionals	08/12/2013	
FT	20150066	M	White	04	Protective Services: Sworn	06/29/2015	
FT	20070131	F	White	04	Protective Services: Sworn	07/16/2007	
FT	20210117	M	White	04	Protective Services: Sworn	05/07/2021	
FT	20080170	F	White	02	Professionals	11/25/2008	
FT	20190093	F	White	04	Protective Services: Sworn	05/03/2019	
FT	20130049	F	White	06	Administrative Support	05/20/2013	10/12/2021
FT	20000077	M	White	02	Professionals	02/20/2007	
FT	20170701	F	White	04	Protective Services: Sworn	07/05/2017	
FT	20200312	F	White	02	Professionals	08/19/2020	03/01/2022
FT	20160097	F	White	02	Professionals	09/26/2016	
FT	19920003	F	White	06	Administrative Support	01/13/1992	
FT	19830019	M	White	01	Official/Administration	12/12/1983	
FT	20220146	F	Hispanic or Latino	02	Professionals	05/17/2022	
FT	20050006	M	White	04	Protective Services: Sworn	01/01/2005	

FT	20000005	F	White	01	Official/Administration	01/03/2000	
FT	20200314	F	White	04	Protective Services: Sworn	09/08/2020	
FT	20140019	F	White	06	Administrative Support	02/18/2014	
FT	20210066	F	Hispanic or Latino	06	Administrative Support	03/22/2021	07/02/2021
FT	20200019	M	White	04	Protective Services: Sworn	01/29/2020	
FT	19870031	F	White	04	Protective Services: Sworn	10/26/1987	01/07/2022
FT	20170703	M	White	06	Administrative Support	07/05/2017	
FT	20210098	F	White	04	Protective Services: Sworn	04/26/2021	
FT	20220372	F	Hispanic or Latino	04	Protective Services: Sworn	06/27/2022	
PT	20190092	M	Black	04	Protective Services: Sworn	05/01/2019	
FT	20190206	F	White	06	Administrative Support	11/20/2019	
FT	20200666	M	Hispanic or Latino	02	Professionals	11/30/2020	
FT	20170027	M	Hispanic or Latino	06	Administrative Support	02/14/2017	03/25/2022
FT	20220070	F	White	02	Professionals	04/04/2022	
FT	20170683	F	Hispanic or Latino	06	Administrative Support	05/22/2017	
FT	20170673	M	White	04	Protective Services: Sworn	04/11/2017	

PART I. COUNTY OF KANE – 2021-2022 JUDICIARY AND COURTS UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-1.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	21.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	16.67%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	58.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-17.33%	-1.60%	4.83%	-3.80%	-0.10%	0.00%	-0.70%	14.03%	-2.70%	11.87%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	39.13%	13.04%	0.00%	0.00%	0.00%	0.00%	0.00%	34.78%	8.70%	4.35%	0.00%	0.00%	0.00%	0.00%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-22.07%	11.14%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	25.78%	4.50%	-0.35%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	8.33%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-16.17%	-1.40%	0.13%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	-3.20%	0.57%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	12 100%	2 16.67%	0 0.00%	1 8.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 58.33%	0 0.00%	2 16.67%	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	22 ±100%	9 40.91%	3 13.64%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 31.82%	2 9.09%	1 4.55%	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%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 63.64%	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

EEOP NARRATIVE REPORT

July 1, 2021 – June 30, 2022

Kane County Law Library & Self Help Legal Center

Hiring Practices

We follow the general hiring practices of Kane County and the Sixteenth Judicial Circuit

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 follow the general employment policies of Kane County and the Sixteenth Judicial Circuit

Ethnic Detail for **Law Library** Employees between **07/01/2021** and **06/30/2022**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19940004	F	White	01	Official/Administration	01/03/1994	

PART I. COUNTY OF KANE – 2021-2022 LAW LIBRARY UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
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														
No Employees for This Category														
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%	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	Law Library does not have employees in this job category.														
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

Date: April 21, 2023
To: Jamie Loblillo, Executive Director – Human Resource Management
From: Michelle Guthrie – Director of Communications
Re: EEO Report for KaneComm – July 1, 2021-June 30, 2022

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 KaneComm's Collective Bargaining Agreement 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 July 1st, 2021-June 30th, 2022 are as follows:

Written Reprimand – None

Suspension/Duration - 1 Hispanic or Latio Female – two suspensions :1 day and seven days

In addition, the number of commendations to recognize employees during the same period are as follows:

Letter of Commendation: 1 White Male, 2 White Females, and 1 Black Female

2. Number of employees in each job category who made application for promotion or transfer within July 1st, 2021-June 30th, 2022:

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 KaneComm's Collective Bargaining Agreement

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

- The County Website: <http://www.countyofkane.org>
- APCO International: <http://apcointl.org>
- Illinois APCO: <https://www.ilapco.org/>
- National Emergency Number Association (NENA): <http://www.nena.org>
- The Blue Line: <https://www.theblueline.com/>
- Management positions are posted on the Brass Key: <https://thepoliceexecutive.com/clients/>
- 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 (for four to six hours)
- Psychological Testing
- Extensive background screening process
- Basic physical and testing

Ethnic Detail for Kane Comm Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20050102	M	White	05	Protective Services: Non Sworn	07/16/2012	
FT	20020016	F	Hispanic or Latino	05	Protective Services: Non Sworn	01/28/2002	
FT	20080132	F	White	01	Official/Administration	05/06/2013	
FT	20010239	M	White	05	Protective Services: Non Sworn	10/09/2001	
FT	20050126	M	White	05	Protective Services: Non Sworn	06/07/2005	
FT	20160030	F	White	05	Protective Services: Non Sworn	03/14/2016	
FT	20130040	F	White	05	Protective Services: Non Sworn	05/02/2013	
FT	20210227	F	White	05	Protective Services: Non Sworn	10/18/2021	04/18/2022
FT	19930060	F	White	05	Protective Services: Non Sworn	08/16/1993	
FT	20080103	M	White	05	Protective Services: Non Sworn	06/19/2008	08/03/2021
FT	20220059	M	White	06	Administrative Support	03/21/2022	
FT	20220068	F	White	05	Protective Services: Non Sworn	04/04/2022	
FT	20190180	F	Black	05	Protective Services: Non Sworn	10/07/2019	
FT	20200653	F	Hispanic or Latino	05	Protective Services: Non Sworn	11/13/2020	
FT	19990298	F	Hispanic or Latino	05	Protective Services: Non Sworn	12/20/1999	
FT	20210178	F	White	05	Protective Services: Non Sworn	08/23/2021	10/21/2021
FT	20080120	F	White	05	Protective Services: Non Sworn	08/04/2008	
FT	20070043	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/05/2007	
FT	20090023	F	White	05	Protective Services: Non Sworn	05/19/2014	
FT	20210148	F	White	05	Protective Services: Non Sworn	07/12/2021	
FT	20190138	F	White	01	Official/Administration	07/29/2019	

PART I. COUNTY OF KANE – 2021-2022 KANE COMM UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
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 #%	22.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	5.56%	22.22%	0.00%	0.00%	0.00%	0.00%
CLS #%	16.00%	2.70%	6.70%	0.00%	0.00%	0.00%	0.00%	54.70%	9.30%	10.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	6.22%	-2.70%	-6.70%	0.00%	0.00%	0.00%	0.00%	-4.70%	-3.74%	11.52%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	75.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-41.10%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	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	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%	4 22.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 50.00%	1 5.56%	4 22.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
06 - Administrative Support	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%						
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 M. Konen Administrative Officer



719 S Batavia Ave
Geneva, IL. 60134
Phone: 6302323558
konenkathleen@co.kane.il.us

Ethnic Detail Merit Commission

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

2023

Hired Date	Position	Gender	Race
3/24/2008	Kathleen M. Konen Administrative Officer	F	White
4/12/16	Peter J. Burgert Chairman Merit Commission	M	White
4/11/17	Todd A. Zies Vice Chairman Merit Commission	M	White
3/26/19	Jody M. Kanikula Secretary Merit Commission	F	White

Ethnic Detail for **Merit Commission** Employees between **07/01/2021** and **06/30/2022**

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

PART I. COUNTY OF KANE – 2021-2022 MERIT COMMISSION UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	58.90%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%	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

Office of the Public Defender
KANE COUNTY
SIXTEENTH JUDICIAL CIRCUIT OF ILLINOIS

RACHELE CONANT
PUBLIC DEFENDER



KANE COUNTY JUDICIAL CENTER
SUITE 200
37W777 ROUTE 38
ST. CHARLES, ILLINOIS 60175-7533
PHONE 630-232-5835
FAX 630-208-2192

DATE: May 18, 2023
TO: Jamie Loblillo, Executive Director Human Resources
FROM: Rachele Conant, Kane County Public Defender
RE: Kane County Equal Employment Opportunity Plan

The below information is from the Kane County Public Defender's Office for the dates between July 1, 2021 to June 30, 2022

1. Objectives in hiring practices

It is the policy Kane County Public Defender 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.

It is our goal to examine hiring practices and employment practices to ensure that the department is providing equal employment opportunities for all who meet the qualifications of the job.

2. The number of disciplinary actions taken against employees by race, sex, and national origin within the preceding fiscal year. 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.

1 female Hispanic suspension for a term of 30 days

3. 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.

2021: 1 female attorney transferred from misdemeanor to felony

1 female Hispanic transferred from receptionist to courtroom support staff

**2022: 1 male attorney White promoted from misdemeanor to felony
1 male attorney White promoted from misdemeanor to felony
1 female Hispanic transferred from receptionist to courtroom support staff**

4. 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.

For the attorneys, all employees are subject to statutory appointment at the pleasure of the Public Defender and the Rules of Professional Conduct; annual performance evaluations are conducted.

For support staff, when hiring for a bilingual position, we give the candidate a short narrative to translate in writing from Spanish to English.

We utilize the employment policies and practices outlined in the Kane County Personnel Policy Handbook

5. 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.

We continue to advertise on the County website, Chicagoland law schools, Illinois State Bar Association, KCBA, Illinois Public Defender Association, Chicago Daily Law Bulletin, Indeed, LinkedIn

Ethnic Detail for Public Defender Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19970008	F	White	02	Professionals	01/06/1997	
FT	20030218	F	Hispanic or Latino	02	Professionals	12/15/2003	
FT	20080051	F	White	02	Professionals	03/24/2008	
FT	20130167	F	White	02	Professionals	12/05/2013	
FT	20210155	F	White	02	Professionals	07/19/2021	
FT	20190159	M	White	02	Professionals	08/19/2019	
FT	20120116	F	Hispanic or Latino	06	Administrative Support	12/27/2012	
FT	20030035	F	Two or More Races	02	Professionals	12/07/2020	04/29/2022
FT	20120022	F	White	02	Professionals	04/16/2012	
FT	19990143	F	Hispanic or Latino	06	Administrative Support	07/19/1999	
FT	19960143	F	White	01	Official/Administration	08/05/1996	
FT	20170719	M	White	02	Professionals	08/14/2017	
FT	20190054	M	Two or More Races	02	Professionals	03/25/2019	
FT	20000205	F	White	02	Professionals	09/18/2000	
FT	20190055	M	White	02	Professionals	03/25/2019	
FT	20210162	F	White	02	Professionals	07/26/2021	03/23/2022
FT	20170012	M	White	02	Professionals	01/09/2017	
FT	20130060	M	Hispanic or Latino	02	Professionals	06/10/2013	
FT	19910064	F	White	04	Protective Services: Sworn	12/09/1991	
FT	20130024	M	White	02	Professionals	03/04/2013	
FT	20200656	F	White	02	Professionals	11/16/2020	03/07/2022
FT	20200300	F	Hispanic or Latino	06	Administrative Support	07/20/2020	06/03/2022
FT	20050018	F	Hispanic or Latino	06	Administrative Support	01/13/2014	
FT	19960101	F	White	02	Professionals	06/03/1996	
FT	20210189	F	Hispanic or Latino	06	Administrative Support	09/07/2021	05/20/2022
FT	20160166	F	White	02	Professionals	12/05/2016	
FT	20110013	M	White	02	Professionals	06/18/2018	
FT	20010260	F	White	02	Professionals	10/04/2021	
FT	20070028	F	White	06	Administrative Support	02/15/2007	
FT	20030215	F	White	06	Administrative Support	12/08/2003	09/30/2021
FT	20040259	F	White	02	Professionals	12/16/2004	
FT	20030163	F	White	02	Professionals	01/07/2008	

FT	19910041	F	White	06	Administrative Support	07/16/1991	11/19/2021
FT	20170009	F	White	02	Professionals	01/09/2017	
FT	20210095	M	White	06	Administrative Support	04/26/2021	
FT	20150138	M	White	02	Professionals	11/23/2015	
FT	20130061	F	White	02	Professionals	06/10/2013	
FT	20200034	F	Hispanic or Latino	06	Administrative Support	02/18/2020	
FT	20210024	F	White	06	Administrative Support	02/08/2021	
FT	19980212	F	Hispanic or Latino	06	Administrative Support	10/13/1998	
FT	20110052	F	White	02	Professionals	06/29/2011	
FT	20170774	M	White	02	Professionals	12/28/2017	
FT	20100033	F	White	02	Professionals	05/10/2010	
FT	20210008	F	Hispanic or Latino	02	Professionals	01/11/2021	
FT	20160022	M	Hispanic or Latino	02	Professionals	02/04/2016	
FT	20090074	F	White	02	Professionals	11/02/2009	
FT	19970064	F	White	04	Protective Services: Sworn	04/01/1997	
FT	20060006	M	White	02	Professionals	01/02/2006	
FT	20160109	F	Black	02	Professionals	10/31/2016	
FT	20220369	F	Hispanic or Latino	06	Administrative Support	06/21/2022	
FT	20030161	M	Asian	02	Professionals	09/02/2003	07/21/2021
FT	20200667	F	Hispanic or Latino	06	Administrative Support	11/30/2020	
FT	20090059	F	White	02	Professionals	09/28/2009	
FT	20030150	M	White	02	Professionals	07/02/2007	
FT	19960002	F	White	02	Professionals	01/02/1996	
FT	20020207	F	Asian	02	Professionals	12/30/2002	

PART I. COUNTY OF KANE – 2021-2022 PUBLIC DEFENDER UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	25.64%	0.00%	5.13%	2.56%	0.00%	0.00%	2.56%	51.28%	2.56%	5.13%	2.56%	0.00%	0.00%	2.56%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-8.36%	-1.60%	1.63%	-1.24%	-0.10%	0.00%	1.86%	6.98%	-0.14%	0.33%	-1.54%	0.00%	0.00%	2.26%
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 #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-61.20%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	91.00%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	0.00%	64.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-17.36%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-12.53%	-3.20%	48.19%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	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	37 100%	9 24.3243%	0 0.00%	2 5.4054%	1 2.7027%	0 0.00%	0 0.00%	1 2.7027%	19 51.3514%	1 2.7027%	2 5.4054%	1 2.7027%	0 0.00%	0 0.00%	1 2.7027%	
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	13 100%	1 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 30.77%	0 0.00%	8 61.54%	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

FY2021-2022 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 2021-2022 EEOP time frame.
3. There were no requests for promotions or transfers within the 2021-2022 time frame.

2021-2022 Workforce consists of the following:

- Professionals: 2 white males
- Technicians: 1 white male
- Administrative Support: 5 white females, 2 Hispanic female

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20030066	F	White	06	Administrative Support	04/28/2003	
FT	19980052	F	White	06	Administrative Support	04/01/1998	
FT	19980166	F	White	06	Administrative Support	08/18/1998	
FT	20050055	F	Hispanic or Latino	06	Administrative Support	03/07/2005	
FT	19980223	M	White	02	Professionals	11/02/1998	
FT	20020159	F	White	06	Administrative Support	10/01/2002	01/18/2022
FT	19900012	M	White	02	Professionals	03/05/1990	
FT	20020019	F	White	06	Administrative Support	01/30/2002	
FT	20030072	F	White	06	Administrative Support	01/16/2001	
FT	20220149	F	Hispanic or Latino	06	Administrative Support	05/23/2022	
FT	20030144	M	White	03	Technicians	08/18/2003	

PART I. COUNTY OF KANE – 2021-2022 RECORDER UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	66.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-44.30%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	78.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
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%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	33.90%	-3.20%	8.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%						
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%						
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	8 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 75.00%	0 0.00%	2 25.00%	0 0.00%	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

Patricia Dal Santo, Regional Superintendent

Date: May 4, 2023

To: Jamie Loblillo
From: Regional Office of Education

Re: Equal Employment Opportunity Plans FY22 (07/01/21 – 06/30/22)

Responses to Items from EEOP Letter

1. Record of Disciplinary Actions: During Fiscal Year 2022 the Regional Office of Education had 1 employee who received disciplinary action.

2021-2022 (1) disciplinary action

<u>Race</u>	<u>Sex</u>	<u>EEO Category</u>	<u>EEO Description</u>	<u>Sanction</u>
W	F	02	Professional	Termination

2. Promotions/Transfers: During Fiscal Year 2022 there was one employee who transferred from another department to the Regional Office of Education. There were no promotions.

2021-2022 (1) promoted or transferred

<u>Race</u>	<u>Sex</u>	<u>EEO Category</u>	<u>EEO Description</u>	<u>Change</u>
W	M	02	Professional	Transferred to our department

3. The Regional Office of Education posts job openings on the Kane County’s website, Kane County Human Resources Consortium, and depending on the job position, LinkedIn, Zip Recruiter, or Indeed.

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 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20170698	F	White	02	Professionals	07/03/2017	
FT	20180246	F	White	02	Professionals	08/15/2018	
FT	20140093	M	White	02	Professionals	08/12/2014	
PT	20150085	M	White	02	Professionals	08/03/2015	
FT	20200519	M	White	02	Professionals	10/19/2020	09/30/2021
FT	20050180	F	White	02	Professionals	08/22/2005	06/24/2022
FT	20120044	F	White	01	Official/Administration	07/16/2012	06/10/2022
FT	20200335	F	Hispanic or Latino	06	Administrative Support	10/05/2020	04/22/2022
FT	20030167	F	White	02	Professionals	09/15/2003	
FT	20220216	F	White	01	Official/Administration	05/23/2022	
FT	20050201	F	White	02	Professionals	09/07/2005	11/05/2021
FT	20190135	F	White	06	Administrative Support	07/22/2019	03/29/2022
FT	20020136	F	Black	02	Professionals	09/03/2002	
FT	19970216	F	White	06	Administrative Support	11/10/1997	
FT	20220132	F	White	06	Administrative Support	05/02/2022	
FT	20200327	F	White	06	Administrative Support	09/28/2020	
FT	20200295	F	White	02	Professionals	06/29/2020	10/15/2021
FT	20150125	F	Hispanic or Latino	02	Professionals	01/08/2018	
FT	19950132	F	Hispanic or Latino	06	Administrative Support	05/16/2007	
FT	19960227	M	White	01	Official/Administration	11/18/1996	
FT	20210242	M	White	02	Professionals	11/01/2021	12/31/2021
FT	20190130	F	White	02	Professionals	07/08/2019	12/24/2021
FT	20140057	M	White	02	Professionals	05/19/2014	
FT	20050041	M	Asian	03	Technicians	02/14/2005	
FT	19990038	F	Hispanic or Latino	02	Professionals	05/18/2022	
FT	20210211	M	White	02	Professionals	10/05/2021	
FT	20220267	F	Hispanic or Latino	02	Professionals	06/06/2022	
FT	20190004	F	Black	02	Professionals	01/07/2019	
FT	19990258	M	White	02	Professionals	11/08/1999	
FT	20210149	F	White	02	Professionals	07/01/2021	
FT	20220028	F	White	02	Professionals	01/24/2022	
FT	20220128	F	Asian	02	Professionals	04/25/2022	
FT	20180168	M	White	02	Professionals	04/16/2018	

PART I. COUNTY OF KANE – 2021-2022 REGIONAL OFFICE OF EDUCATION UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-17.97%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	38.47%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	34.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.13%	8.70%	13.04%	4.35%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	0.78%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-5.17%	6.00%	8.24%	0.25%	0.00%	0.00%	-0.30%
TECHNICIANS														
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	-22.00%	-2.90%	-27.70%	97.70%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
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%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	-3.20%	17.23%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	3	1	0	0	0	0	0	0	2	0	0	0	0	0	0
	100%	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%
02 - Professionals	22	8	0	0	0	0	0	0	9	2	2	1	0	0	0
	100%	36.364%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.909%	9.091%	9.091%	4.545%	0.00%	0.00%	0.00%
03 - Technicians	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100%	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%
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	6	0	0	0	0	0	0	0	4	0	2	0	0	0	0
	100%	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%
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

County of Kane
July 1, 2021 – June 30, 2022, Equal Employment
Opportunity Plan Executive Summary

Preface

The County of Kane has created this Equal Employment Opportunity Plan to comply with U.S. Department of Justice regulations. The purpose of an Equal Opportunity Plan (EEO Plan) 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 the following criteria are required to maintain an EEO Plan 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 Plan 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 based on race, sex, or national origin.

The EEO Plan 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 voters of Kane County countywide elect the County Board Chairman.

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 Clerk¹ State's Attorney² Sheriff³ County Recorder⁴ Auditor Circuit Clerk⁵ Coroner⁶
Treasurer⁷

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 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 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 if 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 because 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

2021 – 2022 – During the 2021-2022 plan year, the County had 1340 employees. The percentage of male to female is 49.8% males and 50.2% females employed. The ratio of each

ethnic group remains consistent with prior reporting years. White, non-Hispanic is at 56.7% and Minority Status is 43.3%.

2018-2019 – During the 2021-2022 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 the 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 were 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 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, the employment demographic remains unchanged.

2010 - We became aware that elected officials should not be included in the statistics for the plan; therefore, we removed all 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 reclassifying 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 unchanged. The percentage of Hispanics employed by the County increased slightly by .53% The analysis shows a slight improvement for females around

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, Non-Sworn category where Hispanic females increased by 12.5%. These gains were offset by a decrease of 5.5% in the technician category, and a 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, except for 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 are offset by gains in the *Professionals* category, which usually carries a higher salary.

2006 - The analysis shows a slight 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 most 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 underutilization. In Step 4, the staff of the Department of Human Resources Management will offer their 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 for 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.

KANE COUNTY SHERIFF'S OFFICE

2021-2022 Labor Analysis

Kane County Sheriff Ronald Hain
05/10/2023

This document contains the 2021-2022 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 overrepresented by male employees as there are only two females in this group. Male whites and male blacks are represented by 26 and 23 percent, respectively. Protective services sworn is again heavily dominated by male employees. 12.5 percent and male blacks represent male whites are under-represented by 5 percent. Other variances for males are under 3 percent. Females in this category are not all white which no longer causes an under-representation of 3.5 percent that was reported the year before. Female black is still under-represented but the percentage for female Hispanic is 6 percent. All changes are closely aligned with the numbers from the previous year.

Protective services non-sworn has been completed by their own designated entity for this year.

The corrections unit is comprised of personnel in the Professional, Protective Sworn and Administrative Support classifications. For further information, please reference their submitted EEOP.

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 diverse work force. For further information, please reference their submitted EEOP.

The Office of Emergency Management has submitted information on their EEOP.

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 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 online and at the various law enforcement related Advertising of openings for deputy and corrections officer positions are managed 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. We also have incorporated both an Explorer Program (ages 15-17) and a Cadet Program (ages 18-20) to assist those interested in helping Kane County Sheriff's Office for potential hiring in the future.
- 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 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
- P.O.W.E.R. Card
- 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 into 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 is covered by the Merit Commission is 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 are scheduled for their oral interview before the Commission. They receive a numerical score for this phase also. Corrections officer applicants must attain a minimum score of 70% to pass.

The standards associated with the physical ability exam have changed and applicants – prior to entry to the Police Academy – must possess a P.O.W.E.R card stating that they passed the physical ability standards. The card is good for one year. The test is a certified State of Illinois P.O.W.E.R. test. Failure to attain the minimum standard results in the deputy applicant being dropped.

The written score and oral interview scores are then added together and divided resulting in the applicant's final score. The eligibility list is sent to the Sheriff and 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 second 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 the same steps as a regular hire candidate except for 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. 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's suitability for hire. Any detection of untruthfulness will automatically disqualify a candidate. Candidates are also disqualified if they have felony convictions or misdemeanor convictions 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 are managed 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 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 only for the Kane County Sheriff's Office public safety and civilian portions. 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.

Promotions	Total	MALE					FEMALE				
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	8		4					2	1		
Professionals	0										
Protective Services/ Sworn	4		4								
Protective Services/ Non- Sworn											
Office/Clerical											
Skilled Craft	0										
Service/Maintenance	0										
Total	12										

Promotional Candidates	Total	MALE					FEMALE				
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	3		2	1							
Professionals	0										
Protective Services/ Sworn	13	1	10	1				1			
Protective Services/ Non- Sworn	0										
Office/Clerical	0										
Skilled Craft	0										
Service/Maintenance	0										
Total	16										

Transfers

The Sheriff's Office is covered by five different collective bargaining agreements. Each agreement has a separate 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. Each year employees can bid based on 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. The same is said for lateral transfers to different units still under the realm of public safety. Hence, why the numbers may reflect higher.

Transfers	Total	MALE					FEMALE				
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Official/Administrators	12		5	7							
Professionals	0										
Protective Services/ Sworn	41	2	29	8			2				
Protective Services/ Non-Sworn	1						1				
Office/Clerical	2						2				
Skilled Craft	0										
Service/Maintenance	0										
Total	56										

Discipline

The below table reflects the disciplinary actions taken in 2021-2022 by the Sheriff's Office. Due to the different collective bargaining agreements not, all personnel are able to receive oral reprimands. According to the CBA's the Sheriff follows a corrective and progressive disciplinary matrix. Individual coaching, counseling, sessions are not included as they are not considered discipline.

Discipline	Total	MALE					FEMALE				
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Oral reprimand	5		3	1				1			
Written reprimand	10	3	5	2							
Letter of suspension	4	1	1	1				1			
Letter of termination	1			1							
Demotion	0										
Total	20										

Police Department Breakdown

The below tables are required information for the police department. It is important to make a note that the Kane County Sheriff's Office does not fit the typical definition of a police department.

To fit the rank structure in the guidelines the categories have been changed to best for the structure present at the Kane County Sheriff's Office.

Public Safety Division

Positions	Total	MALE					FEMALE				
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Sheriff/Undersheriff	2		1					1			
Chief of Staff/Commander	3		3								
Lieutenant	3		3								
Sergeant	16		12	3				1			
Detective	9		8					1			
Total	33		27	3				3			

Case #	Employee	Division	Complainant	Incident	Complaint	Allegation(s)	Assigned	Status	INV Completion	Discipline
21-01	Mazzeo, Rudy	Adult Corrections	Sheriff Hain	1/3/2021	1/3/2021	Conduct & Performance	Collins #718	Sustained	3/4/2021	Verbal
21-02	Schnitzler, Thomas	Adult Corrections	Lt. Mckanna	2/28/2021	2/28/2021	Tardiness/Attendance	Collins #718	Sustained	3/17/2021	1 day susp
21-03	Malek, Nicole	Adult Corrections	Lt. Mckanna	1/30/2021	2/1/2021	Housing Officer Safety	Collins #718	Sustained	3/1/2021	Letter
21-04	Burch, Steven	Patrol	OPS	3/19/2021	4/7/2021	Squad Crash	Collins #718	Sustained	4/8/2021	Perf Doc
21-05	Moreno, Severiano	Adult Corrections	Lt. Mckanna	4/3/2021	4/3/2021	Conduct	Collins #718	Sustained	31-Aug	Letter
21-06	Velazquez et al	Patrol	Collins	5/5/2021	5/10/2021	Pursuit Policy	Collins #718	Sustained	7-Sep	Verbal
21-07	Deuchler, Susan	Patrol	Matt Cannon	7/6/2021	7/7/2021	Conduct	Collins #718	Unfounded	7/13/2021	N/A
21-08	Knudtson, Patrick	Patrol	Denne Chase	5/19/2021	5/20/2021	Conduct & Performance	Collins #718	Sustained	6/1/2021	Perf Doc
21-09	Malek, Nicole	Adult Corrections	Sgt. Hoffman	5/17/2021	5/19/2021	Control of Inmate	Collins #718	Sustained	9/7/2021	Letter
21-10	Perkins, Eric	Patrol	Lt. Collins	7/19/2021	9/8/2021	Pursuit Crash	Collins #718	Sustained	9/9/2021	Verbal
21-11	Strossner, Del	Adult Corrections	Lt. Mckanna	2021	8/15/2021	Attendance	Collins #718	Sustained	9/9/2021	Oral Rep
21-12	Desharnais, Marcus	Adult Corrections	Lt. Mckanna	8/31/2021	8/31/2021	Job Abandonment	Collins #718	Sustained	9/20/2021	Letter
21-13	Montemayer, Michael	Adult Corrections	Lt. Mckanna	9/5/2021	9/5/2021	Sick Abuse / Conduct	Collins #718	Sustained	9/15/2021	Mtg W/USG
21-14	Hunt, Justin	Adult Corrections	Lt. Mckanna	8/30/2021	9/1/2021	Violation of Law	Collins #718	Sustained	2/21/2022	1 day susp
21-15	Kramer, Colin	Patrol	Lisa Gentile	Mar-21	5/2/2021	Conduct	Collins #718	Unfounded	5/12/2021	N/A
21-16	Malott, Rick	Court Security	David Bertha	6/20/2019	8/13/2021	Conduct	Collins #718	Unfounded	9/20/2021	N/A
21-17	Jackson, Kevin	Court Security	Aguirre	Jul-21	Jul-21	Training Attendance	Collins #718	Sustained	7/28/2021	Letter
21-18	N/A	Jail Medical	Rachel Barclay	8/10/2021	8/12/2021	Rudeness	Collins #718	Unfounded	8/21/2021	N/A
21-19	Ortiz, Andre	Patrol	Jackson, Anthony	8/17/2021	8/26/2021	Conduct; Laws Rules Orders	Collins #718	Sustained	8/27/2021	Perf Doc
21-20	Ortiz, Andre	Patrol	Martinez, Juan	6/22/2021	8/25/2021	Conduct	Collins #718	Unfounded		N/A
21-21	Widlarz, Mike	Patrol	SA J. Moser	7/6/2019	10/4/2021	Conduct	Collins #718	Unfounded	10/20/2021	N/A
21-22	Gentry, Brandon	N/A	Internal	11/30/2021	N/A	Failure to Change Address	Collins #718	N/A	11/30/2021	Letter Sent
21-23	Burnette, Jeffrey	Court Security	Michelle Gresko SAO	Nov-21	11/24/2021	Sexual Harassment	McKinness #600	Sustained		Resigned
21-24	Leon, Armando	Court Security	Sgt. Malott	11/26/2021	11/27/2021	Conduct & Performance	McKinness #600			Letter
21-25	Frantzen, Nicole	Civilian	Erin Mulder	10/21/2021	10/22/2021	Intimidation / Conduct	Collins #718	N/A		Handled by USG
21-26	Malek, Nicole	Corrections	Anonymous	11/30/2021	11/30/2021	Conduct	Collins #718	Sustained	2/23/2022	Letter
21-27	Deuchler, Susan	Patrol	Timothy Kohl	11/23/2021	11/24/2021	Conduct	Supervisor	Unfounded	11/30/2021	N/A
21-28	Montemayer, Michael	Corrections	Lt. Mckanna	2021	11/30/2021	Sick Abuse / Conduct	Collins #718	Sustained	12/2/2021	Letter
21-29	Vega, Christopher	Patrol	Lt. Steve Collins	10/27/2021	10/27/2021	Squad Crash	Collins #718	Sustained		Resigned
21-30	Smith, Justin	Corrections	Lt. Mckanna	FY 2021	11/10/2021	Sick Abuse / Attendance	Collins #718			
21-31	Miller, Blythe	Corrections	Commander Osmani	12/24/2021	12/30/2021	Association	McKinness #600			

Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19950153	M	Hispanic or Latino	04	Protective Services: Sworn	09/08/1995	
FT	20210022	M	Hispanic or Latino	04	Protective Services: Sworn	01/25/2021	
FT	20170512	F	Hispanic or Latino	06	Administrative Support	02/27/2017	
FT	20210037	M	Hispanic or Latino	04	Protective Services: Sworn	03/01/2021	
FT	20080065	F	Hispanic or Latino	06	Administrative Support	04/28/2008	
FT	19960175	M	White	04	Protective Services: Sworn	09/09/1996	
FT	20160037	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20060067	M	White	04	Protective Services: Sworn	04/04/2006	
FT	20070058	M	White	04	Protective Services: Sworn	04/02/2007	
FT	20190077	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20030110	M	White	04	Protective Services: Sworn	06/04/1998	
FT	19820013	M	White	07	Skilled Craft	09/01/1982	
FT	20170735	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20140078	M	White	04	Protective Services: Sworn	07/07/2014	
FT	20210267	F	Hispanic or Latino	04	Protective Services: Sworn	12/27/2021	
FT	20050068	M	White	04	Protective Services: Sworn	04/04/2005	
FT	19860004	F	White	06	Administrative Support	04/01/1986	
FT	19930014	M	White	02	Professionals	03/17/1993	05/02/2022
FT	19980042	M	White	02	Professionals	03/16/1998	02/04/2022
FT	20050088	F	White	06	Administrative Support	05/16/2005	
FT	19940067	M	White	04	Protective Services: Sworn	06/24/1994	
FT	20080061	F	White	04	Protective Services: Sworn	04/21/2008	
FT	20110021	M	Black	04	Protective Services: Sworn	06/02/2019	
FT	20200311	M	White	04	Protective Services: Sworn	08/10/2020	
FT	20140109	F	White	02	Professionals	09/02/2014	
FT	20020149	M	White	04	Protective Services: Sworn	09/23/2002	
FT	20070118	F	White	06	Administrative Support	06/18/2007	
FT	19980139	M	White	04	Protective Services: Sworn	08/03/1998	
FT	20180137	M	White	04	Protective Services: Sworn	03/26/2018	
FT	20030099	M	Hispanic or Latino	04	Protective Services: Sworn	10/18/2019	
FT	20190136	M	Hispanic or Latino	04	Protective Services: Sworn	07/22/2019	
FT	20020186	F	White	06	Administrative Support	11/25/2002	11/01/2021

FT	20170004	M	Hispanic or Latino	04	Protective Services: Sworn	01/02/2017	
FT	19960176	M	White	04	Protective Services: Sworn	09/09/1996	
FT	19960158	M	White	04	Protective Services: Sworn	09/01/1996	06/24/2022
FT	19990201	M	White	04	Protective Services: Sworn	09/07/1999	
FT	19990125	M	White	04	Protective Services: Sworn	06/21/1999	08/10/2021
FT	19960070	M	White	01	Official/Administration	04/19/1996	
FT	20010146	M	Hispanic or Latino	05	Protective Services: Non Sworn	06/26/2001	
FT	20170726	M	Two or More Races	04	Protective Services: Sworn	08/28/2017	
FT	20210015	F	Two or More Races	06	Administrative Support	01/19/2021	12/10/2021
FT	20220127	M	White	04	Protective Services: Sworn	05/02/2022	
FT	20180274	F	White	06	Administrative Support	09/10/2018	
FT	20060185	M	White	04	Protective Services: Sworn	10/02/2006	
FT	19980086	M	White	07	Skilled Craft	06/01/1998	
FT	20220360	F	White	04	Protective Services: Sworn	06/13/2022	
FT	20210130	M	Hispanic or Latino	04	Protective Services: Sworn	06/01/2021	
FT	20200262	M	Hispanic or Latino	04	Protective Services: Sworn	04/20/2020	
FT	20050027	M	White	04	Protective Services: Sworn	02/01/2005	
FT	20120008	M	White	04	Protective Services: Sworn	02/10/2012	
FT	20050215	M	White	04	Protective Services: Sworn	09/26/2005	
FT	20150004	M	Black	05	Protective Services: Non Sworn	01/04/2015	12/28/2021
FT	20200004	M	Black	04	Protective Services: Sworn	12/30/2019	
FT	20030155	F	White	01	Official/Administration	09/02/2003	
FT	19980046	M	White	04	Protective Services: Sworn	03/30/1998	
FT	19980047	M	Hispanic or Latino	04	Protective Services: Sworn	03/30/1998	02/16/2022
FT	20190137	M	White	04	Protective Services: Sworn	07/22/2019	
FT	20190186	M	White	04	Protective Services: Sworn	10/07/2019	
FT	20050069	F	White	04	Protective Services: Sworn	04/04/2005	
FT	20210038	M	White	04	Protective Services: Sworn	03/01/2021	
FT	20210255	F	White	06	Administrative Support	12/06/2021	
FT	20110020	F	White	04	Protective Services: Sworn	02/13/2011	
FT	20160018	M	White	04	Protective Services: Sworn	02/01/2016	
FT	20010183	M	White	04	Protective Services: Sworn	08/13/2001	
FT	20170734	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20190029	F	White	04	Protective Services: Sworn	02/11/2019	10/16/2021

FT	20200671	F	White	04	Protective Services: Sworn	11/15/2020	
FT	20130164	F	White	05	Protective Services: Non Sworn	12/02/2013	
FT	20210039	F	White	04	Protective Services: Sworn	03/01/2021	
FT	20010092	F	White	05	Protective Services: Non Sworn	05/01/2001	
FT	20210009	M	White	06	Administrative Support	01/11/2021	
FT	20160094	M	White	04	Protective Services: Sworn	09/12/2016	
FT	20050159	M	White	02	Professionals	07/18/2005	
FT	20140004	F	White	04	Protective Services: Sworn	01/06/2014	
FT	20200686	F	White	05	Protective Services: Non Sworn	12/14/2020	
FT	20120019	M	White	04	Protective Services: Sworn	03/25/2012	
FT	20210100	F	Hispanic or Latino	04	Protective Services: Sworn	05/16/2021	
FT	20060078	M	White	04	Protective Services: Sworn	04/17/2006	
FT	20110042	F	White	06	Administrative Support	05/17/2011	
FT	20210216	M	White	04	Protective Services: Sworn	10/04/2021	
FT	20180269	M	Hispanic or Latino	04	Protective Services: Sworn	09/10/2018	
FT	19930104	M	White	02	Professionals	11/16/1993	
PT	20200288	M	Hispanic or Latino	04	Protective Services: Sworn	06/17/2020	
FT	20120023	M	Hispanic or Latino	04	Protective Services: Sworn	04/23/2012	
FT	20160019	M	Hispanic or Latino	04	Protective Services: Sworn	02/01/2016	
FT	20190178	M	White	04	Protective Services: Sworn	09/22/2019	
FT	20160038	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20210268	M	Black	04	Protective Services: Sworn	12/27/2021	04/01/2022
FT	20170003	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20150126	M	White	06	Administrative Support	10/26/2015	
FT	20220064	F	White	06	Administrative Support	03/28/2022	
FT	19960160	M	Black	05	Protective Services: Non Sworn	09/01/1996	
FT	20170240	M	White	04	Protective Services: Sworn	02/16/2017	
FT	19950002	M	Hispanic or Latino	04	Protective Services: Sworn	01/01/1995	
FT	20040057	M	White	05	Protective Services: Non Sworn	04/01/2004	
FT	20160102	M	White	04	Protective Services: Sworn	09/26/2016	
FT	19970024	M	White	04	Protective Services: Sworn	01/24/1997	
FT	20180139	M	White	04	Protective Services: Sworn	03/26/2018	

FT	20170513	F	Hispanic or Latino	02	Professionals	02/27/2017	
FT	20030120	M	Hispanic or Latino	04	Protective Services: Sworn	07/14/2003	
FT	20170661	M	White	04	Protective Services: Sworn	03/27/2017	
FT	19970015	M	White	04	Protective Services: Sworn	01/10/1997	
FT	20120077	M	White	04	Protective Services: Sworn	09/28/2012	
FT	20130067	M	White	07	Skilled Craft	06/24/2013	
FT	20210068	F	White	06	Administrative Support	03/29/2021	
FT	19930006	F	White	06	Administrative Support	01/16/1993	
FT	19940116	M	White	04	Protective Services: Sworn	10/09/1994	
FT	20150111	M	White	04	Protective Services: Sworn	09/21/2015	
FT	19900037	M	White	02	Professionals	08/20/1990	
FT	20010147	M	White	04	Protective Services: Sworn	11/01/1995	
FT	20170228	M	Hispanic or Latino	04	Protective Services: Sworn	02/16/2017	
FT	20220126	M	White	04	Protective Services: Sworn	05/02/2022	
FT	20210054	M	Hispanic or Latino	04	Protective Services: Sworn	03/22/2021	02/04/2022
FT	20120028	F	White	04	Protective Services: Sworn	04/29/2012	
FT	20030112	M	Asian	04	Protective Services: Sworn	06/30/2003	
FT	20160009	M	Hispanic or Latino	04	Protective Services: Sworn	12/28/2015	
FT	20060007	M	White	04	Protective Services: Sworn	01/04/2006	
FT	19980175	M	White	02	Professionals	09/01/1998	
FT	20170002	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20120038	F	White	06	Administrative Support	06/25/2012	
FT	20180270	M	White	04	Protective Services: Sworn	09/10/2018	
FT	20180140	M	White	04	Protective Services: Sworn	03/26/2018	
FT	20030102	M	White	04	Protective Services: Sworn	06/09/2003	
FT	20080049	M	White	04	Protective Services: Sworn	03/24/2008	
FT	19920022	M	White	02	Professionals	05/05/1992	
FT	19970017	M	White	02	Professionals	01/10/1997	
FT	20220026	M	White	04	Protective Services: Sworn	01/24/2022	
FT	20000006	M	White	04	Protective Services: Sworn	01/03/2000	
FT	20220018	F	White	06	Administrative Support	01/10/2022	
FT	19930019	M	White	04	Protective Services: Sworn	03/16/1993	
FT	20080112	F	White	04	Protective Services: Sworn	07/03/2008	02/01/2022

PART I. COUNTY OF KANE – 2021-2022 SHERIFF - SHERIFF UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-1.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	21.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	75.00%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	8.33%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	41.00%	6.73%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-35.97%	-2.70%	3.53%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	61.96%	3.26%	19.57%	1.09%	0.00%	0.00%	1.09%	10.87%	0.00%	2.17%	0.00%	0.00%	0.00%	0.00%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	0.76%	1.36%	4.37%	-1.41%	0.00%	0.00%	-0.01%	1.87%	-4.20%	-2.53%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN														
Workforce #%	14.29%	28.57%	14.29%	0.00%	0.00%	0.00%	0.00%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	16.00%	2.70%	6.70%	0.00%	0.00%	0.00%	0.00%	54.70%	9.30%	10.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-1.71%	25.87%	7.59%	0.00%	0.00%	0.00%	0.00%	-11.84%	-9.30%	-10.70%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
Workforce #%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	70.59%	0.00%	11.76%	0.00%	0.00%	0.00%	5.88%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-12.74%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	29.49%	-3.20%	-4.34%	-2.10%	0.00%	0.00%	4.88%
SKILLED CRAFT														
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 #%	53.00%	0.80%	38.40%	1.50%	0.00%	0.00%	0.50%	1.50%	0.30%	3.80%	0.20%	0.00%	0.00%	0.10%
Utilization %	47.00%	-0.80%	-38.40%	-1.50%	0.00%	0.00%	-0.50%	-1.50%	-0.30%	-3.80%	-0.20%	0.00%	0.00%	-0.10%
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	2	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	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%
02 - Professionals	10	8	0	0	0	0	0	0	1	0	1	0	0	0	0
	100%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%
03 - Technicians	Sheriff - Sheriff does not have employees in this job category.														
04 - Protective Services: Sworn	92	57	3	18	1	0	0	1	10	0	2	0	0	0	0
	±100%	61.96%	3.26%	19.57%	1.09%	0.00%	0.00%	1.09%	10.87%	0.00%	2.17%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	7	1	2	1	0	0	0	0	3	0	0	0	0	0	0
	100%	14.286%	28.571%	14.286%	0.00%	0.00%	0.00%	0.00%	42.857%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	17	2	0	0	0	0	0	0	12	0	2	0	0	0	1
	±100%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	70.59%	0.00%	11.76%	0.00%	0.00%	0.00%	5.88%
07 - Skilled Craft	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	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%
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

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

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 events. 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 #304, "Recruitment and Selection". Openings are generally advertised on the county web site and though Sheriff Office social media pages.

The Kane County Sheriff's Merit Commission is responsible for establishing an eligibility list for the positions of corrections officer. For this position 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 65% is required for corrections officer. This is stated in the rules and regulations.

The applicant must possess State of Illinois Police Officer Wellness Evaluation (P.O.W.E.R) card prior to the appointment to the Sheriff's Office

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

The written 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. How do they score it now without the physical agility?

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

The commission is currently allowing lateral hires for 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, 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 #304, "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

Ethnic Detail for Sheriff - Corrections Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20180237	M	Asian	04	Protective Services: Sworn	07/23/2018	
FT	20000152	M	Hispanic or Latino	02	Professionals	08/01/2000	
FT	20150017	M	White	04	Protective Services: Sworn	02/02/2015	
FT	20220036	M	Black	04	Protective Services: Sworn	02/14/2022	
FT	20060142	M	White	02	Professionals	07/31/2006	
FT	20210150	M	White	04	Protective Services: Sworn	07/07/2021	
FT	20020110	M	White	04	Protective Services: Sworn	08/12/2002	
FT	20190155	M	White	04	Protective Services: Sworn	08/20/2019	
FT	20210237	M	White	04	Protective Services: Sworn	11/01/2021	
FT	20160039	M	White	04	Protective Services: Sworn	04/04/2016	
FT	20210005	F	Asian	04	Protective Services: Sworn	01/04/2021	
FT	20180008	M	White	04	Protective Services: Sworn	02/05/2018	
FT	20070216	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20080048	F	White	04	Protective Services: Sworn	03/24/2008	
FT	20130076	F	Asian	02	Professionals	07/15/2013	
FT	20210140	M	Black	04	Protective Services: Sworn	06/28/2021	
FT	20010042	M	White	04	Protective Services: Sworn	02/26/2001	03/01/2022
FT	20210127	M	White	04	Protective Services: Sworn	06/01/2021	10/30/2021
FT	20210184	M	White	04	Protective Services: Sworn	08/30/2021	12/25/2021
FT	20190200	F	Hispanic or Latino	04	Protective Services: Sworn	10/28/2019	
FT	20040028	M	White	04	Protective Services: Sworn	02/09/2004	
FT	20210264	M	Hispanic or Latino	04	Protective Services: Sworn	12/29/2021	01/14/2022
FT	20220050	M	Hispanic or Latino	04	Protective Services: Sworn	03/14/2022	
FT	20200239	M	Black	06	Administrative Support	03/16/2020	
FT	20080148	M	Black	04	Protective Services: Sworn	09/16/2008	
FT	20130123	F	White	04	Protective Services: Sworn	10/07/2013	
FT	20210172	M	White	04	Protective Services: Sworn	08/16/2021	10/24/2021
FT	20180238	F	Hispanic or Latino	04	Protective Services: Sworn	07/23/2018	12/30/2021
FT	20100026	F	White	04	Protective Services: Sworn	03/29/2010	
FT	20080050	M	White	04	Protective Services: Sworn	03/24/2008	
FT	20180653	F	Black	02	Professionals	12/28/2018	
FT	20090062	M	White	04	Protective Services: Sworn	10/05/2009	

FT	20020030	M	Hispanic or Latino	04	Protective Services: Sworn	02/25/2002	02/01/2022
FT	20110081	M	White	04	Protective Services: Sworn	10/11/2011	
FT	20020031	M	White	04	Protective Services: Sworn	02/25/2002	02/01/2022
FT	20210173	F	White	06	Administrative Support	08/16/2021	
FT	20040029	M	Asian	04	Protective Services: Sworn	02/09/2004	
FT	20190107	M	Black	02	Professionals	05/13/2019	
FT	20080043	F	Hispanic or Latino	06	Administrative Support	03/17/2008	
FT	19950043	M	Asian	04	Protective Services: Sworn	03/26/1995	
FT	20090011	M	Hispanic or Latino	04	Protective Services: Sworn	02/02/2009	
FT	20190039	F	White	06	Administrative Support	09/12/2021	
FT	19940089	M	White	04	Protective Services: Sworn	08/16/1994	
FT	20200682	F	Hispanic or Latino	06	Administrative Support	12/08/2020	
FT	20080155	M	White	04	Protective Services: Sworn	10/06/2008	
FT	20050157	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20210002	M	White	04	Protective Services: Sworn	12/28/2020	
FT	20080027	M	White	04	Protective Services: Sworn	02/04/2008	
FT	20190126	M	Hispanic or Latino	04	Protective Services: Sworn	07/01/2019	
FT	19980124	M	White	04	Protective Services: Sworn	07/13/1998	
FT	20070088	M	White	04	Protective Services: Sworn	05/29/2007	
FT	20220288	M	White	04	Protective Services: Sworn	06/06/2022	
FT	20070219	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20030118	F	White	04	Protective Services: Sworn	07/14/2003	
FT	20210235	M	White	04	Protective Services: Sworn	11/01/2021	12/07/2021
FT	20190189	M	Hispanic or Latino	04	Protective Services: Sworn	10/07/2019	
FT	19960081	M	White	04	Protective Services: Sworn	05/13/1996	06/10/2022
FT	19950155	M	White	04	Protective Services: Sworn	09/29/1995	
FT	20050039	F	White	04	Protective Services: Sworn	02/14/2005	
FT	19950060	M	White	02	Professionals	04/16/1995	
FT	20120085	M	White	04	Protective Services: Sworn	10/01/2012	
FT	20220035	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20170706	M	Hispanic or Latino	04	Protective Services: Sworn	07/10/2017	
FT	20190103	M	White	04	Protective Services: Sworn	05/13/2019	
FT	20170005	M	White	04	Protective Services: Sworn	01/02/2017	
FT	20150016	M	White	04	Protective Services: Sworn	02/02/2015	
FT	20080028	M	White	04	Protective Services: Sworn	02/04/2008	
FT	20060187	M	White	04	Protective Services: Sworn	10/10/2006	

FT	20010081	F	White	06	Administrative Support	04/16/2001	
FT	20190127	M	White	04	Protective Services: Sworn	07/01/2019	01/05/2022
FT	20210139	M	White	04	Protective Services: Sworn	07/06/2021	
FT	20220062	F	White	06	Administrative Support	03/28/2022	
FT	20000021	F	White	04	Protective Services: Sworn	02/22/2000	
FT	20080060	M	White	04	Protective Services: Sworn	04/14/2008	
FT	20220287	M	White	04	Protective Services: Sworn	06/06/2022	
FT	20210007	M	Hispanic or Latino	04	Protective Services: Sworn	01/04/2021	
FT	20080129	F	White	06	Administrative Support	08/18/2008	05/26/2022
FT	20210045	M	Two or More Races	04	Protective Services: Sworn	03/08/2021	
FT	20210052	M	White	04	Protective Services: Sworn	03/22/2021	
FT	20220039	F	Hispanic or Latino	04	Protective Services: Sworn	02/14/2022	
FT	20110028	F	White	04	Protective Services: Sworn	03/14/2011	
FT	20070138	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20080031	F	White	04	Protective Services: Sworn	02/04/2008	
FT	20060106	M	White	04	Protective Services: Sworn	05/30/2006	
FT	19950173	M	White	04	Protective Services: Sworn	09/29/1995	08/06/2021
FT	20220037	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20210160	M	Hispanic or Latino	04	Protective Services: Sworn	07/19/2021	12/26/2021
FT	20210141	M	Hispanic or Latino	04	Protective Services: Sworn	06/28/2021	08/20/2021
FT	20210236	M	Hispanic or Latino	04	Protective Services: Sworn	11/01/2021	05/30/2022
FT	20170765	M	White	04	Protective Services: Sworn	12/04/2017	
FT	20210143	M	White	04	Protective Services: Sworn	07/06/2021	
FT	20070136	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20040102	M	White	02	Professionals	05/24/2004	
FT	20210165	M	Hispanic or Latino	08	Service/Maintenance	08/02/2021	
FT	20210053	M	White	04	Protective Services: Sworn	03/22/2021	
FT	20080154	M	Hispanic or Latino	04	Protective Services: Sworn	10/06/2008	
FT	20010173	F	White	04	Protective Services: Sworn	08/06/2001	
FT	20070218	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20030123	F	White	04	Protective Services: Sworn	07/14/2003	
FT	20170721	M	Hispanic or Latino	04	Protective Services: Sworn	08/14/2017	
FT	20190128	M	Hispanic or Latino	04	Protective Services: Sworn	07/01/2019	
FT	20160081	M	White	04	Protective Services: Sworn	08/29/2016	
FT	20050211	M	White	04	Protective Services: Sworn	09/19/2005	
FT	20210010	M	White	04	Protective Services: Sworn	01/11/2021	02/03/2022

FT	2000016	M	White	04	Protective Services: Sworn	02/07/2000	
FT	20150026	F	Hispanic or Latino	08	Service/Maintenance	03/16/2015	
FT	20030037	M	White	04	Protective Services: Sworn	03/03/2003	
FT	20110066	F	Hispanic or Latino	04	Protective Services: Sworn	04/26/2021	07/29/2021
FT	20000139	M	White	04	Protective Services: Sworn	07/17/2000	
FT	20220038	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20210238	M	Hispanic or Latino	04	Protective Services: Sworn	11/01/2021	
FT	19960218	M	Hispanic or Latino	04	Protective Services: Sworn	11/04/1996	
FT	20020036	M	White	02	Professionals	02/25/2002	
FT	20120088	F	White	06	Administrative Support	10/09/2012	
FT	20210029	M	Asian	04	Protective Services: Sworn	02/08/2021	05/12/2022
FT	20180467	M	Hispanic or Latino	04	Protective Services: Sworn	10/08/2018	
FT	20220048	M	Hispanic or Latino	04	Protective Services: Sworn	03/14/2022	
FT	20220075	F	Two or More Races	04	Protective Services: Sworn	04/11/2022	
FT	20190079	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20190185	F	Hispanic or Latino	04	Protective Services: Sworn	10/07/2019	
FT	20210144	M	Two or More Races	04	Protective Services: Sworn	07/06/2021	
FT	20190161	M	Hispanic or Latino	08	Service/Maintenance	08/26/2019	
FT	20020037	M	White	04	Protective Services: Sworn	02/25/2002	
FT	20210128	M	Hispanic or Latino	04	Protective Services: Sworn	06/01/2021	05/08/2022
FT	20180260	M	Hispanic or Latino	04	Protective Services: Sworn	09/03/2018	
FT	20160085	M	White	04	Protective Services: Sworn	08/29/2016	
FT	20040034	M	White	04	Protective Services: Sworn	02/09/2004	
FT	20210120	F	White	02	Professionals	05/19/2021	
FT	20120002	M	White	04	Protective Services: Sworn	01/17/2012	
FT	20080032	M	White	04	Protective Services: Sworn	02/04/2008	
FT	20190129	M	White	04	Protective Services: Sworn	07/01/2019	
FT	20200011	M	Two or More Races	04	Protective Services: Sworn	12/30/2019	
FT	20140056	M	White	04	Protective Services: Sworn	05/12/2014	
FT	20070030	M	White	04	Protective Services: Sworn	02/13/2007	
FT	20080087	F	White	06	Administrative Support	06/09/2008	
FT	20160041	M	White	04	Protective Services: Sworn	04/04/2016	
FT	19940018	F	White	06	Administrative Support	02/01/1994	
FT	20060188	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20210067	F	White	06	Administrative Support	03/29/2021	07/10/2021
FT	20200013	M	White	04	Protective Services: Sworn	12/30/2019	

FT	20210028	F	White	04	Protective Services: Sworn	02/08/2021	03/26/2022
FT	20090013	M	White	04	Protective Services: Sworn	02/02/2009	
FT	20050160	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20070137	M	White	02	Professionals	07/23/2007	
FT	20060189	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20190188	M	Black	04	Protective Services: Sworn	10/07/2019	
FT	20220047	M	Black	04	Protective Services: Sworn	03/14/2022	
FT	20030040	M	White	04	Protective Services: Sworn	03/03/2003	
FT	20190104	M	White	04	Protective Services: Sworn	05/13/2019	
FT	20140113	F	White	06	Administrative Support	09/08/2014	
FT	20050161	M	Black	04	Protective Services: Sworn	07/18/2005	
FT	20220049	M	Black	04	Protective Services: Sworn	03/14/2022	
FT	20030124	F	Black	04	Protective Services: Sworn	07/14/2003	
FT	20090012	M	Black	04	Protective Services: Sworn	02/02/2009	
FT	20160087	M	White	04	Protective Services: Sworn	08/29/2016	
FT	20100045	F	Hispanic or Latino	06	Administrative Support	07/19/2010	
FT	19980091	M	White	06	Administrative Support	06/01/1998	
FT	20040035	F	White	04	Protective Services: Sworn	02/09/2004	

PART I. COUNTY OF KANE – 2021-2022 SHERIFF - CORRECTIONS UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	50.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%	10.00%	10.00%	0.00%	10.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	16.00%	8.40%	6.50%	-3.80%	-0.10%	0.00%	-0.70%	-34.30%	7.30%	-4.80%	5.90%	0.00%	0.00%	-0.30%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	57.69%	6.15%	15.38%	3.08%	0.00%	0.00%	2.31%	9.23%	0.77%	3.85%	0.77%	0.00%	0.00%	0.77%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-3.51%	4.25%	0.18%	0.58%	0.00%	0.00%	1.21%	0.23%	-3.43%	-0.85%	0.77%	0.00%	0.00%	0.77%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	6.25%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	62.50%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-18.25%	4.85%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	21.40%	-3.20%	8.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
Workforce #%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	23.90%	4.10%	29.70%	1.20%	0.10%	0.00%	0.60%	17.90%	2.90%	17.40%	1.60%	0.10%	0.00%	0.60%
Utilization %	-23.90%	-4.10%	36.97%	-1.20%	-0.10%	0.00%	-0.60%	-17.90%	-2.90%	15.93%	-1.60%	-0.10%	0.00%	-0.60%

PART I. COUNTY OF KANE – 2021-2022 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	10 100%	5 50.00%	1 10.00%	1 10.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 10.00%	1 10.00%	0 0.00%	1 10.00%	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	130 100%	75 57.69%	8 6.15%	20 15.38%	4 3.08%	0 0.00%	0 0.00%	3 2.31%	12 9.23%	1 0.77%	5 3.85%	1 0.77%	0 0.00%	0 0.00%	1 0.77%	
05 - Protective Services: Non Sworn	Sheriff - Corrections does not have employees in this job category.															
06 - Administrative Support	15 ±100%	1 6.67%	1 6.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	10 66.67%	0 0.00%	3 20.00%	0 0.00%	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	3 100%	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%	1 33.33%	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

Introduction:

The primary mission of the Kane County Sheriff's Office Court Security Division is "To provide a safe and orderly environment to the 16th Judicial Circuit in Kane County; to protect the integrity of the Court; to maintain the decorum of the Court; to detect those who would take disruptive or violent action against the Court and/or its participants. In order to accomplish our mission it is necessary that the Division maintains current, updated training for personnel, and it is mandatory that equipment systems and related items be fully functional and maintained at peak levels of operating efficiency.

Our department is committed to equal employment opportunity and nondiscrimination. Our aim is to create a workplace environment where everyone is treated fairly and with respect, regardless of their race, sex, or national origin. In line with this goal, we have implemented various policies and practices that are designed to ensure that we provide equal employment opportunities to all employees.

Addressing Hiring Practices:

The Kane County Sheriff's Office policy on employee recruiting provides a framework for identifying job-related standards for the selection process. The policy states that the office will recruit and hire only those individuals who demonstrate a commitment to service, and who possess the traits and characteristics that reflect personal integrity and high ethical standards. In accordance with applicable federal, state, and local laws, the office provides equal opportunities for applicants and employees, regardless of their protected class or status. The selection process will be public, competitive, and open to all citizens of the United States, with specified limitations as to residency, age, health, habits, and moral character. Preferences for employment outlined in state or federal statutes or Sheriff's Merit Commission guidelines will be allowed. The selection process should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities.

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Kane County Sheriff's Office. Candidates may be required to share specific content that has been reported to the Office, without requesting or requiring candidates to provide access to their personal online accounts.

Our department has implemented fair and transparent hiring practices to ensure that all job applicants are evaluated based on their qualifications and abilities. We do not discriminate against any job applicant based on their race, sex, or national origin. We make sure that our job postings are inclusive and reach a diverse group of applicants, ensuring that our selection process is free from bias and any discrimination.

Promotions:

The Kane County Sheriff's Office has established a policy to define the required and desirable qualifications for promotion within their ranks. To evaluate employees for promotion, certain considerations must be met, such as maintaining a professional appearance, physical condition, emotional stability, sound judgment, personal integrity, leadership, adaptability, and conforming to organizational goals. The selection process involves administrative evaluation, supervisor

recommendations, candidate interviews, Commander recommendations, and appointment by the Sheriff

Our department's promotion process is distinct in that the Sheriff oversees all promotions to supervisor positions within the Court Security Division. The reason for this is because the Court Security division is not subject to the jurisdiction of the Merit Commission.

Transfers:

The Kane County Sheriff's Office has established a policy to define the required and desirable qualifications for transfers to corrections. The transfer process involves administrative evaluation, supervisor recommendations, candidate interviews, Commander recommendations, and appointment by the Sheriff. The evaluation process includes a review of supervisor recommendations, followed by interviews with each candidate and a committee chosen by the appropriate Commander. Based on supervisor recommendations and those of the Commander after the interview, the Commander will submit his/her recommendation(s) to the Sheriff, who will ultimately make the appointment decision. During this process any person wanting to transfer will have an interview with the Merit Commission.

We believe in transferring employees based on their merit and qualifications. We have implemented a fair and transparent process for transfers. We evaluate employees based on their skills, experience, and job performance, and we do not discriminate against any employee based on their race, sex, or national origin. We also ensure that our promotions and transfers are inclusive and reach a diverse group of employees. Our transfer policies are designed to ensure that all employees have an equal opportunity to advance their careers.

Record of Disciplinary Actions: See chart Attachment # 1

Our department keeps a record of all disciplinary actions taken against employees. We ensure that all disciplinary actions are taken in a fair and consistent manner, regardless of the employee's race, sex, or national origin. We also ensure that all disciplinary actions are documented and communicated to the employee in writing. The disciplinary actions that we impose include verbal warning, oral reprimand, written reprimand, and progressive discipline.

Promotion and Transfer:

See Chart Attachment #2

Detailed narrative Statement

Our office/department's existing employment policies and practices are designed to provide equal employment opportunities to all employees. We follow the guidelines set forth in 42.202(c) and ensure that our employment policies, procedures, and practices are fair, transparent, and nondiscriminatory.

Recruitment Efforts:

To assist in our recruitment efforts, we post job openings on various websites. These include Kane County, Police one, and the Blue Line websites. Our aim is to reach a diverse group of applicants and ensure that our recruitment efforts are inclusive.

Conclusion:

Our department is committed to providing equal employment opportunities to all employees. We will continue to monitor our employment policies, practices, and procedures to ensure that they are fair, transparent, and nondiscriminatory. We believe that a diverse and inclusive workplace is essential for our success, and we are committed to promoting diversity and inclusion in our division.

Ethnic Detail for Sheriff - Court Security Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20080041	M	Hispanic or Latino	02	Professionals	03/12/2008	
FT	20190030	F	Black	04	Protective Services: Sworn	09/03/2019	08/04/2021
FT	20210069	F	Hispanic or Latino	02	Professionals	03/29/2021	
FT	20170697	M	White	04	Protective Services: Sworn	06/26/2017	04/08/2022
FT	20210044	M	White	04	Protective Services: Sworn	03/08/2021	
FT	20210233	M	White	04	Protective Services: Sworn	10/18/2021	
FT	20170704	M	White	04	Protective Services: Sworn	07/05/2017	01/04/2022
FT	20210263	F	Two or More Races	02	Professionals	12/15/2021	
FT	20030201	M	White	04	Protective Services: Sworn	11/12/2003	
FT	20190116	M	White	04	Protective Services: Sworn	06/11/2019	12/17/2021
FT	20190125	M	White	04	Protective Services: Sworn	07/01/2019	
FT	20210168	M	Hispanic or Latino	04	Protective Services: Sworn	08/02/2021	
FT	20110033	M	White	04	Protective Services: Sworn	04/18/2011	
FT	20000102	M	White	02	Professionals	06/06/2000	
FT	20220133	M	Hispanic or Latino	04	Protective Services: Sworn	05/02/2022	
FT	20190187	M	White	04	Protective Services: Sworn	10/07/2019	
FT	20050213	M	White	04	Protective Services: Sworn	09/26/2005	
FT	20190171	M	Hispanic or Latino	04	Protective Services: Sworn	08/30/2021	
PT	20210110	M	White	04	Protective Services: Sworn	05/10/2021	
FT	20210253	F	Hispanic or Latino	04	Protective Services: Sworn	11/29/2021	
FT	20210006	M	Hispanic or Latino	04	Protective Services: Sworn	01/04/2021	
PT	20130144	M	White	04	Protective Services: Sworn	10/28/2013	
FT	20080074	M	White	04	Protective Services: Sworn	05/12/2008	
FT	20210169	M	Hispanic or Latino	04	Protective Services: Sworn	08/02/2021	
PT	20190023	F	White	04	Protective Services: Sworn	02/04/2019	
PT	20150075	F	White	04	Protective Services: Sworn	07/14/2015	03/18/2022
FT	20200005	M	White	04	Protective Services: Sworn	12/30/2019	
FT	20170007	M	Hispanic or Latino	04	Protective Services: Sworn	09/30/2019	
PT	19910025	M	Black	04	Protective Services: Sworn	03/06/2017	
PT	20210226	M	White	04	Protective Services: Sworn	10/11/2021	
FT	20220164	F	Black	04	Protective Services: Sworn	05/23/2022	
FT	20190080	M	White	04	Protective Services: Sworn	03/25/2019	

FT	20190191	M	White	04	Protective Services: Sworn	10/15/2019	
FT	20040021	F	Black	04	Protective Services: Sworn	01/26/2004	
FT	20150122	M	Asian	04	Protective Services: Sworn	10/13/2015	
FT	20210198	M	Two or More Races	04	Protective Services: Sworn	09/20/2021	
FT	20190034	F	White	02	Professionals	02/26/2019	
FT	20130175	M	White	04	Protective Services: Sworn	12/30/2013	
FT	20180397	F	Black	04	Protective Services: Sworn	10/03/2018	
FT	20210129	M	Hispanic or Latino	04	Protective Services: Sworn	06/01/2021	
FT	20210234	F	White	04	Protective Services: Sworn	10/18/2021	
PT	20190003	F	Black	04	Protective Services: Sworn	01/03/2019	
FT	20220061	F	White	02	Professionals	03/21/2022	
FT	20190210	M	White	04	Protective Services: Sworn	11/25/2019	
FT	20210252	M	White	04	Protective Services: Sworn	11/29/2021	02/11/2022
FT	20210046	M	Black	04	Protective Services: Sworn	03/08/2021	
PT	19980093	M	Black	04	Protective Services: Sworn	11/08/2021	
FT	20120086	M	White	04	Protective Services: Sworn	10/09/2012	
FT	20190141	F	White	04	Protective Services: Sworn	08/05/2019	08/06/2021
FT	20210254	F	White	04	Protective Services: Sworn	11/29/2021	02/25/2022
FT	20140092	M	White	04	Protective Services: Sworn	07/30/2014	

PART I. COUNTY OF KANE – 2021-2022 SHERIFF - COURT SECURITY UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	16.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	16.67%	0.00%	0.00%	0.00%	16.67%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-17.33%	-1.60%	13.17%	-3.80%	-0.10%	0.00%	-0.70%	-10.97%	-2.70%	11.87%	-4.10%	0.00%	0.00%	16.37%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	48.89%	6.67%	15.56%	2.22%	0.00%	0.00%	2.22%	11.11%	11.11%	2.22%	0.00%	0.00%	0.00%	0.00%
CLS #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	-12.31%	4.77%	0.36%	-0.28%	0.00%	0.00%	1.12%	2.11%	6.91%	-2.48%	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 – 2021-2022 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	6 ±100%	1 16.67%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 33.33%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	1 16.67%	
03 - Technicians	Sheriff - Court Security does not have employees in this job category.															
04 - Protective Services: Sworn	45 100%	22 48.89%	3 6.67%	7 15.56%	1 2.22%	0 0.00%	0 0.00%	1 2.22%	5 11.11%	5 11.11%	1 2.22%	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

Summary for The Office of Emergency Management during the time period ending June 30, 2022.

The department had a total of 6 employees.

1 Director/ Official – male

1 Professional – female

1 Professional – male

2 Administrative support – female

1 Administrative support – male

All employees qualify as white for Race.

In January of 2022 1 female employee moved to full time (Administrative support - internal).

In February of 2022 1 male full time employee resigned (Administrative support - was replaced in June).

In May of 2022 – 1 male full time employee joined as Professional.

In June of 2022 – 1 male employee joined as Administrative support.

Questions:

- a. Hiring practices - followed the practices set forth through KCSO
- b. Promotions were handled through discussion with KCSO
- c. Transfers – none
- d. No written disciplinary actions
- e. No comment
- f. See KCSO policy; testing was not administered. Verbal interviews were conducted.
- g. Websites where job openings can be posted: Kane County Website, newspaper

In the future they can also be posted with the State Emergency Management Agency and published on online sites.

Ethnic Detail for Sheriff - Office of Emergency Management Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	19970230	F	White	02	Professionals	12/01/1997	
FT	20200252	F	White	06	Administrative Support	04/05/2020	
FT	20220363	M	White	02	Professionals	06/13/2022	
FT	20050181	F	White	06	Administrative Support	08/22/2005	
FT	19950048	M	White	01	Official/Administration	04/01/1995	
FT	20220135	M	White	02	Professionals	05/02/2022	
FT	20200250	M	White	06	Administrative Support	04/05/2020	02/18/2022

PART I. COUNTY OF KANE – 2021-2022 SHERIFF - OFFICE OF EMERGENCY MANAGEMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	48.70%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	-28.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	32.67%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-10.97%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	8.83%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	-3.20%	-16.10%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%						
02 - Professionals	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%
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	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%
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

EEO Utilization Report

Organization Information

Name: Kane County State's Attorney

City: St. Charles

State: IL

Zip: 60175

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

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.

Following File has been uploaded:EEO Policy Statement.pdf

Step 4b: Narrative of Interpretation

The State's Attorney's Office is structured similar to a law firm. As of June 30, 2022, there were approximately 90 attorneys, 5 sworn investigators, and 70 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 (rounded to the nearest whole number) was noted for the following job group categories:

Professionals (Attorneys): Asian males are underutilized by 3% and Black males are underutilized by 1%. Hispanic or Latino and Asian females are underutilized by 1% each.

Protective Services (Sworn): Because the States Attorneys Office has only five (5) sworn investigators in the protective services category, it is difficult to interpret the level of underutilization in this category.

Nevertheless, it was noted Black and Hispanic or Latino females are underutilized by 2% each, and Asian females are underutilized by 1%. Black males are underutilized by 7%, Hispanic or Latino males are underutilized by 8%, and Asian males are underutilized by 2%.

Administrative Support: White males are underutilized in this category by 17%, Black males are underutilized by 1%, Hispanic or Latino males are underutilized by 3% and Asian males are underutilized by 2%. Asian females are underutilized by 1%, and White females are underutilized by 9%.

Step 5: Objectives and Steps

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

- a. Our organization will review retention efforts and apply information derived from exit interviews to improve retention.
- b. Our organization will continue to attend Midwest Public Interest Law Career Conferences to encourage females and all minorities, including Hispanic or Latino and Asian females and Black and Asian males to apply for professional positions. In addition, we will explore new methods to recruit employees, including the use of LinkedIn and job recruiter sites such as Zip Recruiter and Indeed.
- c. Our organization will review the applicant flow data for all vacancies 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 Asian females and Black and Asian males in this job category and will make any necessary modifications.
- d. Our organization will provide training to supervisors concerning EEO policies, documentation, interview procedures and employment requirements.
- e. Our organization will evaluate recruiting practices when positions become available to ensure that Hispanic or Latino and Asian females and Black and Asian males have an equal opportunity to secure employment.
- f. 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.
- g. Our organization will continue to send job postings to the County and States Attorneys Office websites, and to collegiate employment networks and local newspapers.

2. To ensure equal employment opportunities for Hispanic or Latino, Black, and Asian males and Hispanic or Latino, Black, and Asian 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 Hispanic or Latino, Black, and Asian males and Hispanic or Latino, Black, and Asian females receive an equal opportunity to secure employment.
- b. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.
- c. Our organization will continue to send job postings to County and States Attorneys Office websites, and to collegiate employment network and local newspapers.

- d. Our organization will explore new methods to recruit employees, including the use of LinkedIn and job recruiter sites such as Zip Recruiter and Indeed.
- e. 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, Hispanic or Latino, and Asian males and Black, Hispanic or Latino, and Asian females in this job category and will make any necessary modifications.
- f. Our organization will review retention efforts and apply information derived from exit interviews in an effort to improve retention.
- g. 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 White, Hispanic or Latino, Black, and Asian males and White and Asian females 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, Black, and Asian males and White and Asian females receive an equal opportunity to secure employment.
- b. The State's Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.
- c. Our organization will continue to send job postings to County and States Attorneys Office websites, and to collegiate employment networks and local newspapers.
- d. Our organization will explore new methods to recruit employees, including the use of LinkedIn and job recruiter sites such as Zip Recruiter and Indeed.
- e. 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, Asian, and Black males and White and Asian females in this job category and will make any necessary modifications.
- f. Our organization will review retention efforts and apply information derived from exit interviews in an effort to improve retention.
- g. Our organization will continue to provide training to supervisors concerning EEO policies, documentation, interview processes and employment requirements.

Step 6: Internal Dissemination

All new employees will be provided with a copy of the EEOP during orientation.

The Human Resources 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 Offices internal website for all employees.

Step 7: External Dissemination

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.

Utilization Analysis Chart
Relevant Labor Market: Kane County, Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	13,155/53%	1,090/4%	510/2%	45/0%	490/2%	0/0%	14/0%	0/0%	7,770/31%	1,040/4%	385/2%	25/0%	205/1%	0/0%	30/0%	50/0%
Utilization #/%																
Professionals																
Workforce #/%	35/39%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	44/49%	4/4%	2/2%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	11,155/33%	1,190/3%	355/1%	20/0%	1,055/3%	0/0%	89/0%	15/0%	16,515/48%	1,695/5%	705/2%	4/0%	1,160/3%	0/0%	210/1%	105/0%
Utilization #/%	6%	-0%	-1%	-0%	-3%	0%	-0%	-0%	1%	-1%	0%	-0%	-1%	0%	-1%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,815/39%	210/4%	95/2%	0/0%	150/3%	0/0%	0/0%	0/0%	1,915/41%	255/5%	100/2%	0/0%	140/3%	0/0%	4/0%	20/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,025/63%	270/8%	215/7%	0/0%	75/2%	0/0%	30/1%	0/0%	395/12%	75/2%	70/2%	0/0%	30/1%	0/0%	0/0%	15/0%
Utilization #/%	17%	-8%	-7%	0%	-2%	0%	-1%	0%	8%	-2%	-2%	0%	-1%	0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	120/41%	25/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/37%	40/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	6/9%	3/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	26/37%	31/44%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,820/26%	4,190/7%	1,290/2%	0/0%	965/2%	0/0%	105/0%	115/0%	26,735/46%	6,340/11%	2,270/4%	55/0%	755/1%	0/0%	190/0%	90/0%

Job Categories	Male								Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	
	%								%	%							
Utilization #/%	-17%	-3%	-1%	0%	-2%	0%	-0%	-0%	-9%	33%	0%	-0%	-1%	0%	-0%	-0%	
Skilled Craft																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	12,695/67%	4,510/24%	240/1%	0/0%	305/2%	0/0%	65/0%	10/0%	495/3%	545/3%	60/0%	0/0%	45/0%	0/0%	0/0%	0/0%	
Utilization #/%																	
Service/Maintenance																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	16,390/26%	17,665/28%	2,325/4%	15/0%	845/1%	0/0%	150/0%	95/0%	11,270/18%	11,095/18%	1,575/3%	10/0%	1,135/2%	0/0%	180/0%	100/0%	
Utilization #/%																	

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Administrative Support	✓															

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Erin Brady

Deputy Chief, Civil Division

05-10-2023

[signature]

[title]

[date]

Ethnic Detail for State's Attorney Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20220001	F	Asian	02	Professionals	01/03/2022	
FT	20200045	M	Hispanic or Latino	06	Administrative Support	02/10/2020	
FT	20220134	F	Hispanic or Latino	06	Administrative Support	05/11/2022	
FT	20220022	F	Hispanic or Latino	06	Administrative Support	01/18/2022	04/06/2022
FT	20210163	M	White	02	Professionals	07/26/2021	
FT	20210164	M	White	02	Professionals	07/26/2021	03/11/2022
FT	20190142	F	Black	06	Administrative Support	07/29/2019	
FT	20200677	F	Hispanic or Latino	06	Administrative Support	12/07/2020	
PT	19890004	F	White	02	Professionals	01/09/1989	
FT	20100067	F	White	02	Professionals	10/06/2010	11/05/2021
FT	19970138	F	White	02	Professionals	07/21/1997	
FT	20020056	F	White	02	Professionals	12/21/2020	
FT	19970228	F	White	02	Professionals	12/01/1997	
FT	19990015	M	White	02	Professionals	02/20/2018	
FT	20180007	F	Hispanic or Latino	02	Professionals	02/05/2018	
FT	20220368	F	White	02	Professionals	06/21/2022	
FT	20070013	F	White	06	Administrative Support	01/22/2007	
FT	20210266	F	White	06	Administrative Support	12/27/2021	
FT	20210153	M	White	02	Professionals	07/12/2021	09/10/2021
FT	20160064	M	White	04	Protective Services: Sworn	07/01/2016	
FT	19990213	F	Black	06	Administrative Support	09/27/1999	
FT	20010063	M	White	04	Protective Services: Sworn	03/26/2001	
FT	20000117	M	White	06	Administrative Support	06/27/2000	
FT	20200306	M	White	04	Protective Services: Sworn	07/27/2020	
FT	20210192	F	White	02	Professionals	09/07/2021	
FT	20180136	F	White	02	Professionals	03/27/2018	
FT	20030056	F	Hispanic or Latino	06	Administrative Support	04/08/2003	
FT	20100051	F	Hispanic or Latino	02	Professionals	08/09/2010	06/18/2021
FT	20190094	F	Hispanic or Latino	06	Administrative Support	05/02/2019	
FT	20210228	F	Hispanic or Latino	06	Administrative Support	10/18/2021	
FT	20160099	F	Hispanic or Latino	06	Administrative Support	09/19/2016	11/03/2021
FT	20210161	M	Hispanic or Latino	02	Professionals	07/26/2021	12/29/2021

FT	20060094	F	White	06	Administrative Support	03/09/2020	
FT	20010266	F	White	02	Professionals	11/19/2001	
FT	20130036	F	White	02	Professionals	02/01/2021	04/08/2022
FT	20070079	F	White	02	Professionals	05/17/2021	
FT	20180473	M	White	02	Professionals	10/22/2018	
FT	20110024	M	White	02	Professionals	02/22/2011	
FT	20110067	F	White	02	Professionals	09/04/2011	
FT	20220087	F	White	06	Administrative Support	04/25/2022	
FT	20100016	M	White	02	Professionals	02/08/2010	03/08/2022
FT	20100071	F	White	06	Administrative Support	11/08/2010	
FT	20170738	F	White	06	Administrative Support	05/17/2021	
FT	20190140	M	White	02	Professionals	08/05/2019	
FT	20210035	M	White	02	Professionals	03/01/2021	
FT	20220136	M	White	06	Administrative Support	05/09/2022	
FT	20220023	F	White	02	Professionals	01/18/2022	
FT	20010022	F	White	06	Administrative Support	01/29/2001	
FT	20010026	M	White	02	Professionals	03/07/2011	
FT	20210073	F	White	02	Professionals	03/29/2021	05/26/2022
FT	20200305	M	White	02	Professionals	07/27/2020	09/10/2021
FT	20140063	F	White	02	Professionals	08/21/2017	
FT	20100041	M	White	02	Professionals	01/03/2022	
FT	20180651	F	Hispanic or Latino	02	Professionals	12/19/2018	
FT	20210125	F	White	02	Professionals	06/01/2021	
FT	20190017	F	Hispanic or Latino	06	Administrative Support	01/28/2019	
PT	19950014	F	White	06	Administrative Support	01/30/1995	
FT	20110018	F	White	02	Professionals	02/14/2011	
FT	20150113	M	Hispanic or Latino	06	Administrative Support	09/14/2015	
FT	20130037	M	White	02	Professionals	04/29/2013	
FT	20220056	F	White	06	Administrative Support	03/14/2022	
FT	20190148	F	Hispanic or Latino	06	Administrative Support	08/12/2019	
FT	20210243	F	White	02	Professionals	11/12/2021	
FT	20180167	F	Hispanic or Latino	06	Administrative Support	04/11/2018	
FT	20130119	F	Hispanic or Latino	06	Administrative Support	08/03/2020	09/30/2021
FT	19800002	F	White	06	Administrative Support	02/01/1980	
FT	19930055	F	White	06	Administrative Support	08/01/1993	
FT	19970092	F	White	06	Administrative Support	05/13/1997	

FT	20090005	F	White	06	Administrative Support	01/22/2009	
FT	19910017	F	White	06	Administrative Support	04/22/1991	04/18/2022
FT	20170514	F	Hispanic or Latino	06	Administrative Support	02/28/2017	11/05/2021
FT	20120108	M	White	02	Professionals	12/03/2012	
FT	20220003	M	White	02	Professionals	01/03/2022	
FT	20160074	F	White	02	Professionals	08/15/2016	
FT	20190162	M	White	02	Professionals	08/26/2019	09/03/2021
FT	20210206	M	White	02	Professionals	09/27/2021	
FT	20000200	M	White	02	Professionals	09/14/2000	
FT	20140097	F	White	02	Professionals	12/01/2021	
FT	20140044	M	White	02	Professionals	04/21/2014	
FT	20090035	F	White	02	Professionals	04/11/2022	
FT	20050123	F	White	02	Professionals	11/04/2019	
FT	20000136	M	White	02	Professionals	07/17/2000	
FT	20180263	M	White	06	Administrative Support	09/04/2018	10/01/2021
FT	20170671	F	White	02	Professionals	02/01/2021	
FT	20190216	F	Hispanic or Latino	06	Administrative Support	12/09/2019	
FT	20130098	F	Hispanic or Latino	06	Administrative Support	08/19/2013	
FT	20220034	F	Hispanic or Latino	06	Administrative Support	02/07/2022	
FT	20210152	F	White	02	Professionals	07/12/2021	
FT	20180649	F	Black	02	Professionals	12/19/2018	09/28/2021
FT	20210133	F	Hispanic or Latino	06	Administrative Support	06/14/2021	06/24/2022
FT	20190151	F	Hispanic or Latino	06	Administrative Support	08/19/2019	
FT	20220077	M	White	02	Professionals	04/11/2022	
FT	20140119	M	White	02	Professionals	09/17/2014	
FT	20010059	F	White	06	Administrative Support	03/19/2001	
FT	20180178	M	White	02	Professionals	05/07/2018	
FT	20180646	M	White	02	Professionals	12/05/2018	
FT	20130168	F	White	02	Professionals	12/09/2013	07/06/2021
FT	20050040	F	Hispanic or Latino	06	Administrative Support	03/01/2021	
FT	20150114	M	White	02	Professionals	09/14/2015	
FT	20170745	M	White	04	Protective Services: Sworn	10/02/2017	
FT	20150023	F	White	02	Professionals	03/09/2015	
FT	20190134	F	White	06	Administrative Support	07/22/2019	12/16/2021
FT	20220371	F	Hispanic or Latino	06	Administrative Support	06/27/2022	
FT	20160024	F	Hispanic or Latino	06	Administrative Support	02/16/2016	10/01/2021

FT	20160175	F	White	04	Protective Services: Sworn	12/19/2016	
FT	20220017	F	White	02	Professionals	01/10/2022	03/18/2022
FT	20190143	F	Hispanic or Latino	06	Administrative Support	08/19/2019	
FT	20210217	M	White	02	Professionals	10/04/2021	06/14/2022
FT	20070119	M	White	06	Administrative Support	06/16/2007	
FT	20220065	F	Hispanic or Latino	06	Administrative Support	03/28/2022	
FT	19950135	F	White	02	Professionals	08/07/1995	
FT	20200269	F	White	02	Professionals	05/12/2020	
FT	20160071	M	White	02	Professionals	07/11/2016	
FT	20010198	F	White	02	Professionals	08/20/2001	
FT	20180513	F	White	06	Administrative Support	10/01/2018	
FT	20180600	M	Hispanic or Latino	06	Administrative Support	11/27/2018	
FT	20200015	F	Hispanic or Latino	06	Administrative Support	01/13/2020	
FT	20020193	M	Hispanic or Latino	02	Professionals	10/04/2021	
FT	20210042	F	White	06	Administrative Support	03/01/2021	
FT	20190119	F	Asian	02	Professionals	06/17/2019	
FT	20090019	F	White	06	Administrative Support	03/02/2009	
FT	20040061	F	White	02	Professionals	02/16/2021	
FT	20140014	F	White	06	Administrative Support	01/21/2014	
FT	20210240	M	White	02	Professionals	11/01/2021	
FT	20060032	F	White	06	Administrative Support	01/30/2006	
FT	20220046	F	Hispanic or Latino	02	Professionals	03/01/2022	
FT	20180243	M	White	02	Professionals	07/30/2018	
FT	19900017	F	White	06	Administrative Support	03/12/1990	
FT	20130121	M	White	02	Professionals	06/27/2016	
FT	20190160	F	Hispanic or Latino	06	Administrative Support	08/22/2019	
FT	20190118	F	Hispanic or Latino	06	Administrative Support	06/17/2019	
FT	20190204	F	Hispanic or Latino	06	Administrative Support	11/04/2019	
FT	20220004	F	Hispanic or Latino	06	Administrative Support	01/03/2022	
FT	20130091	F	White	02	Professionals	08/12/2013	
FT	20170724	F	White	02	Professionals	08/21/2017	
FT	19960191	M	White	02	Professionals	10/03/1996	
FT	20030077	F	White	06	Administrative Support	05/14/2003	
FT	20210102	F	Hispanic or Latino	06	Administrative Support	05/03/2021	
FT	20200278	M	White	02	Professionals	08/23/2021	
FT	19970247	M	White	02	Professionals	12/15/1997	

FT	20180236	M	White	06	Administrative Support	07/23/2018	
FT	20050095	F	White	02	Professionals	07/01/2021	03/15/2022
FT	20190152	F	White	02	Professionals	08/19/2019	06/14/2022
FT	20000161	M	White	02	Professionals	08/07/2000	
FT	20180652	F	White	02	Professionals	12/27/2018	
FT	20190146	F	White	02	Professionals	08/19/2019	05/27/2022
FT	20050224	M	White	06	Administrative Support	02/22/2022	
FT	20220043	M	Black	06	Administrative Support	02/14/2022	
FT	20120100	F	White	02	Professionals	11/19/2012	
FT	20210188	M	Hispanic or Latino	02	Professionals	09/06/2021	
FT	20220358	F	Black	02	Professionals	06/13/2022	
FT	20180001	F	Hispanic or Latino	06	Administrative Support	06/07/2021	
FT	19970157	F	White	02	Professionals	08/18/1997	
FT	20210256	F	White	02	Professionals	12/06/2021	
FT	20140098	F	Hispanic or Latino	06	Administrative Support	08/25/2014	
FT	20200316	M	White	02	Professionals	09/14/2020	
FT	20130038	F	White	06	Administrative Support	04/29/2013	
FT	20130032	F	White	02	Professionals	04/15/2013	
FT	20190086	F	White	06	Administrative Support	04/15/2019	
FT	20120055	M	White	02	Professionals	08/06/2012	05/10/2019
FT	20220027	F	White	02	Professionals	01/24/2022	
FT	19970191	F	White	06	Administrative Support	09/25/1997	
FT	20220120	F	Black	06	Administrative Support	04/28/2022	
FT	20200238	F	White	02	Professionals	03/23/2020	
FT	20220359	F	White	02	Professionals	06/13/2022	
FT	20210159	F	White	02	Professionals	07/19/2021	
FT	20200279	F	Hispanic or Latino	02	Professionals	08/23/2021	
FT	20160027	F	Hispanic or Latino	06	Administrative Support	02/22/2016	

PART I. COUNTY OF KANE – 2021-2022 STATE'S ATTORNEY UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	39.36%	0.00%	3.19%	0.00%	0.00%	0.00%	0.00%	47.87%	2.13%	5.32%	2.13%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	5.36%	-1.60%	-0.31%	-3.80%	-0.10%	0.00%	-0.70%	3.57%	-0.57%	0.52%	-1.97%	0.00%	0.00%	-0.30%
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 #%	61.20%	1.90%	15.20%	2.50%	0.00%	0.00%	1.10%	9.00%	4.20%	4.70%	0.00%	0.00%	0.00%	0.00%
Utilization %	18.80%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	11.00%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	8.57%	1.43%	4.29%	0.00%	0.00%	0.00%	0.00%	37.14%	4.29%	44.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-15.93%	0.03%	-3.91%	-1.80%	-0.10%	0.00%	-0.30%	-3.96%	1.09%	28.19%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	90	35	0	3	0	0	0	0	44	2	4	2	0	0	0	
	100%	38.889%	0.00%	3.333%	0.00%	0.00%	0.00%	0.00%	48.889%	2.222%	4.444%	2.222%	0.00%	0.00%	0.00%	
03 - Technicians	State's Attorney does not have employees in this job category.															
04 - Protective Services: Sworn	5	4	0	0	0	0	0	0	1	0	0	0	0	0	0	
	100%	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%	
05 - Protective Services: Non Sworn	State's Attorney does not have employees in this job category.															
06 - Administrative Support	70	6	1	3	0	0	0	0	26	3	31	0	0	0	0	
	100%	8.57%	1.429%	4.286%	0.00%	0.00%	0.00%	0.00%	37.143%	4.286%	44.286%	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

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

Memorandum

To: Ms. Jamie Loblillo, Executive Director of Human Resources
From: Mark D. Armstrong, CIAO-M
Date: May 23, 2023
Re: EEOP Plan for County Assessment Office (July 1, 2021 to June 30, 2022)

I am in receipt of the 2021-2022 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 13.80% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Black Males:** This 1.90% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Hispanic or Latino Males:** This 6.70% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Asian Males:** This 2.40% underutilization is attributable to the small sample size and limited turnover in this category.
- E. Two or More Races Males:** This 0.13% underutilization is attributable to the small sample size and limited turnover in this category.
- F. Black Females:** This 2.10% underutilization is attributable to the small sample size and limited turnover in this category.
- G. Hispanic or Latino Females:** This 4.50% underutilization is attributable to the small sample size and limited turnover in this category.
- H. Asian Females:** This 1.90% underutilization is attributable to the small sample size and limited turnover in this category.
- I. Two or More Races Females:** This 0.30% underutilization is attributable to the small sample size and limited turnover in this category.

To: Ms. Jamie Lobrillo, Executive Director of Human Resources
Re: EEOP Plan for County Assessment Office
(July 1, 2021 to June 30, 2022)

Date: May 23, 2023

Page 2 of 4

II. **Professionals (one position)**

- A. **White Males:** This 34.00% underutilization is attributable to the small sample size and limited turnover in this category.
- B. **Black Males:** This 1.60% underutilization is attributable to the small sample size and limited turnover in this category.
- C. **Hispanic or Latino Males:** This 3.50% underutilization is attributable to the small sample size and limited turnover in this category.
- D. **Asian Males:** This 3.80% underutilization is attributable to the small sample size and limited turnover in this category.
- E. **Amer. Indian/Alaska Nat. Males:** This 0.10% underutilization is attributable to the small sample size and limited turnover in this category.
- F. **Two or More Races Males:** This 0.70% underutilization is attributable to the small sample size and limited turnover in this category.
- G. **Black Females:** This 2.70% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Hispanic or Latino Females:** This 4.80% underutilization is attributable to the small sample size and limited turnover in this category.
- I. **Asian Females:** This 4.10% underutilization is attributable to the small sample size and limited turnover in this category.
- J. **Two or More Races Females:** This 0.30% underutilization is attributable to the small sample size and limited turnover in this category.

III. **Technicians (one position)**

- A. **White Males:** This 22.00% underutilization is attributable to the small sample size and limited turnover in this category.
- B. **Black Males:** This 2.90% underutilization is attributable to the small sample size and limited turnover in this category.
- C. **Asian Males:** This 2.30% underutilization is attributable to the small sample size and limited turnover in this category.
- D. **Amer. Indian/Alaska Nat. Males:** This 0.10% underutilization is attributable to the small sample size and limited turnover in this category.
- E. **Native Hawaiian/Other Pacific Islander Males:** This 0.10% underutilization is attributable to the small sample size and limited turnover in this category.
- F. **Two or More Races Males:** This 0.90% underutilization is attributable to the small sample size and limited turnover in this category.

To: Ms. Jamie Loblillo, Executive Director of Human Resources
Re: EEO Plan for County Assessment Office
(July 1, 2021 to June 30, 2022)

Date: May 23, 2023

Page 3 of 4

- G. **White Females:** This 18.30% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Black Females:** This 1.20% underutilization is attributable to the small sample size and limited turnover in this category.
- I. **Hispanic or Latino Females:** This 22.30% underutilization is attributable to the small sample size and limited turnover in this category.
- J. **Asian Females:** This 1.90% underutilization is attributable to the small sample size and limited turnover in this category.
- K. **Amer. Indian/Alaska Nat. Females** This 0.10% underutilization is attributable to the small sample size and limited turnover in this category.
- L. **Two or More Races Females:** This 0.30% underutilization is attributable to the small sample size and limited turnover in this category

IV. **Administrative Reportl (seven positions)**

- A. **White Males:** This 10.21% underutilization is attributable to the small sample size and limited turnover in this category.
- B. **Black Males:** This 1.40% underutilization is attributable to the small sample size and limited turnover in this category.
- C. **Hispanic Males:** This 8.20% underutilization is attributable to the small sample size and limited turnover in this category.
- D. **Asian Males:** This 1.80% underutilization is attributable to the small sample size and limited turnover in this category.
- E. **American Indian/Alaskan Native Males:** This 0.10% underutilization is attributable to the small sample size and limited turnover in this category.
- F. **Two or More Races Males:** This 0.30% underutilization is attributable to the small sample size and limited turnover in this category.
- G. **Hispanic Females:** This 1.81% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Asian Females:** This 2.10% underutilization is attributable to the small sample size and limited turnover in this category.
- I. **Two or More Races Females:** This 1.00% underutilization is attributable to the small sample size and limited turnover in this category.

To: Ms. Jamie Lobrillo, Executive Director of Human Resources
Re: EEOP Plan for County Assessment Office
(July 1, 2021 to June 30, 2022)
Date: May 23, 2023
Page 4 of 4

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.

The County Assessment Office used the Kane County Human Resource Department for job posting ; no job postings were made outside of the Human Resource Department.

Please advise if you require anything further on this topic.

Ethnic Detail for Supervisors of Assessment Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20110071	F	White	01	Official/Administration	09/12/2011	
FT	20040123	M	White	01	Official/Administration	06/08/2004	
FT	20050173	F	White	01	Official/Administration	08/16/2005	
FT	20010047	F	White	06	Administrative Support	03/01/2001	
FT	19900049	F	White	01	Official/Administration	10/01/1990	
FT	19980204	F	White	02	Professionals	10/01/1998	
FT	20010007	M	Hispanic or Latino	03	Technicians	01/02/2001	
FT	20130117	M	White	06	Administrative Support	09/16/2013	
FT	19890045	F	White	06	Administrative Support	09/01/1989	
FT	19900053	F	White	01	Official/Administration	11/01/1990	
OT	20110073	M	White	01	Official/Administration	09/12/2011	
FT	20200240	F	Hispanic or Latino	06	Administrative Support	03/23/2020	
FT	20130080	F	White	06	Administrative Support	07/10/2013	
FT	19980207	F	White	06	Administrative Support	10/01/1998	
FT	19910009	F	Black	06	Administrative Support	02/16/1991	06/30/2022
OT	20090048	M	White	01	Official/Administration	09/04/2009	
FT	19910048	F	White	01	Official/Administration	09/03/1991	

PART I. COUNTY OF KANE – 2021-2022 SUPERVISORS OF ASSESSMENT UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE							FEMALE						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	37.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	62.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-13.80%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	34.30%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	55.70%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	-22.00%	-2.90%	72.30%	-2.30%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
PROTECTIVE SERVICES: SWORN														
No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	57.14%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-10.21%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	16.04%	11.09%	-1.81%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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%	3 37.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 62.50%	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	7 100%	1 14.2857%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 57.1429%	1 14.2857%	1 14.2857%	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
2022 UTILIZATION ANALYSIS NARRATIVE
Period – July 1, 2021 to June 30, 2022**

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 Official/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, 59 of 70 are considered within range for 2021-2021 (defined as -3% or better compared to the applicable CLS statistic for Kane County).

The remaining 11 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 over-represented for three of five job categories, Official/Administration, Technicians, and Skilled Craft
 - White females were under represented in the Professional job group category in the 2018-2019 report and are now 7.7% over represented in the 2021-2022 report
 - Hispanic males are under-represented in four of five job group categories
 - Hispanic females are under-represented in three of five job group categories except in the Professionals and Administrative Support categories. The largest disparity is in the Technicians (-22.30%) category.
 - Black females are within range except for the Administrative Support category at -3.20%.
 - Even though there are no KDOT employees in the 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 .10%).
-

ANALYSIS BY JOB GROUP CATEGORY

01 Officials/Administration

In the Official/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 (-6.70%), White females (-28.20%), and Hispanic females (-4.50%). 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, four of which are white females, 30.76% of the group, and the remainder are an Asian female, a Hispanic or Latino female and male, and white males. According to the 2020 Census Bureau data as published by DATAUSA.io, 15.7% of the current Civil Engineering workforce are women.

03 Technicians

White males are over-represented in this job group, while, Hispanic males and 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 minorities into the Technicians job group.

06 Administrative Support

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

07 Skilled Craft

In general, males are over-represented in this job group. However, Hispanic males (-35.27%) and females (-3.80%) 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 or Latinos into the Skilled Craft job group.

REPORTS

Report 1: Disciplinary Actions 07/01/21 – 06/30/22

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	4	-	-	-	-	Written Warning
Female		-	-	-	-	
Male		-	-	-	-	Suspension
Female	-	-	-	-	-	
Male		-	-	-	-	Termination
Female		-	-	-	-	
Totals	5	-	-	-	-	Total = 5

All disciplinary actions were within the Skilled Craft job group.

Report 2a: Applications for Promotion/Transfer 07/01/21 – 06/30/22

Gender	B White	C Black	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	Action
Male	7	-	-	-	-	Promotion/ Transfer
Female	2	-	-	-	-	
Male	-	-	-	-	-	Denial
Female	-	-	-	-	-	
Totals	9	-	-	-	-	Total = 9

Report 2b: Detail of Promotions/Transfers 07/01/21 – 06/30/2022

Race	Gender	Transfer From Job	Transfer From Job Group Category	Transfer To Job	Transfer To Job Group Category	Type of Change
White	M	Traffic Operations Engineer	Professionals	Chief of Traffic Operations	Professionals	Promotion
White	F	Accountant	Administrative Support	Senior Accountant	Professionals	Promotion
White	M	Highway Maintainer I	Skilled Craft	Highway Maintainer II	Skilled Craft	Promotion

White	M	Highway Maintainer I	Skilled Craft	Highway Maintainer II	Skilled Craft	Promotion
White	M	Highway Maintainer II	Skilled Craft	Highway Maintainer III	Skilled Craft	Promotion
White	F	Senior Project Manager	Professionals	Chief of Design	Professionals	Promotion
White	M	Chief of Design	Professionals	Assistant County Engineer	Professionals	Promotion
White	M	Highway Maintainer III	Skilled Craft	Tech I	Skilled Craft	Promotion
White	M	Inventory Manager	Skilled Craft	Traffic Operations Technician	Technicians	Transfer

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, Professionals and Technicians staff - These positions typically require specialized training or experience; employment practices are described below.

There are no tests given as part of KDOT’s employment policies and/or practices to any applicants.

Promotions

Consistent with County policy, KDOT prefers to promote from within when possible. KDOT created an official succession planning program to educate and share knowledge across the multiple sections with the goal of supporting staff growth and promotion. This succession program received an award in 2023.

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.

Administrative Support/Professionals/Technicians employees are typically promoted through an interview process. 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.

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, Professionals, and Technicians 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 Support positions are filled by posting on the 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	www.asce.org www.isasce.org
American Public Works Association (APWA)	Public Works Magazine	www.apwa.net
National Society of Professional Engineers (NSPE)	PE Magazine	www.nspe.org
Illinois Department of Transportation (IDOT)	(Bulletin Boards)	
Illinois Association of County Engineers (IACE)		www.iaceng.org
American Planning Association (APA)	APA JobMart	www.planning.org

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

SUMMARY

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

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

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

Ethnic Detail for Transportation Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130163	M	White	07	Skilled Craft	04/14/2014	10/27/2021
FT	20220074	F	Hispanic or Latino	06	Administrative Support	04/11/2022	
FT	20100094	M	White	07	Skilled Craft	12/20/2010	
FT	20120090	F	White	02	Professionals	03/14/2019	
FT	20010154	M	White	02	Professionals	07/09/2001	
FT	20050109	M	White	02	Professionals	06/01/2005	
FT	20220284	F	White	06	Administrative Support	06/06/2022	
FT	20010089	M	Black	07	Skilled Craft	12/01/2000	
FT	19890017	M	White	07	Skilled Craft	04/01/1989	
FT	20100073	F	White	02	Professionals	11/15/2010	
FT	20150053	M	White	07	Skilled Craft	06/01/2015	
FT	20210248	M	White	07	Skilled Craft	11/29/2021	
FT	20220119	F	Hispanic or Latino	02	Professionals	04/25/2022	
FT	20190215	M	White	07	Skilled Craft	06/01/2020	
FT	20020178	M	White	07	Skilled Craft	11/04/2002	
FT	20170548	M	White	07	Skilled Craft	04/03/2017	
FT	20200266	F	White	03	Technicians	05/04/2020	
FT	20140062	F	White	02	Professionals	06/02/2014	
FT	20070210	F	White	06	Administrative Support	12/03/2007	
FT	20210034	F	White	03	Technicians	03/01/2021	
FT	20200270	M	Hispanic or Latino	02	Professionals	05/26/2020	
FT	19990135	M	White	03	Technicians	07/12/1999	
FT	20200321	M	White	07	Skilled Craft	10/01/2020	
FT	20110088	M	White	07	Skilled Craft	12/01/2016	
FT	20200457	M	White	07	Skilled Craft	11/02/2020	
FT	20180176	M	White	07	Skilled Craft	05/01/2018	
FT	20160169	F	White	02	Professionals	12/13/2016	
FT	20210183	F	White	06	Administrative Support	08/23/2021	
FT	19980110	F	White	03	Technicians	07/01/1998	
FT	20010255	M	White	07	Skilled Craft	11/01/2001	
FT	20070076	M	White	03	Technicians	05/16/2007	
FT	20090053	M	White	02	Professionals	09/14/2009	

FT	20210171	F	White	06	Administrative Support	08/09/2021	01/24/2022
FT	20180181	M	White	07	Skilled Craft	06/01/2018	
FT	19980164	M	White	02	Professionals	08/17/1998	
FT	20140039	F	White	02	Professionals	03/25/2014	
FT	20130023	M	White	07	Skilled Craft	03/04/2013	
FT	20180251	F	White	06	Administrative Support	09/04/2018	
FT	19960233	M	White	07	Skilled Craft	12/01/1996	
FT	19880031	M	White	02	Professionals	09/01/1988	
FT	20180628	M	Black	07	Skilled Craft	12/03/2018	08/13/2021
FT	19970090	M	White	01	Official/Administration	05/01/1997	
FT	19950216	M	White	07	Skilled Craft	12/04/1995	
FT	20150051	M	White	03	Technicians	06/01/2015	
FT	20170549	M	White	07	Skilled Craft	04/03/2017	
FT	20180253	M	White	06	Administrative Support	09/11/2018	04/27/2022
FT	20130124	M	White	02	Professionals	10/07/2013	
FT	20210232	F	White	02	Professionals	10/18/2021	05/31/2022
FT	20140095	F	White	06	Administrative Support	08/18/2014	
FT	20170624	M	White	02	Professionals	04/03/2017	
FT	20090036	M	White	07	Skilled Craft	11/02/2009	
FT	20180175	M	White	07	Skilled Craft	05/01/2018	
FT	20150049	F	White	02	Professionals	06/01/2015	
FT	20180629	M	White	07	Skilled Craft	12/03/2018	
FT	20100081	M	White	07	Skilled Craft	12/01/2016	
FT	20210246	M	Hispanic or Latino	07	Skilled Craft	11/22/2021	
FT	20050078	M	White	07	Skilled Craft	05/01/2005	
FT	19880024	M	White	07	Skilled Craft	08/01/1988	
FT	20100079	M	White	07	Skilled Craft	05/02/2011	
FT	19990247	M	White	07	Skilled Craft	11/01/1999	
FT	19950068	M	White	07	Skilled Craft	05/01/1995	
FT	20050079	M	White	07	Skilled Craft	05/01/2005	05/26/2022
FT	20160007	M	White	07	Skilled Craft	06/03/2019	
FT	20210204	F	Asian	02	Professionals	09/27/2021	
FT	20060014	F	White	02	Professionals	01/03/2006	
FT	20180207	F	White	02	Professionals	06/18/2018	
FT	19980167	M	White	02	Professionals	08/25/1998	
FT	20070080	M	White	02	Professionals	10/14/2014	

Ethnic Detail for Transportation Employees between 07/01/2021 and 06/30/2022

Employee No.	Name	Type	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date	Ashley comments
20140039	O'CONNELL, JENNIFER L	FT	F	White	02	Professionals	03/25/2014		Engineer
20150049	THOMAS, CANDANCE D	FT	F	White	02	Professionals	06/01/2015		Engineer
20210204	WU, PHOEBE L	FT	F	Asian	02	Professionals	09/27/2021		Engineer
20200266	HOHERTZ, DORIS A	FT	F	White	03	Professionals	05/04/2020		was Technician
20210034	JALUCH, COLLEEN C	FT	F	White	03	Professionals	03/01/2021		was Technician

Engineer
Engineer
Engineer
Engineer
Engineer
Engineer

	Admin Support	Professional	Technicians	Skilled Craft	Official		
Female	5	15	1	0	0	21	Total Female
Male	0	10	4	32	1	47	Total Male
Total	5	25	5	32	1	68	Total

	White	Black	Hispanic	Asian	American Indian / Alaska Native	Native Hawaiian / Pacific Islander	2 or more		
Female	18	0	2	1	0	0	0	21	Total Female
Male	43	2	2	2	0	0	0	47	Total Male
Total	61	2	4	1	0	0	0	68	Total

	FEMALE							Total
	White	Black	Hispanic	Asian	American Indian / Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More	
Official	0	0	0	0	0	0	0	0
Professional	13	0	1	1	0	0	0	15
Technicians	1	0	0	0	0	0	0	1
Admin Support	4	0	1	0	0	0	0	5
Skilled Craft	0	0	0	0	0	0	0	0
	18	0	2	1	0	0	0	21
								21 Total Female
	MALE							Total
	White	Black	Hispanic	Asian	American Indian / Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More	
Official	1	0	0	0	0	0	0	1
Professional	9	0	1	0	0	0	0	10
Technicians	4	0	0	0	0	0	0	4
Admin Support	0	0	0	0	0	0	0	0
Skilled Craft	29	2	1	0	0	0	0	32
	43	2	2	0	0	0	0	47
								47 Total Male

Official	1
Professional	25
Technicians	5
Admin Support	5
Skilled Craft	32
	68

PART I. COUNTY OF KANE – 2021-2022 TRANSPORTATION UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
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 #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	48.70%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	-28.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	36.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	52.00%	0.00%	4.00%	4.00%	0.00%	0.00%	0.00%
CLS #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	2.00%	-1.60%	0.50%	-3.80%	-0.10%	0.00%	-0.70%	7.70%	-2.70%	-0.80%	-0.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
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 #%	22.00%	2.90%	27.70%	2.30%	0.10%	0.10%	0.90%	18.30%	1.20%	22.30%	1.90%	0.10%	0.00%	0.30%
Utilization %	58.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	1.70%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
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%	20.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	38.90%	-3.20%	3.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
Workforce #%	90.63%	6.25%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	53.00%	0.80%	38.40%	1.50%	0.00%	0.00%	0.50%	1.50%	0.30%	3.80%	0.20%	0.00%	0.00%	0.10%
Utilization %	37.63%	5.45%	-35.27%	-1.50%	0.00%	0.00%	-0.50%	-1.50%	-0.30%	-3.80%	-0.20%	0.00%	0.00%	-0.10%
SERVICE/MAINTENANCE No Employees for This Category														

3 11 14

1 13 14

2 12 14

3 11 14

2 12 14

11 59 70

Bold boxes indicate significant change from prior years

PART I. COUNTY OF KANE – 2021-2022 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	21 100%	9 42.86%	0 0.00%	1 4.76%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 42.86%	0 0.00%	1 4.76%	1 4.76%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	6 100%	3 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 50.00%	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	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%	0 0.00%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	32 100%	29 90.625%	2 6.25%	1 3.125%	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	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

CHRISTOPHER J. LAUZEN, CPA MBA
KANE COUNTY TREASURER
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134



Phone: (630) 232-3565
FAX: (630) 208-7549
www.kanecountytreasurer.org

TO: Jamie Loblillo

FROM: Christopher J. Lauzen

DATE: April 18, 2023

**SUBJECT: Response to the Equal Employment Opportunity Plan
for July 1, 2021 to June 30, 2022**

Dear Ms. Loblillo,

I am providing the information requested on April 14, 2023 regarding to the Equal Employment Opportunity Plan.

Sincerely,

A handwritten signature in cursive script that reads "Chris Lauzen".

Christopher J. Lauzen, CPA, MBA
Treasurer/Collector 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 (FY 22). Please include the number 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.

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

There was one white female Caucasian promoted.

3. A detailed narrative statement setting forth your office/department's existing employment policies 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. Applications received by the Chief Deputy were forwarded to the Treasurer. Treasurer then reviews and conducts interviews of applicants with the assistance of the Chief Deputy. Treasurer and Chief Deputy will evaluate applicants based on job experience, interview skills and suitability for position in question. Once an applicant is selected, Kane County Human Resources is notified of new hire along with terms of employment.

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

Ethnic Detail for Treasurer Employees between 07/01/2021 and 06/30/2022

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20130025	F	Hispanic or Latino	01	Official/Administration	03/11/2013	07/30/2021
FT	20050231	F	White	02	Professionals	10/17/2005	
FT	20220009	F	White	06	Administrative Support	01/03/2022	
FT	20210176	M	Two or More Races	01	Official/Administration	08/23/2021	
FT	20060080	M	White	06	Administrative Support	04/18/2006	09/29/2021
FT	20200688	F	White	06	Administrative Support	12/21/2020	
FT	19960075	F	Hispanic or Latino	01	Official/Administration	05/01/1996	
FT	20190038	F	White	06	Administrative Support	04/02/2019	10/19/2021
FT	19960014	M	Hispanic or Latino	02	Professionals	02/01/1996	
FT	20200255	F	Hispanic or Latino	06	Administrative Support	04/13/2020	
FT	20110027	F	White	02	Professionals	12/11/2013	
FT	20180143	F	White	06	Administrative Support	04/03/2018	
FT	20160045	F	Hispanic or Latino	06	Administrative Support	04/11/2016	

PART I. COUNTY OF KANE – 2021-2022 TREASURER UTILIZATION ANALYSIS

MALE

FEMALE

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races
OFFICIAL/ADMINISTRATION														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%
CLS #%	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	0.13%	28.20%	2.10%	4.50%	1.90%	0.00%	0.00%	0.30%
Utilization %	-51.30%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	33.20%	-28.20%	-2.10%	62.17%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
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 #%	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	0.70%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %	-34.00%	-1.60%	29.83%	-3.80%	-0.10%	0.00%	-0.70%	22.37%	-2.70%	-4.80%	-4.10%	0.00%	0.00%	-0.30%
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 #%	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 #%	24.50%	1.40%	8.20%	1.80%	0.10%	0.00%	0.30%	41.10%	3.20%	16.10%	2.10%	0.00%	0.00%	1.00%
Utilization %	-10.21%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	16.04%	-3.20%	12.47%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

PART I. COUNTY OF KANE – 2021-2022 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	3 100%	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%	2 66.67%	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	7 100%	1 14.2857%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 57.1429%	0 0.00%	2 28.5714%	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

New Hire Report

from 07/01/2021 - 06/30/2022

Department	Employee ID	Job Title	Employee Status	Hire Date
Animal Control	20210214	Kennel Assistant	INACTIVE	10/09/2021
	20210145	PT Deputy Administrator	ACTIVE	07/01/2021
	20220219	Kennel Assistant	ACTIVE	05/31/2022
	20220129	Kennel Assistant	INACTIVE	04/16/2022
	20210016	Kennel Assistant	ACTIVE	03/21/2022
			Warden	ACTIVE
Building Management	20220217	Information Receptionist	ACTIVE	05/25/2022
		Pre-Arrest Diversion Intake Spec	ACTIVE	05/25/2022
		Security Receptionist	ACTIVE	05/25/2022
	20210175	Maintenance Tech I	ACTIVE	08/16/2021
		Maintenance Worker	ACTIVE	08/16/2021
	20210154	Maintenance Worker	INACTIVE	07/19/2021
Circuit Clerk	20220163	Deputy Clerk	ACTIVE	05/23/2022
	20210259	Deputy Clerk	ACTIVE	12/13/2021
	20210177	Deputy Clerk	ACTIVE	08/18/2021
	20210210	Deputy Clerk	ACTIVE	10/04/2021
	20220067	Deputy Clerk	ACTIVE	04/11/2022
	20220249	Deputy Clerk	ACTIVE	05/31/2022
	20210225	Deputy Clerk	INACTIVE	10/14/2021
	20220110	Deputy Clerk	ACTIVE	05/02/2022
	20210239	Deputy Clerk	ACTIVE	11/01/2021
	20220021	Deputy Clerk	ACTIVE	01/20/2022
	20220130	Deputy Clerk	ACTIVE	05/11/2022
	20220138	Deputy Clerk	INACTIVE	05/16/2022
	20210195	Deputy Clerk	ACTIVE	09/27/2021
	20210224	Deputy Clerk	INACTIVE	10/05/2021
	20220025	Deputy Clerk	ACTIVE	01/31/2022

New Hire Report
from 07/01/2021 - 06/30/2022

	20220255	Deputy Clerk	ACTIVE	06/06/2022
	20220081	Deputy Clerk	ACTIVE	04/25/2022
		Financial Office Support	ACTIVE	04/25/2022
	20220354	Deputy Clerk	ACTIVE	06/21/2022
	20220071	Deputy Clerk	ACTIVE	04/04/2022
Community Reinvestment				
	20220214	One-Stop System Manager	ACTIVE	05/23/2022
		Program Assistant	ACTIVE	05/23/2022
	20220131	Housing Specialist	ACTIVE	05/09/2022
	20210229	Program Assistant	ACTIVE	10/18/2021
	20220069	Program Assistant	ACTIVE	04/04/2022
	20210203	Career Resource Specialist	ACTIVE	09/20/2021
	20220032	Program Assistant	INACTIVE	01/31/2022
	20210241	Contract Specialist	ACTIVE	11/01/2021
	20220145	Program Assistant	ACTIVE	05/16/2022
	20220008	Program Assistant	ACTIVE	01/03/2022
	20220033	Program Assistant	ACTIVE	02/07/2022
	20220007	Program Assistant	ACTIVE	01/03/2022
	20210181	Program Assistant	INACTIVE	08/27/2021
	20210212	Workforce Board Manager	ACTIVE	10/04/2021
	20210170	Program Assistant	ACTIVE	07/30/2021
		Program Coordinator	ACTIVE	07/30/2021
Coroner				
	20220060	Para Deputy Coroner	INACTIVE	04/03/2022
	20220361	Para Deputy Coroner	ACTIVE	06/26/2022
	20220045	Administrative Assistant	ACTIVE	03/07/2022
		Deputy Coroner	ACTIVE	03/07/2022
		Office Manager	ACTIVE	03/07/2022
	20220215	Intern	ACTIVE	05/29/2022
	20220002	FOIA Officer	ACTIVE	01/01/2022
County Auditor				
	20220015	Intern	ACTIVE	01/10/2022
		Staff Auditor	ACTIVE	01/10/2022

New Hire Report from 07/01/2021 - 06/30/2022

	20210146	Staff Auditor	INACTIVE	07/07/2021
	20220014	Accounts Payable Specialist	ACTIVE	01/10/2022
County Board				
	20210258	Public Information Officer	ACTIVE	12/13/2021
	20210187	ARPA Program Manager	ACTIVE	09/07/2021
	20220101	Admin Coordinator ARPA Program	ACTIVE	05/03/2022
	20210151	Board Member	ACTIVE	07/13/2021
County Clerk				
	20220024	Clerk I	ACTIVE	01/20/2022
	20220066	Clerk I	ACTIVE	04/01/2022
	20220029	Clerk I	ACTIVE	01/31/2022
County Clerk Elections-PR				
	20220187	Election Worker or Judge	ACTIVE	06/13/2022
	20220240	Election Worker or Judge	ACTIVE	06/13/2022
	20220175	Election Worker or Judge	ACTIVE	06/13/2022
	20220341	Election Worker or Judge	ACTIVE	06/28/2022
	20220343	Election Worker or Judge	ACTIVE	06/28/2022
	20220191	Election Worker or Judge	ACTIVE	06/13/2022
	20220295	Election Worker or Judge	ACTIVE	06/13/2022
	20220289	Election Worker or Judge	ACTIVE	06/13/2022
	20220157	Election Worker or Judge	ACTIVE	06/13/2022
	20170258	Election Worker or Judge	ACTIVE	06/28/2022
	20220093	Election Worker or Judge	ACTIVE	06/13/2022
	20180345	Election Worker or Judge	ACTIVE	06/28/2022
	20220227	Election Worker or Judge	ACTIVE	06/13/2022
	20220176	Election Worker or Judge	ACTIVE	06/13/2022
	20220347	Election Worker or Judge	ACTIVE	06/28/2022
	20220083	Election Worker or Judge	ACTIVE	06/13/2022
	20220076	Election Worker or Judge	ACTIVE	06/13/2022
	20220356	Election Worker or Judge	ACTIVE	06/13/2022
	20220226	Election Worker or Judge	ACTIVE	06/13/2022
	20220348	Election Worker or Judge	ACTIVE	06/28/2022
	20220275	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report

from 07/01/2021 - 06/30/2022

20220158	Election Worker or Judge	ACTIVE	06/13/2022
20200453	Election Worker or Judge	ACTIVE	06/13/2022
20220195	Election Worker or Judge	ACTIVE	06/13/2022
20220177	Election Worker or Judge	ACTIVE	06/13/2022
20220276	Election Worker or Judge	ACTIVE	06/13/2022
20220178	Election Worker or Judge	ACTIVE	06/13/2022
20220338	Election Worker or Judge	ACTIVE	06/28/2022
20220234	Election Worker or Judge	ACTIVE	06/13/2022
20200185	Election Worker or Judge	ACTIVE	06/26/2022
20220206	Election Worker or Judge	ACTIVE	06/13/2022
20220095	Election Worker or Judge	ACTIVE	06/13/2022
20220124	Election Worker or Judge	ACTIVE	06/13/2022
20220121	Election Worker or Judge	ACTIVE	06/13/2022
20110080	Administrative Assistant	ACTIVE	06/13/2022
	Bookkeeper	ACTIVE	06/13/2022
	Election Worker or Judge	ACTIVE	06/13/2022
	Staff Accountant	ACTIVE	06/13/2022
20220196	Election Worker or Judge	ACTIVE	06/13/2022
20220106	Election Worker or Judge	ACTIVE	06/13/2022
20220225	Election Worker or Judge	ACTIVE	06/13/2022
20220339	Election Worker or Judge	ACTIVE	06/28/2022
20220241	Election Worker or Judge	ACTIVE	06/13/2022
20220154	Election Worker or Judge	ACTIVE	06/13/2022
20220345	Election Worker or Judge	ACTIVE	06/28/2022
20220123	Election Worker or Judge	ACTIVE	06/13/2022
20220192	Election Worker or Judge	ACTIVE	06/13/2022
20220290	Election Worker or Judge	ACTIVE	06/13/2022
20220222	Election Worker or Judge	ACTIVE	06/13/2022
20220189	Election Worker or Judge	ACTIVE	06/13/2022
20220352	Election Worker or Judge	ACTIVE	06/28/2022
20220197	Election Worker or Judge	ACTIVE	06/13/2022
20220224	Election Worker or Judge	ACTIVE	06/13/2022
20220109	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20220166	Election Worker or Judge	ACTIVE	06/13/2022
20220190	Election Worker or Judge	ACTIVE	06/13/2022
20220257	Election Worker or Judge	ACTIVE	06/03/2022
20220171	Election Worker or Judge	ACTIVE	06/13/2022
20220335	Election Worker or Judge	ACTIVE	06/13/2022
20220233	Election Worker or Judge	ACTIVE	06/13/2022
20220096	Election Worker or Judge	ACTIVE	06/13/2022
20220079	Election Worker or Judge	ACTIVE	06/13/2022
20220236	Election Worker or Judge	ACTIVE	06/13/2022
20180584	Election Worker or Judge	ACTIVE	06/13/2022
20220277	Election Worker or Judge	ACTIVE	06/13/2022
20200573	Election Worker or Judge	ACTIVE	06/28/2022
20220292	Election Worker or Judge	ACTIVE	06/13/2022
20160192	Election Worker or Judge	ACTIVE	06/13/2022
20220293	Election Worker or Judge	ACTIVE	06/13/2022
20220243	Election Worker or Judge	ACTIVE	06/13/2022
20220198	Election Worker or Judge	ACTIVE	06/13/2022
20220244	Election Worker or Judge	ACTIVE	06/13/2022
20220200	Election Worker or Judge	ACTIVE	06/13/2022
20220209	Election Worker or Judge	ACTIVE	06/13/2022
20220250	Election Worker or Judge	ACTIVE	06/13/2022
20220239	Election Worker or Judge	ACTIVE	06/13/2022
20220168	Election Worker or Judge	ACTIVE	06/13/2022
20220179	Election Worker or Judge	ACTIVE	06/13/2022
20220211	Election Worker or Judge	ACTIVE	06/13/2022
20220199	Election Worker or Judge	ACTIVE	06/13/2022
20220207	Election Worker or Judge	ACTIVE	06/13/2022
20180585	Election Worker or Judge	ACTIVE	05/02/2022
20220078	Election Worker or Judge	ACTIVE	06/13/2022
20220342	Election Worker or Judge	ACTIVE	06/28/2022
20220086	Election Worker or Judge	ACTIVE	06/13/2022
20220180	Election Worker or Judge	ACTIVE	06/13/2022
20220181	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20220182	Election Worker or Judge	ACTIVE	06/13/2022
20220242	Election Worker or Judge	ACTIVE	06/13/2022
20220112	Election Worker or Judge	ACTIVE	06/13/2022
20220167	Election Worker or Judge	ACTIVE	06/13/2022
20220263	Election Worker or Judge	ACTIVE	06/13/2022
20220245	Election Worker or Judge	ACTIVE	06/13/2022
20220294	Election Worker or Judge	ACTIVE	06/13/2022
20220357	Election Worker or Judge	ACTIVE	06/13/2022
20220229	Election Worker or Judge	ACTIVE	06/13/2022
20200202	Election Worker or Judge	ACTIVE	06/28/2022
20220116	Election Worker or Judge	ACTIVE	06/13/2022
20180049	Election Worker or Judge	ACTIVE	06/13/2022
20220376	Election Worker or Judge	ACTIVE	06/28/2022
20220080	Election Worker or Judge	ACTIVE	06/13/2022
20220183	Election Worker or Judge	ACTIVE	06/13/2022
20220194	Election Worker or Judge	ACTIVE	06/13/2022
20220193	Election Worker or Judge	ACTIVE	06/13/2022
20220320	Election Worker or Judge	ACTIVE	06/13/2022
20220084	Election Worker or Judge	ACTIVE	06/13/2022
20220297	Election Worker or Judge	ACTIVE	06/13/2022
20220344	Election Worker or Judge	ACTIVE	06/28/2022
20220150	Election Worker or Judge	ACTIVE	06/13/2022
20160222	Election Worker or Judge	ACTIVE	06/28/2022
20220246	Election Worker or Judge	ACTIVE	06/13/2022
20220298	Election Worker or Judge	ACTIVE	06/13/2022
20220238	Election Worker or Judge	ACTIVE	06/13/2022
20220340	Election Worker or Judge	ACTIVE	06/28/2022
20220314	Election Worker or Judge	ACTIVE	06/13/2022
20200319	Election Worker or Judge	ACTIVE	05/16/2022
20200588	Election Worker or Judge	ACTIVE	06/28/2022
20220088	Election Worker or Judge	ACTIVE	06/13/2022
20220094	Election Worker or Judge	ACTIVE	06/13/2022
20220299	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20220208	Election Worker or Judge	ACTIVE	06/13/2022
20220220	Election Worker or Judge	ACTIVE	06/13/2022
20220091	Election Worker or Judge	ACTIVE	06/13/2022
20220237	Election Worker or Judge	ACTIVE	06/13/2022
20220313	Election Worker or Judge	ACTIVE	06/13/2022
20220312	Election Worker or Judge	ACTIVE	06/13/2022
20220362	Election Worker or Judge	ACTIVE	06/23/2022
20220101	Election Worker or Judge	ACTIVE	06/13/2022
20220248	Election Worker or Judge	ACTIVE	06/13/2022
20220234	Election Worker or Judge	ACTIVE	06/13/2022
20220162	Election Worker or Judge	ACTIVE	06/13/2022
20220231	Election Worker or Judge	ACTIVE	06/13/2022
20220235	Election Worker or Judge	ACTIVE	06/13/2022
20220310	Election Worker or Judge	ACTIVE	06/13/2022
20220328	Election Worker or Judge	ACTIVE	06/13/2022
20220355	Election Worker or Judge	ACTIVE	06/13/2022
20220170	Election Worker or Judge	ACTIVE	06/13/2022
20220202	Election Worker or Judge	ACTIVE	06/13/2022
20220117	Election Worker or Judge	ACTIVE	06/13/2022
20220252	Election Worker or Judge	ACTIVE	06/13/2022
20220210	Election Worker or Judge	ACTIVE	06/13/2022
20220184	Election Worker or Judge	ACTIVE	06/13/2022
20220174	Election Worker or Judge	ACTIVE	06/13/2022
20220309	Election Worker or Judge	ACTIVE	06/13/2022
20220300	Election Worker or Judge	ACTIVE	06/13/2022
20160197	Election Worker or Judge	ACTIVE	06/13/2022
20220160	Election Worker or Judge	ACTIVE	06/13/2022
20220098	Election Worker or Judge	ACTIVE	06/13/2022
20220228	Election Worker or Judge	ACTIVE	06/13/2022
20200567	Election Worker or Judge	ACTIVE	06/28/2022
20220125	Election Worker or Judge	ACTIVE	06/13/2022
20220253	Election Worker or Judge	ACTIVE	06/13/2022
20180220	Election Worker or Judge	ACTIVE	06/28/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20200557	Election Worker or Judge	ACTIVE	06/26/2022
20220319	Election Worker or Judge	ACTIVE	06/13/2022
20220185	Election Worker or Judge	ACTIVE	06/13/2022
20220113	Election Worker or Judge	ACTIVE	06/13/2022
20220318	Election Worker or Judge	ACTIVE	06/13/2022
20220334	Election Worker or Judge	ACTIVE	06/13/2022
20220302	Election Worker or Judge	ACTIVE	06/13/2022
20220203	Election Worker or Judge	ACTIVE	06/13/2022
20220204	Election Worker or Judge	ACTIVE	06/13/2022
20220161	Election Worker or Judge	ACTIVE	06/13/2022
20220205	Election Worker or Judge	ACTIVE	06/13/2022
20220301	Election Worker or Judge	ACTIVE	06/13/2022
20220303	Election Worker or Judge	ACTIVE	06/13/2022
20220333	Election Worker or Judge	ACTIVE	06/13/2022
20220337	Election Worker or Judge	ACTIVE	06/28/2022
20220122	Election Worker or Judge	ACTIVE	06/13/2022
20220262	Election Worker or Judge	ACTIVE	06/13/2022
20220104	Election Worker or Judge	ACTIVE	06/13/2022
20220188	Election Worker or Judge	ACTIVE	06/13/2022
20220100	Election Worker or Judge	ACTIVE	06/13/2022
20220350	Election Worker or Judge	ACTIVE	06/28/2022
20220103	Election Worker or Judge	ACTIVE	06/13/2022
20220304	Election Worker or Judge	ACTIVE	06/13/2022
20220186	Election Worker or Judge	ACTIVE	06/13/2022
20220254	Election Worker or Judge	ACTIVE	06/13/2022
20220317	Election Worker or Judge	ACTIVE	06/13/2022
20220307	Election Worker or Judge	ACTIVE	06/13/2022
20220379	Election Worker or Judge	ACTIVE	06/13/2022
20220265	Election Worker or Judge	ACTIVE	06/13/2022
20170303	Election Worker or Judge	ACTIVE	06/13/2022
20220152	Election Worker or Judge	ACTIVE	06/13/2022
20220332	Election Worker or Judge	ACTIVE	06/13/2022
20220105	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20220169	Election Worker or Judge	ACTIVE	06/13/2022
20220266	Election Worker or Judge	ACTIVE	06/13/2022
20220273	Election Worker or Judge	ACTIVE	06/13/2022
20220331	Election Worker or Judge	ACTIVE	06/13/2022
20220274	Election Worker or Judge	ACTIVE	06/13/2022
20220370	Election Worker or Judge	ACTIVE	06/28/2022
20220305	Election Worker or Judge	ACTIVE	06/13/2022
20180587	Election Worker or Judge	ACTIVE	06/28/2022
20220278	Election Worker or Judge	ACTIVE	06/13/2022
20220306	Election Worker or Judge	ACTIVE	06/13/2022
20220308	Election Worker or Judge	ACTIVE	06/13/2022
20220279	Election Worker or Judge	ACTIVE	06/13/2022
20220346	Election Worker or Judge	ACTIVE	06/28/2022
20220349	Election Worker or Judge	ACTIVE	06/28/2022
20220375	Election Worker or Judge	ACTIVE	06/13/2022
20220330	Election Worker or Judge	ACTIVE	06/13/2022
20220085	Election Worker or Judge	ACTIVE	06/13/2022
20220268	Election Worker or Judge	ACTIVE	06/13/2022
20200611	Election Worker or Judge	ACTIVE	06/18/2022
20200612	Election Worker or Judge	ACTIVE	06/18/2022
20220269	Election Worker or Judge	ACTIVE	06/13/2022
20220280	Election Worker or Judge	ACTIVE	06/13/2022
20220316	Election Worker or Judge	ACTIVE	06/13/2022
20200320	Election Worker or Judge	ACTIVE	05/09/2022
20220315	Election Worker or Judge	ACTIVE	06/13/2022
20220329	Election Worker or Judge	ACTIVE	06/13/2022
20220089	Election Worker or Judge	ACTIVE	06/13/2022
20220281	Election Worker or Judge	ACTIVE	06/13/2022
20220251	Election Worker or Judge	ACTIVE	06/13/2022
20220159	Election Worker or Judge	ACTIVE	06/13/2022
20220351	Election Worker or Judge	ACTIVE	06/28/2022
20220173	Election Worker or Judge	ACTIVE	06/13/2022
20220282	Election Worker or Judge	ACTIVE	06/13/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20220115	Election Worker or Judge	ACTIVE	06/13/2022
20220151	Election Worker or Judge	ACTIVE	06/13/2022
20220270	Election Worker or Judge	ACTIVE	06/13/2022
20220327	Election Worker or Judge	ACTIVE	06/13/2022
20220296	Election Worker or Judge	ACTIVE	06/13/2022
20220326	Election Worker or Judge	ACTIVE	06/13/2022
20220221	Election Worker or Judge	ACTIVE	06/13/2022
20220232	Election Worker or Judge	ACTIVE	06/13/2022
20220111	Election Worker or Judge	ACTIVE	06/13/2022
20220107	Election Worker or Judge	ACTIVE	06/13/2022
20220325	Election Worker or Judge	ACTIVE	06/13/2022
20220271	Election Worker or Judge	ACTIVE	06/13/2022
20220230	Election Worker or Judge	ACTIVE	06/13/2022
20220324	Election Worker or Judge	ACTIVE	06/13/2022
20220153	Election Worker or Judge	ACTIVE	06/13/2022
20220108	Election Worker or Judge	ACTIVE	06/13/2022
20220090	Election Worker or Judge	ACTIVE	06/13/2022
20220291	Election Worker or Judge	ACTIVE	06/13/2022
20220156	Election Worker or Judge	ACTIVE	06/13/2022
20220155	Election Worker or Judge	ACTIVE	06/13/2022
20220097	Election Worker or Judge	ACTIVE	06/13/2022
20220311	Election Worker or Judge	ACTIVE	06/13/2022
20220212	Election Worker or Judge	ACTIVE	06/13/2022
20220201	Election Worker or Judge	ACTIVE	06/13/2022
20200039	Election Worker or Judge	ACTIVE	06/28/2022
20220323	Election Worker or Judge	ACTIVE	06/13/2022
20220322	Election Worker or Judge	ACTIVE	06/13/2022
20220092	Election Worker or Judge	ACTIVE	06/13/2022
20220172	Election Worker or Judge	ACTIVE	06/13/2022
20220272	Election Worker or Judge	ACTIVE	06/13/2022
20220118	Election Worker or Judge	ACTIVE	06/13/2022
20220099	Election Worker or Judge	ACTIVE	06/13/2022
20220336	Election Worker or Judge	ACTIVE	06/28/2022

New Hire Report
from 07/01/2021 - 06/30/2022

	20220114	Election Worker or Judge	ACTIVE	06/13/2022
	20220256	Election Worker or Judge	ACTIVE	06/01/2022
	20220321	Election Worker or Judge	ACTIVE	06/13/2022
Court Services/Adult Drug				
	20220052	Adult Drug Court PO	ACTIVE	03/14/2022
Court Services/Court				
	20220044	Support Staff	ACTIVE	02/28/2022
	20220367	Probation Officer	ACTIVE	06/21/2022
	20210249	Support Staff	INACTIVE	11/29/2021
	20220051	Probation Officer	INACTIVE	03/14/2022
	20210166	Probation Officer	ACTIVE	08/02/2021
	20210261	Administrative Assistant	ACTIVE	12/13/2021
		Probation Officer	ACTIVE	12/13/2021
	20220053	Probation Officer	INACTIVE	03/14/2022
	20210167	Probation Officer	ACTIVE	08/02/2021
	20220366	Probation Officer	ACTIVE	06/21/2022
	20220054	Probation Officer	ACTIVE	03/14/2022
	20220055	Probation Officer	ACTIVE	03/14/2022
	20220213	Support Staff	ACTIVE	05/26/2022
	20220365	Probation Officer	ACTIVE	06/21/2022
	20220063	Support Staff	ACTIVE	03/21/2022
	20220041	Pretrial Probation Officer	ACTIVE	02/15/2022
		Probation Officer	ACTIVE	02/15/2022
		Youth Counselor JJC	ACTIVE	02/15/2022
Court Services/Diagnostic				
	20210185	Psychology Intern	ACTIVE	09/01/2021
	20210186	Psychology Intern	ACTIVE	09/01/2021
	20210247	Staff Psychologist	ACTIVE	11/22/2021
	20220011	Support Staff	ACTIVE	01/10/2022
		Support Staff Secretary	ACTIVE	01/10/2022
Court Services/Juvenile				
	20220259	Youth Counselor JJC	ACTIVE	06/07/2022
	20220072	Youth Counselor JJC	ACTIVE	04/12/2022

New Hire Report

from 07/01/2021 - 06/30/2022

20220030	Youth Counselor JJC	ACTIVE	02/01/2022
20210158	Youth Counselor JJC	ACTIVE	07/20/2021
20210190	Youth Counselor JJC	ACTIVE	09/07/2021
20210244	Youth Counselor JJC	ACTIVE	11/16/2021
20210250	Para Deputy Coroner	INACTIVE	12/01/2021
	Youth Counselor JJC	INACTIVE	12/01/2021
20210245	Youth Counselor JJC	INACTIVE	11/16/2021
20220260	Youth Counselor JJC	ACTIVE	06/07/2022
20210157	Youth Counselor JJC	ACTIVE	07/20/2021
20210197	Youth Counselor JJC	INACTIVE	09/23/2021
20220137	Mental Health Clinician	ACTIVE	05/16/2022
20220364	Mental Health Clinician	ACTIVE	06/27/2022
	Mental Health Manager	ACTIVE	06/27/2022
20210199	Youth Counselor JJC	ACTIVE	09/21/2021
20210200	Youth Counselor JJC	INACTIVE	09/21/2021
20220040	Youth Counselor JJC	INACTIVE	02/15/2022
20210201	Youth Counselor JJC	ACTIVE	09/21/2021
20220031	Youth Counselor JJC	ACTIVE	02/01/2022
20210218	Senior Youth Counselor JJC	ACTIVE	10/12/2021
	Youth Counselor JJC	ACTIVE	10/12/2021
20220261	Youth Counselor JJC	ACTIVE	06/07/2022
20210219	Youth Counselor JJC	INACTIVE	10/12/2021
20210156	Youth Counselor JJC	ACTIVE	07/20/2021
20210202	Youth Counselor JJC	INACTIVE	09/21/2021
20210220	Youth Counselor JJC	INACTIVE	10/12/2021
20210180	Youth Counselor JJC	ACTIVE	08/24/2021
20220147	Youth Counselor JJC	ACTIVE	05/24/2022
20220223	Youth Counselor JJC	ACTIVE	05/31/2022
20210196	Youth Counselor JJC	ACTIVE	09/14/2021
20210221	Youth Counselor JJC	INACTIVE	10/12/2021
20210222	Youth Counselor JJC	ACTIVE	10/12/2021
20210207	Youth Counselor JJC	ACTIVE	09/28/2021
20210223	Youth Counselor JJC	INACTIVE	10/12/2021

New Hire Report
from 07/01/2021 - 06/30/2022

	20220042	Youth Counselor JJC	ACTIVE	02/15/2022
Development/County	20220010	Admin Officer Code Enforcement	ACTIVE	01/03/2022
	20220636	Zoning Board	ACTIVE	06/14/2022
	20220609	Zoning Board	ACTIVE	06/14/2022
Emergency Management	20220363	Specialist Planner	ACTIVE	06/13/2022
	20220135	Acting Director	ACTIVE	05/02/2022
		Chief Deputy Director	ACTIVE	05/02/2022
		Interim Dir Off of Emergency Mgt	ACTIVE	05/02/2022
Environmental Management	20210269	Recycling Resource Coordinator	ACTIVE	12/27/2021
Finance	20210194	Accountant Financial Analyst	ACTIVE	09/13/2021
		Senior Budget Analyst	ACTIVE	09/13/2021
	20210179	Asst Director of Purchasing	ACTIVE	08/23/2021
		Director of Purchasing	ACTIVE	08/23/2021
Health	20220247	Administrative Assistant	ACTIVE	05/31/2022
	20210213	Receptionist	ACTIVE	10/04/2021
	20210208	CHS II Environ Hlth Practitioner	ACTIVE	09/27/2021
	20220139	COVID-19 Response Coordinator	ACTIVE	05/16/2022
	20210262	CHS II Comm Health Practitioner	ACTIVE	12/20/2021
	20220140	COVID19 Specialist	ACTIVE	05/16/2022
	20210251	COVID-19 Response Coordinator	INACTIVE	11/29/2021
	20220082	Early Childhood MH Consultant	ACTIVE	04/18/2022
	20220141	Seasonal Finance & Facilities	ACTIVE	05/16/2022
	20220016	Workforce Development Specialist	ACTIVE	01/10/2022
Human Resource	20210182	Human Resource Generalist	INACTIVE	08/30/2021
		Senior HR Generalist	INACTIVE	08/30/2021
	20220258	Human Resource Generalist	ACTIVE	06/06/2022
		Senior HR Generalist	ACTIVE	06/06/2022

New Hire Report from 07/01/2021 - 06/30/2022

Information Technologies

20220012	Communications Analyst	ACTIVE	01/10/2022
20220285	GIS Intern	ACTIVE	06/06/2022
20210230	Desktop Support Analyst I	ACTIVE	10/25/2021
	Desktop Support Analyst II	ACTIVE	10/25/2021
20210231	Desktop Support Analyst I	ACTIVE	10/25/2021
20210147	Desktop Support Analyst I	ACTIVE	07/12/2021
	Desktop Support Analyst II	ACTIVE	07/12/2021

Judiciary and Courts

20100051	16th Judicial Circuit Judge	ACTIVE	08/09/2021
	Assistant States Attorney	ACTIVE	08/09/2021
	Domestic Violence Advocate	ACTIVE	08/09/2021
20210205	Asst Interpreter Coordinator	INACTIVE	09/20/2021
20210193	Paralegal	INACTIVE	09/07/2021
20220146	Asst Interpreter Coordinator	ACTIVE	05/17/2022
20220006	Court Bailiff	ACTIVE	01/03/2022
	Deputy Clerk	ACTIVE	01/03/2022
20220372	Court Bailiff	ACTIVE	06/27/2022
20220070	Senior Staff Attorney	ACTIVE	04/04/2022
	Staff Attorney	ACTIVE	04/04/2022

Kane Comm

20210227	Telecommunicator	INACTIVE	10/18/2021
20220059	Operations Manager	ACTIVE	03/21/2022
20220068	Telecommunicator	ACTIVE	04/04/2022
20210178	Telecommunicator	INACTIVE	08/23/2021
	ZZZ Vacant Telecommunicator	INACTIVE	08/23/2021
20210148	Telecommunicator	ACTIVE	07/12/2021

Public Defender

20210155	Assistant Public Defender	ACTIVE	07/19/2021
20210162	Assistant Public Defender	INACTIVE	07/26/2021
20210189	Deputy Clerk	INACTIVE	09/07/2021
	Secretary Receptionist	INACTIVE	09/07/2021
20010260	Assistant Public Defender	ACTIVE	10/04/2021

New Hire Report from 07/01/2021 - 06/30/2022

	20210260	Receptionist	ACTIVE	12/13/2021
		Secretary Receptionist	ACTIVE	12/13/2021
	20220369	Secretary Receptionist	ACTIVE	06/21/2022
Recorder				
	20220149	Recording Assistant	ACTIVE	05/23/2022
Regional Office of				
	20220216	Director of Finance	ACTIVE	05/23/2022
	20220132	Administrative Assistant	ACTIVE	05/02/2022
	20210242	Communicators Coordinator	INACTIVE	11/01/2021
	19990038	CHS I Support Associate	ACTIVE	05/18/2022
		Licensure Specialist	ACTIVE	05/18/2022
	20210211	JJC Teacher	ACTIVE	10/05/2021
	20220267	Licensure Specialist	ACTIVE	06/06/2022
	20210149	Professional Development Coor	ACTIVE	07/01/2021
	20220028	Communicators Coordinator	ACTIVE	01/24/2022
	20220128	JJC Teacher	ACTIVE	04/25/2022
Sheriff/Adult Corrections				
	20220036	Correctional Officer	ACTIVE	02/14/2022
	20210150	Correctional Officer	ACTIVE	07/07/2021
	20210237	Correctional Officer	ACTIVE	11/01/2021
	20210184	Correctional Officer	INACTIVE	08/30/2021
	20210264	Correctional Officer	INACTIVE	12/29/2021
	20220050	Correctional Officer	ACTIVE	03/14/2022
	20210168	Correctional Officer	ACTIVE	08/02/2021
		Court Security Officer	ACTIVE	08/02/2021
	20210172	Correctional Officer	INACTIVE	08/16/2021
	20210173	Information Specialist	ACTIVE	08/16/2021
	20190039	Deputy Clerk	ACTIVE	09/12/2021
		Information Specialist	ACTIVE	09/12/2021
	20220288	Correctional Officer	ACTIVE	06/06/2022
	20210235	Correctional Officer	INACTIVE	11/01/2021
	20220035	Correctional Officer	ACTIVE	02/14/2022
	20210139	Correctional Officer	ACTIVE	07/06/2021

New Hire Report from 07/01/2021 - 06/30/2022

20220062	Information Specialist	ACTIVE	03/28/2022
20220287	Correctional Officer	ACTIVE	06/06/2022
20220039	Correctional Officer	ACTIVE	02/14/2022
20210160	Correctional Officer	INACTIVE	07/19/2021
20210236	Correctional Officer	INACTIVE	11/01/2021
20210143	Correctional Officer	ACTIVE	07/06/2021
20210165	Maintenance Worker	ACTIVE	08/02/2021
20220038	Correctional Officer	ACTIVE	02/14/2022
20210238	Correctional Officer	ACTIVE	11/01/2021
20220048	Correctional Officer	ACTIVE	03/14/2022
20210144	Correctional Officer	ACTIVE	07/06/2021
20220020	ZZZ Vacant Maintenance Worker	INACTIVE	01/11/2022
20220047	Correctional Officer	ACTIVE	03/14/2022
20220049	Correctional Officer	ACTIVE	03/14/2022

Sheriff/Court Security

20210233	Court Security Officer	ACTIVE	10/18/2021
20210263	Case Manager	ACTIVE	12/15/2021
20220133	Court Security Officer	ACTIVE	05/02/2022
20190171	Court Security Officer	ACTIVE	08/30/2021
	Para Deputy Coroner	ACTIVE	08/30/2021
20210253	Court Security Officer	ACTIVE	11/29/2021
20210169	Court Security Officer	ACTIVE	08/02/2021
20210226	Court Security Officer	ACTIVE	10/11/2021
20220164	Court Security Officer	ACTIVE	05/23/2022
20210198	Court Security Officer	ACTIVE	09/20/2021
20210234	Court Security Officer	ACTIVE	10/18/2021
20220061	Social Worker	ACTIVE	03/21/2022
20210252	Court Security Officer	INACTIVE	11/29/2021
19980093	Correctional Officer	ACTIVE RETIREE	11/08/2021
	Court Security Officer	ACTIVE RETIREE	11/08/2021
20210254	Court Security Officer	INACTIVE	11/29/2021
20220026	Court Security Officer	ACTIVE	01/24/2022
	Peace Officer	ACTIVE	01/24/2022

New Hire Report from 07/01/2021 - 06/30/2022

Sheriff/Emergency

20210257	Field Response	ACTIVE	12/01/2021
----------	----------------	--------	------------

Sheriff/Sheriff

20210267	Peace Officer	ACTIVE	12/27/2021
20220127	Peace Officer	ACTIVE	05/02/2022
20220360	Peace Officer	ACTIVE	06/13/2022
20210255	Information Specialist	ACTIVE	12/06/2021
20220037	Correctional Officer	ACTIVE	02/14/2022
	Peace Officer	ACTIVE	02/14/2022
20210216	Correctional Officer	ACTIVE	10/04/2021
	Peace Officer	ACTIVE	10/04/2021
20210268	Peace Officer	INACTIVE	12/27/2021
20220075	Correctional Officer	ACTIVE	04/11/2022
	Information Specialist	ACTIVE	04/11/2022
20150216	Information Specialist	ACTIVE	03/28/2022
20220126	Peace Officer	ACTIVE	05/02/2022
20210215	Office Intern	ACTIVE	10/12/2021
20220018	Information Specialist	ACTIVE	01/10/2022

State's Attorney

20220001	Assistant States Attorney	ACTIVE	01/03/2022
20220058	Pre-Arrest Diversion Intern	INACTIVE	03/20/2022
20220134	Administrative Assistant	ACTIVE	05/11/2022
20220165	Assistant States Attorney	ACTIVE	05/18/2022
	Staff Attorney	ACTIVE	05/18/2022
20220022	Administrative Assistant	INACTIVE	01/18/2022
20210163	Assistant States Attorney	ACTIVE	07/26/2021
20210164	Assistant States Attorney	INACTIVE	07/26/2021
20220218	Intern Non Attorney	ACTIVE	05/23/2022
20220013	Administrative Assistant	INACTIVE	01/03/2022
20220368	Assistant States Attorney	ACTIVE	06/21/2022
20210191	Intern	INACTIVE	09/07/2021
20210266	Administrative Assistant	ACTIVE	12/27/2021
20210153	Assistant States Attorney	INACTIVE	07/12/2021

New Hire Report from 07/01/2021 - 06/30/2022

20210192	Assistant States Attorney	ACTIVE	09/07/2021
	Staff Attorney	ACTIVE	09/07/2021
20210228	Bilingual Receptionist	ACTIVE	10/18/2021
20210161	Assistant States Attorney	INACTIVE	07/26/2021
20220087	Pre-Arrest Diversion Case Mgr	ACTIVE	04/25/2022
20220136	Victim Advocate	ACTIVE	05/09/2022
	Victim Services Advocate	ACTIVE	05/09/2022
20220023	Assistant States Attorney	ACTIVE	01/18/2022
20220286	Intern Non Attorney	ACTIVE	06/06/2022
20100041	Administrative Asst Workforce Bd	ACTIVE	01/03/2022
	Assistant States Attorney	ACTIVE	01/03/2022
20220056	Administrative Assistant	ACTIVE	03/14/2022
20210243	Assistant States Attorney	ACTIVE	11/12/2021
20220144	Law Clerk	ACTIVE	05/16/2022
20220003	Assistant States Attorney	ACTIVE	01/03/2022
20220143	Intern	ACTIVE	05/16/2022
20210206	Assistant States Attorney	ACTIVE	09/27/2021
20140097	Assistant States Attorney	ACTIVE	12/01/2021
	Law Clerk	ACTIVE	12/01/2021
20090035	Administrative Assistant	ACTIVE	04/11/2022
	Assistant States Attorney	ACTIVE	04/11/2022
20220034	Bilingual Advocate	ACTIVE	02/07/2022
20210152	Assistant States Attorney	ACTIVE	07/12/2021
20220077	Assistant States Attorney	ACTIVE	04/11/2022
20220371	Administrative Assistant	ACTIVE	06/27/2022
20220017	Assistant States Attorney	INACTIVE	01/10/2022
20210217	Assistant States Attorney	INACTIVE	10/04/2021
20220065	Election Worker or Judge	ACTIVE	03/28/2022
	File Room Clerk	ACTIVE	03/28/2022
20220057	Pre-Arrest Diversion Intern	INACTIVE	03/20/2022
20210209	Administrative Assistant	ACTIVE	10/04/2021
	Deputy Clerk	ACTIVE	10/04/2021
20020193	Assistant States Attorney	ACTIVE	10/04/2021

New Hire Report
from 07/01/2021 - 06/30/2022

20210240	Assistant States Attorney	ACTIVE	11/01/2021
	Law Clerk	ACTIVE	11/01/2021
20220046	Assistant States Attorney	ACTIVE	03/01/2022
20220004	Grant Administrator	ACTIVE	01/03/2022
20200278	Assistant States Attorney	INACTIVE	08/23/2021
	Law Clerk	INACTIVE	08/23/2021
	Law Intern	INACTIVE	08/23/2021
20050095	Assistant States Attorney	INACTIVE	07/01/2021
20050224	Pre-Arrest Diversion Supervisor	ACTIVE	02/22/2022
	Senior Youth Counselor JJC	ACTIVE	02/22/2022
20220043	Pre-Arrest Diversion Case Mgr	ACTIVE	02/14/2022
20210188	Assistant States Attorney	ACTIVE	09/06/2021
	Law Clerk	ACTIVE	09/06/2021
20220358	Assistant States Attorney	ACTIVE	06/13/2022
20220019	Administrative Assistant	INACTIVE	01/11/2022
20210256	Assistant States Attorney	ACTIVE	12/06/2021
20220027	Assistant States Attorney	ACTIVE	01/24/2022
20220120	Pre-Arrest Diversion Case Mgr	ACTIVE	04/28/2022
	PreArrest Diversion Case Mgr Sup	ACTIVE	04/28/2022
20220142	Law Clerk	ACTIVE	05/16/2022
20220359	Assistant States Attorney	ACTIVE	06/13/2022
20210159	Assistant States Attorney	ACTIVE	07/19/2021
20200279	Assistant States Attorney	ACTIVE	08/23/2021
	Law Clerk	ACTIVE	08/23/2021
20220148	Intern	ACTIVE	05/17/2022
<hr/>			
Transportation			
20220074	Admin Ofc I Receptionist	ACTIVE	04/11/2022
	Administrative Officer I	ACTIVE	04/11/2022
	Customer Service/Program Asst	ACTIVE	04/11/2022
	Office Administrator	ACTIVE	04/11/2022
20220284	Reg Planning Liaison & Bike/Ped	ACTIVE	06/06/2022
	Regional Planning Liaison	ACTIVE	06/06/2022
	Transportation Planner II	ACTIVE	06/06/2022

New Hire Report
from 07/01/2021 - 06/30/2022

20210248	Highway Maintainer I	ACTIVE	11/29/2021
20220119	Ride In Kane Program Coordinator	ACTIVE	04/25/2022
	Ride In Kane Program Manager	ACTIVE	04/25/2022
20210183	COM Director/Planning Liaison	ACTIVE	08/23/2021
	Regional Planning Liaison	ACTIVE	08/23/2021
	RegPlanningLiaison & Director COM	ACTIVE	08/23/2021
	Transportation Planner I	ACTIVE	08/23/2021
20210171	Admin Ofc I Receptionist	INACTIVE	08/09/2021
	Administrative Officer I	INACTIVE	08/09/2021
	Customer Service/Program Asst	INACTIVE	08/09/2021
	Office Administrator	INACTIVE	08/09/2021
20210232	Ride In Kane Program Coordinator	INACTIVE	10/18/2021
20210246	Highway Maintainer I	ACTIVE	11/22/2021
20210204	Traffic Ops Engineer	ACTIVE	09/27/2021
	Traffic Ops Engineer - CE V	ACTIVE	09/27/2021
Treasurer/Collector			
20220009	Customer Service Manager	ACTIVE	01/03/2022
20210176	Staff Accountant	ACTIVE	08/23/2021
19980066	Accountant II Payroll Coord	ACTIVE	04/13/2022
	Assistant Cashier	ACTIVE	04/13/2022

Total New Hires 539

New Hires EEO Report 07/01/21 - 6/30/22

Gender



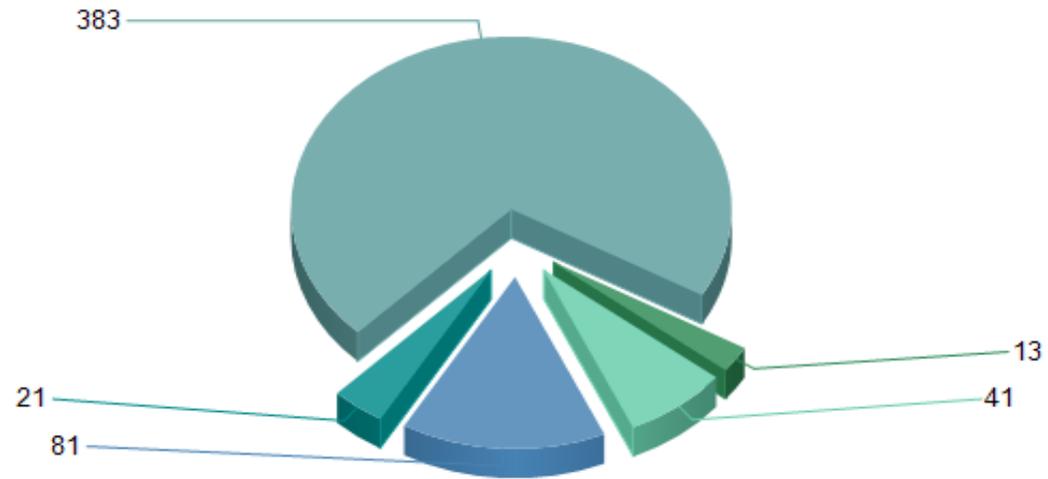
Total = 539 (100%)

Female = 308 (57 %)

Male = 231 (43 %)

New Hires EEO Report 07/01/21 - 6/30/22

Race



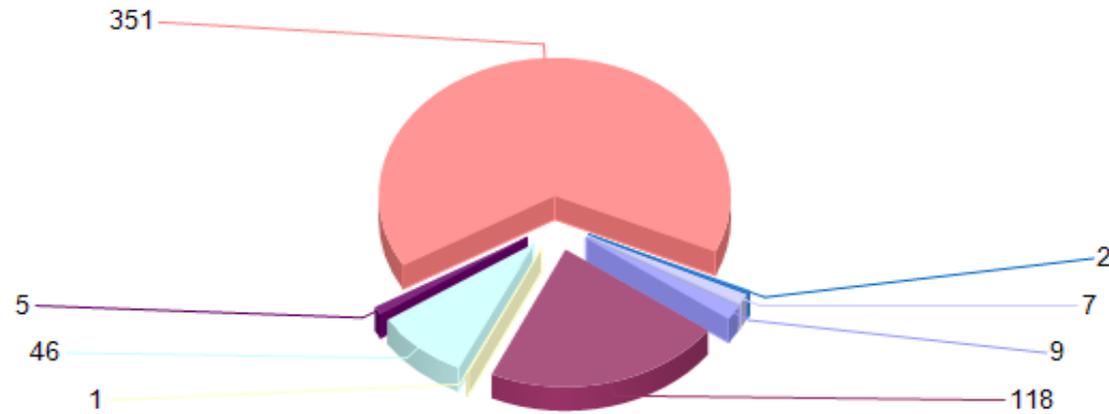
Total = 539 (100%)

- Asian = 13 (2 %)
- Black = 41 (8 %)
- Hispanic or Latino = 81 (15 %)
- Two or More Races = 21 (4 %)
- White = 383 (71 %)

New Hires EEO Report 07/01/21 - 6/30/22

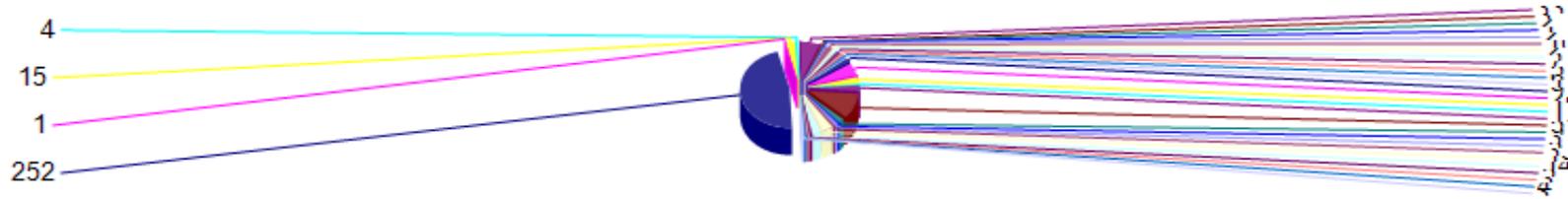
EEOC Category

- Total = 539 (100%)**
- 01 - Official/Administration = 9 (2 %)
 - 02 - Professionals = 118 (22 %)
 - 03 - Technicians = 1 (0 %)
 - 04 - Protective Services: Sworn = 46 (9 %)
 - 05 - Protective Services: Non Sworn = 5 (1 %)
 - 06 - Administrative Support = 351 (65 %)
 - 07 - Skilled Craft = 2 (0 %)
 - 08 - Service/Maintenance = 7 (1 %)



New Hires EEO Report 07/01/21 - 6/30/22

Department



Total = 539 (100%)

Animal Control = 5 (1%)	Court Services/Court Services Administration = 15 (3%)	Human Resource Management = 2 (0%)	Sheriff/Sheriff = 12 (2%)
Building Management = 3 (1%)	Court Services/Diagnostic Center = 4 (1%)	Information Technologies = 5 (1%)	State's Attorney = 57 (11%)
Circuit Clerk = 19 (4%)	Court Services/Juvenile Justice Center = 33 (6%)	Judiciary and Courts = 7 (1%)	Transportation = 9 (2%)
Community Reinvestment = 14 (3%)	Development/County Development = 3 (1%)	Kane Comm = 5 (1%)	Treasurer/Collector = 3 (1%)
Coroner = 5 (1%)	Emergency Management Services = 2 (0%)	Public Defender = 6 (1%)	
County Auditor = 3 (1%)	Environmental Management = 1 (0%)	Recorder = 1 (0%)	
County Board = 4 (1%)	Finance = 2 (0%)	Regional Office of Education = 9 (2%)	
County Clerk = 3 (1%)	Health = 10 (2%)	Sheriff/Adult Corrections = 28 (5%)	
County Clerk Elections-PR Only/County Clerk Elections - PR Only = 252 (47%)		Sheriff/Court Security = 15 (3%)	
Court Services/Adult Drug Court = 1 (0%)		Sheriff/Emergency Management Services = 1 (0%)	

Termination Report
from 07/01/2021 - 06/30/2022

Department	Employee ID	Job Title	Termination Date
Animal Control			
	20210214	Kennel Assistant	12/12/21
	20210137	Kennel Assistant	08/22/21
	20220129	Kennel Assistant	05/01/22
Building Management			
	20040139	Maintenance Worker	01/11/22
	20190015	Maintenance Worker	07/13/21
	20140144	Administrative Assistant	04/27/22
	19890037	Maintenance Tech III	02/18/22
	20190014	Maintenance Worker	07/27/21
	20210154	Maintenance Worker	01/24/22
Circuit Clerk			
	20140026	Information System Professional	12/29/21
	20190218	Deputy Clerk	09/10/21
	20100015	Deputy Clerk	02/22/22
	20060194	Deputy Clerk	05/10/22
	19980097	Deputy Clerk	09/14/21
	20210225	Deputy Clerk	04/11/22
	19780014	Information System Professional	07/02/21
	20220138	Deputy Clerk	06/02/22
	20210025	Deputy Clerk	11/26/21
	20210126	Deputy Clerk	12/17/21
	20210224	Deputy Clerk	11/26/21
	20190114	Deputy Clerk	10/15/21
	20210090	Deputy Clerk	09/16/21
Community Reinvestment			
	20220032	Program Assistant	01/31/22
	20200687	Project Manager	09/15/21
	20210112	Housing Specialist	01/28/22
	20210181	Program Assistant	06/24/22
	20160066	Program Manager	10/01/21
Coroner			
	20220060	Para Deputy Coroner	06/01/22
	20200017	Para Deputy Coroner	07/26/21
	20070125	Assistant Chief Deputy Coroner	02/18/22
	20200258	Para Deputy Coroner	02/28/22
County Auditor			
	20210146	Staff Auditor	01/13/22
County Board			
	20200287	Senior Recording Secretary	07/23/21
County Clerk			
	20060025	Clerk V	08/20/21
	20120050	Financial Analyst	02/06/22
	20020044	Clerk VI	08/06/21
County Clerk Elections-PR Only/County Clerk Elections - PR Only			
	20210083	Election Worker or Judge	07/21/21
	20180565	Election Worker or Judge	07/21/21
	20180544	Election Worker or Judge	07/21/21
	20180108	Election Worker or Judge	07/21/21
	20200094	Election Worker or Judge	07/21/21
	20180414	Election Worker or Judge	07/21/21
	20180486	Election Worker or Judge	07/21/21
	20200063	Election Worker or Judge	07/21/21
	20190056	Election Worker or Judge	07/21/21
	20180620	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20200474	Election Worker or Judge	07/21/21
20200076	Election Worker or Judge	07/21/21
20170567	Election Worker or Judge	07/21/21
20190062	Election Worker or Judge	07/21/21
20180199	Election Worker or Judge	07/21/21
20180370	Election Worker or Judge	07/21/21
20200151	Election Worker or Judge	07/21/21
20180568	Election Worker or Judge	07/21/21
20200566	Election Worker or Judge	07/21/21
20170172	Election Worker or Judge	07/21/21
20180558	Election Worker or Judge	07/21/21
20200439	Election Worker or Judge	07/21/21
20200132	Election Worker or Judge	07/21/21
20170159	Election Worker or Judge	07/21/21
20180342	Election Worker or Judge	07/21/21
20200547	Election Worker or Judge	07/21/21
20160137	Election Worker or Judge	07/21/21
20160120	Election Worker or Judge	07/21/21
20170283	Election Worker or Judge	07/21/21
20200591	Election Worker or Judge	07/21/21
20180479	Election Worker or Judge	07/21/21
20180020	Election Worker or Judge	01/14/22
20180018	Election Worker or Judge	07/21/21
20200219	Election Worker or Judge	07/21/21
20200031	Election Worker or Judge	07/21/21
20200093	Election Worker or Judge	07/21/21
20200064	Election Worker or Judge	07/21/21
20170118	Election Worker or Judge	07/21/21
20180404	Election Worker or Judge	07/21/21
20170326	Election Worker or Judge	07/21/21
20180304	Election Worker or Judge	07/21/21
20180468	Election Worker or Judge	07/21/21
20200526	Election Worker or Judge	07/21/21
20180622	Election Worker or Judge	07/21/21
20170253	Election Worker or Judge	07/21/21
20170252	Election Worker or Judge	07/21/21
20200069	Election Worker or Judge	07/21/21
20200593	Election Worker or Judge	07/21/21
20200594	Election Worker or Judge	07/21/21
20170143	Election Worker or Judge	07/21/21
20200178	Election Worker or Judge	07/21/21
20200229	Election Worker or Judge	07/21/21
20180347	Election Worker or Judge	07/21/21
20160208	Election Worker or Judge	07/21/21
20200154	Election Worker or Judge	10/28/21
20200155	Election Worker or Judge	07/21/21
20200167	Election Worker or Judge	07/21/21
20180358	Election Worker or Judge	07/21/21
20180570	Election Worker or Judge	07/21/21
20180411	Election Worker or Judge	07/21/21
20200047	Election Worker or Judge	07/21/21
20200078	Election Worker or Judge	07/21/21
20200170	Election Worker or Judge	07/21/21
20180502	Election Worker or Judge	07/21/21
20200110	Election Worker or Judge	07/21/21
20180550	Election Worker or Judge	07/21/21
20170116	Election Worker or Judge	07/21/21
20200134	Election Worker or Judge	10/28/21

Termination Report
from 07/01/2021 - 06/30/2022

20170552	Election Worker or Judge	07/21/21
20170429	Election Worker or Judge	01/14/22
20180591	Election Worker or Judge	07/21/21
20180621	Election Worker or Judge	07/21/21
20190067	Election Worker or Judge	07/21/21
20180110	Election Worker or Judge	07/21/21
20170275	Election Worker or Judge	07/21/21
20160220	Election Worker or Judge	07/21/21
20180483	Election Worker or Judge	07/21/21
20170136	Election Worker or Judge	07/21/21
20200621	Election Worker or Judge	07/21/21
20180171	Election Worker or Judge	07/21/21
20170578	Election Worker or Judge	07/21/21
20180589	Election Worker or Judge	07/21/21
20180391	Election Worker or Judge	07/21/21
20200189	Election Worker or Judge	07/21/21
20180395	Election Worker or Judge	07/21/21
20200060	Election Worker or Judge	07/21/21
20200068	Election Worker or Judge	07/21/21
20180415	Election Worker or Judge	07/21/21
20180593	Election Worker or Judge	07/21/21
20200065	Election Worker or Judge	07/21/21
20180376	Election Worker or Judge	07/21/21
20180305	Election Worker or Judge	07/27/21
20200192	Election Worker or Judge	07/21/21
20180469	Election Worker or Judge	07/21/21
20170232	Election Worker or Judge	07/21/21
20170428	Election Worker or Judge	07/21/21
20180463	Election Worker or Judge	07/21/21
20200665	Election Worker or Judge	07/21/21
20180361	Election Worker or Judge	05/11/22
20200124	Election Worker or Judge	07/21/21
20180098	Election Worker or Judge	07/21/21
20170236	Election Worker or Judge	07/21/21
20180522	Election Worker or Judge	07/21/21
20180291	Election Worker or Judge	07/21/21
20200136	Election Worker or Judge	07/21/21
20200113	Election Worker or Judge	07/21/21
20180566	Election Worker or Judge	07/21/21
20200195	Election Worker or Judge	07/21/21
20170368	Election Worker or Judge	07/21/21
20180482	Election Worker or Judge	07/21/21
20170220	Election Worker or Judge	07/21/21
20170390	Election Worker or Judge	07/21/21
20200025	Election Worker or Judge	07/21/21
20200389	Election Worker or Judge	07/21/21
20170628	Election Worker or Judge	07/21/21
20170204	Election Worker or Judge	07/21/21
20170582	Election Worker or Judge	07/21/21
20170583	Election Worker or Judge	07/21/21
20170413	Election Worker or Judge	07/21/21
20180156	Election Worker or Judge	07/21/21
20200447	Election Worker or Judge	07/21/21
20200099	Election Worker or Judge	07/21/21
20180613	Election Worker or Judge	07/21/21
20200026	Election Worker or Judge	07/21/21
20170386	Election Worker or Judge	07/21/21
20200257	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20170555	Election Worker or Judge	07/21/21
20200582	Election Worker or Judge	07/21/21
20200197	Election Worker or Judge	07/21/21
20200430	Election Worker or Judge	07/21/21
20170139	Election Worker or Judge	07/21/21
20200442	Election Worker or Judge	07/21/21
20200475	Election Worker or Judge	07/21/21
20170233	Election Worker or Judge	07/21/21
20200027	Election Worker or Judge	07/21/21
20170388	Election Worker or Judge	07/21/21
20170300	Election Worker or Judge	07/21/21
20200650	Election Worker or Judge	07/21/21
20180422	Election Worker or Judge	07/21/21
20200342	Election Worker or Judge	07/21/21
20200537	Election Worker or Judge	07/21/21
20170515	Election Worker or Judge	07/21/21
20180065	Election Worker or Judge	07/21/21
20200081	Election Worker or Judge	07/21/21
20070154	Election Worker or Judge	07/21/21
20180627	Election Worker or Judge	07/21/21
20170292	Election Worker or Judge	07/21/21
20200103	Election Worker or Judge	07/21/21
20180582	Election Worker or Judge	07/21/21
20180046	Election Worker or Judge	07/21/21
20200028	Election Worker or Judge	07/21/21
20180515	Election Worker or Judge	07/21/21
20200501	Election Worker or Judge	07/21/21
20180160	Election Worker or Judge	07/21/21
20170106	Election Worker or Judge	10/28/21
20170113	Election Worker or Judge	10/28/21
20170631	Election Worker or Judge	07/21/21
20170122	Election Worker or Judge	07/21/21
20180060	Election Worker or Judge	07/21/21
20180534	Election Worker or Judge	07/21/21
20170376	Election Worker or Judge	07/21/21
20200348	Election Worker or Judge	07/21/21
20180365	Election Worker or Judge	07/21/21
20200645	Election Worker or Judge	07/21/21
20200644	Election Worker or Judge	07/21/21
20190074	Election Worker or Judge	07/21/21
20170181	Election Worker or Judge	07/21/21
20200397	Election Worker or Judge	07/21/21
20170166	Election Worker or Judge	07/21/21
20180069	Election Worker or Judge	07/21/21
20200126	Election Worker or Judge	07/21/21
20180115	Election Worker or Judge	07/21/21
20160202	Election Worker or Judge	07/21/21
20180421	Election Worker or Judge	07/21/21
20200186	Election Worker or Judge	07/21/21
20180439	Election Worker or Judge	07/21/21
20180511	Election Worker or Judge	07/21/21
20180498	Election Worker or Judge	07/21/21
20200580	Election Worker or Judge	07/21/21
20170119	Election Worker or Judge	07/21/21
20200369	Election Worker or Judge	07/21/21
20170307	Election Worker or Judge	07/21/21
20180310	Election Worker or Judge	07/21/21
20170140	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20160195	Election Worker or Judge	07/21/21
20170053	Election Worker or Judge	07/21/21
20200095	Election Worker or Judge	07/21/21
20200133	Election Worker or Judge	07/21/21
20180198	Election Worker or Judge	07/21/21
20180488	Election Worker or Judge	07/21/21
20180539	Election Worker or Judge	07/21/21
20180352	Election Worker or Judge	07/21/21
20200595	Election Worker or Judge	07/21/21
20180512	Election Worker or Judge	07/21/21
20170335	Election Worker or Judge	02/08/22
20180031	Election Worker or Judge	07/21/21
20180445	Election Worker or Judge	11/01/21
20170207	Election Worker or Judge	05/12/22
20190064	Election Worker or Judge	07/21/21
20170573	Election Worker or Judge	07/21/21
20200067	Election Worker or Judge	07/21/21
20170287	Election Worker or Judge	07/21/21
20180374	Election Worker or Judge	07/21/21
20210027	Election Worker or Judge	07/21/21
20200049	Election Worker or Judge	08/05/21
20200043	Election Worker or Judge	07/21/21
20200458	Election Worker or Judge	11/01/21
20200450	Election Worker or Judge	11/01/21
20200364	Election Worker or Judge	11/01/21
20200349	Election Worker or Judge	07/21/21
20200375	Election Worker or Judge	07/21/21
20170256	Election Worker or Judge	07/21/21
20180146	Election Worker or Judge	07/21/21
20170212	Election Worker or Judge	07/21/21
20200057	Election Worker or Judge	07/21/21
20200098	Election Worker or Judge	07/21/21
20170178	Election Worker or Judge	07/21/21
20170433	Election Worker or Judge	07/21/21
20180313	Election Worker or Judge	07/21/21
20180509	Election Worker or Judge	07/21/21
20200085	Election Worker or Judge	07/21/21
20180650	Election Worker or Judge	07/21/21
20200461	Election Worker or Judge	07/21/21
20200174	Election Worker or Judge	07/21/21
20200173	Election Worker or Judge	07/21/21
20170163	Election Worker or Judge	07/21/21
20170164	Election Worker or Judge	07/21/21
20200066	Election Worker or Judge	07/21/21
20200236	Election Worker or Judge	07/21/21
20200225	Election Worker or Judge	07/21/21
20180321	Election Worker or Judge	07/21/21
20180424	Election Worker or Judge	11/01/21
20170679	Election Worker or Judge	07/21/21
20200354	Election Worker or Judge	11/01/21
20200432	Election Worker or Judge	11/01/21
20180535	Election Worker or Judge	07/21/21
20180609	Election Worker or Judge	07/21/21
20170193	Election Worker or Judge	07/21/21
20200242	Election Worker or Judge	07/21/21
20200032	Election Worker or Judge	07/21/21
20180462	Election Worker or Judge	07/21/21
20180464	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20200127	Election Worker or Judge	07/21/21
20160117	Election Worker or Judge	07/21/21
20180577	Election Worker or Judge	07/21/21
20180055	Election Worker or Judge	07/21/21
20200624	Election Worker or Judge	07/21/21
20200441	Election Worker or Judge	05/11/22
20170525	Election Worker or Judge	10/28/21
20200204	Election Worker or Judge	07/21/21
20160126	Election Worker or Judge	07/21/21
20200231	Election Worker or Judge	07/21/21
20200421	Election Worker or Judge	07/21/21
20180145	Election Worker or Judge	07/21/21
20210091	Election Worker or Judge	07/21/21
20180432	Election Worker or Judge	07/21/21
20200597	Election Worker or Judge	07/21/21
20180518	Election Worker or Judge	07/21/21
20160204	Election Worker or Judge	05/11/22
20200181	Election Worker or Judge	07/21/21
20200180	Election Worker or Judge	07/21/21
20160129	Election Worker or Judge	07/21/21
20180571	Election Worker or Judge	07/21/21
20180525	Election Worker or Judge	07/21/21
20180519	Election Worker or Judge	07/21/21
20170494	Election Worker or Judge	07/21/21
20180572	Election Worker or Judge	07/21/21
20180419	Election Worker or Judge	07/21/21
20200550	Election Worker or Judge	07/21/21
20200558	Election Worker or Judge	07/21/21
20180339	Election Worker or Judge	07/21/21
20180481	Election Worker or Judge	07/21/21
20180083	Election Worker or Judge	07/21/21
20180372	Election Worker or Judge	07/21/21
20180373	Election Worker or Judge	07/21/21
20170556	Election Worker or Judge	07/21/21
20180529	Election Worker or Judge	07/21/21
20200086	Election Worker or Judge	07/21/21
20170635	Election Worker or Judge	07/21/21
20200422	Election Worker or Judge	07/21/21
20180476	Election Worker or Judge	07/21/21
20180406	Election Worker or Judge	07/21/21
20200607	Election Worker or Judge	07/21/21
20180330	Election Worker or Judge	07/21/21
20180119	Election Worker or Judge	07/21/21
20180293	Election Worker or Judge	07/21/21
20180618	Election Worker or Judge	07/21/21
20200459	Election Worker or Judge	07/21/21
20170519	Election Worker or Judge	07/21/21
20170387	Election Worker or Judge	07/21/21
20170574	Election Worker or Judge	07/21/21
20200487	Election Worker or Judge	07/21/21
20180073	Election Worker or Judge	07/21/21
20200376	Election Worker or Judge	07/21/21
20200218	Election Worker or Judge	07/21/21
20200352	Election Worker or Judge	07/21/21
20200540	Election Worker or Judge	07/21/21
20180074	Election Worker or Judge	07/21/21
20200161	Election Worker or Judge	07/21/21
20200118	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20170291	Election Worker or Judge	07/21/21
20170147	Election Worker or Judge	07/21/21
20180015	Election Worker or Judge	07/21/21
20200147	Election Worker or Judge	07/21/21
20200400	Election Worker or Judge	07/21/21
20170616	Election Worker or Judge	07/21/21
20180131	Election Worker or Judge	07/21/21
20170636	Election Worker or Judge	07/21/21
20180315	Election Worker or Judge	05/12/22
20180326	Election Worker or Judge	05/12/22
20180084	Election Worker or Judge	07/21/21
20170165	Election Worker or Judge	05/12/22
20200555	Election Worker or Judge	05/12/22
20170151	Election Worker or Judge	07/21/21
20200396	Election Worker or Judge	07/21/21
20200627	Election Worker or Judge	07/21/21
20170043	Election Worker or Judge	07/21/21
20180287	Election Worker or Judge	11/19/21
20200171	Election Worker or Judge	07/21/21
20180100	Election Worker or Judge	07/21/21
20170058	Election Worker or Judge	07/21/21
20180434	Election Worker or Judge	07/21/21
20180157	Election Worker or Judge	07/21/21
20200463	Election Worker or Judge	07/21/21
20180052	Election Worker or Judge	07/21/21
20170035	Election Worker or Judge	07/21/21
20180016	Election Worker or Judge	07/21/21
20170205	Election Worker or Judge	07/21/21
20200568	Election Worker or Judge	07/21/21
20200193	Election Worker or Judge	07/21/21
20170277	Election Worker or Judge	07/21/21
20180327	Election Worker or Judge	07/21/21
20200380	Election Worker or Judge	07/21/21
20170463	Election Worker or Judge	07/21/21
20200070	Election Worker or Judge	07/21/21
20170395	Election Worker or Judge	07/21/21
20180158	Election Worker or Judge	10/28/21
20180297	Election Worker or Judge	07/21/21
20180281	Election Worker or Judge	07/21/21
20200411	Election Worker or Judge	07/21/21
20200533	Election Worker or Judge	10/28/21
20160139	Election Worker or Judge	07/21/21
20180634	Election Worker or Judge	07/21/21
20160210	Election Worker or Judge	07/21/21
20200425	Election Worker or Judge	07/21/21
20200232	Election Worker or Judge	07/21/21
20170389	Election Worker or Judge	07/21/21
20200663	Election Worker or Judge	07/21/21
20170266	Election Worker or Judge	07/21/21
20210041	Election Worker or Judge	07/21/21
20170379	Election Worker or Judge	07/21/21
20200443	Election Worker or Judge	07/21/21
20170055	Election Worker or Judge	07/21/21
20170496	Election Worker or Judge	07/21/21
20170057	Election Worker or Judge	07/21/21
20200087	Election Worker or Judge	07/21/21
20170545	Election Worker or Judge	07/21/21
20200116	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20180431	Election Worker or Judge	07/21/21
20170186	Election Worker or Judge	07/21/21
20180485	Election Worker or Judge	07/21/21
20180507	Election Worker or Judge	07/21/21
20170117	Election Worker or Judge	07/21/21
20170208	Election Worker or Judge	07/21/21
20180388	Election Worker or Judge	07/21/21
20180292	Election Worker or Judge	07/21/21
20180496	Election Worker or Judge	07/21/21
20180477	Election Worker or Judge	07/21/21
20170227	Election Worker or Judge	07/21/21
20170410	Election Worker or Judge	07/21/21
20170070	Election Worker or Judge	07/21/21
20170173	Election Worker or Judge	07/21/21
20170456	Election Worker or Judge	07/21/21
20170290	Election Worker or Judge	07/21/21
20200199	Election Worker or Judge	07/21/21
20200347	Election Worker or Judge	05/12/22
20180548	Election Worker or Judge	07/21/21
20180379	Election Worker or Judge	07/21/21
20160121	Election Worker or Judge	02/23/22
20180077	Election Worker or Judge	07/21/21
20170269	Election Worker or Judge	07/21/21
20170270	Election Worker or Judge	07/21/21
20200140	Election Worker or Judge	07/21/21
20170350	Election Worker or Judge	07/21/21
20170245	Election Worker or Judge	07/21/21
20170278	Election Worker or Judge	07/21/21
20170128	Election Worker or Judge	07/21/21
20170543	Election Worker or Judge	07/21/21
20200088	Election Worker or Judge	07/21/21
20200074	Election Worker or Judge	07/21/21
20180048	Election Worker or Judge	07/21/21
20200036	Election Worker or Judge	07/21/21
20160122	Election Worker or Judge	07/21/21
20200215	Election Worker or Judge	07/21/21
20200216	Election Worker or Judge	07/21/21
20170469	Election Worker or Judge	07/21/21
20180517	Election Worker or Judge	07/21/21
20170074	Election Worker or Judge	07/21/21
20180386	Election Worker or Judge	07/21/21
20170206	Election Worker or Judge	07/21/21
20200166	Election Worker or Judge	07/21/21
20170478	Election Worker or Judge	07/21/21
20170135	Election Worker or Judge	07/21/21
20200143	Election Worker or Judge	07/21/21
20170045	Election Worker or Judge	07/21/21
20180586	Election Worker or Judge	07/21/21
20180588	Election Worker or Judge	07/21/21
20200571	Election Worker or Judge	07/21/21
20180470	Election Worker or Judge	07/21/21
20170310	Election Worker or Judge	07/21/21
20170618	Election Worker or Judge	07/21/21
20180078	Election Worker or Judge	07/21/21
20200395	Election Worker or Judge	07/21/21
20180458	Election Worker or Judge	07/21/21
20160131	Election Worker or Judge	07/21/21
20180109	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20180036	Election Worker or Judge	07/21/21
20180540	Election Worker or Judge	07/21/21
20190002	Election Worker or Judge	07/21/21
20200072	Election Worker or Judge	07/21/21
20180200	Election Worker or Judge	07/21/21
20200142	Election Worker or Judge	07/21/21
20200165	Election Worker or Judge	07/21/21
20200577	Election Worker or Judge	07/21/21
20170048	Election Worker or Judge	07/21/21
20200350	Election Worker or Judge	07/21/21
20180614	Election Worker or Judge	07/21/21
20190082	Election Worker or Judge	07/21/21
20180408	Election Worker or Judge	07/21/21
20170544	Election Worker or Judge	07/21/21
20200080	Election Worker or Judge	07/21/21
20110097	Election Worker or Judge	07/21/21
20200426	Election Worker or Judge	07/21/21
20180026	Election Worker or Judge	07/21/21
20180099	Election Worker or Judge	07/21/21
20200217	Election Worker or Judge	07/21/21
20180489	Election Worker or Judge	07/21/21
20180475	Election Worker or Judge	07/21/21
20200605	Election Worker or Judge	07/21/21
20180169	Election Worker or Judge	07/21/21
20200121	Election Worker or Judge	07/21/21
20200073	Election Worker or Judge	07/21/21
20180277	Election Worker or Judge	07/21/21
20170202	Election Worker or Judge	07/21/21
20160206	Election Worker or Judge	07/21/21
20170520	Election Worker or Judge	07/21/21
20180495	Election Worker or Judge	07/21/21
20170080	Election Worker or Judge	07/21/21
20200146	Election Worker or Judge	07/21/21
20170174	Election Worker or Judge	07/21/21
20200123	Election Worker or Judge	07/21/21
20170088	Election Worker or Judge	07/21/21
20180448	Election Worker or Judge	07/21/21
20170393	Election Worker or Judge	07/21/21
20170268	Election Worker or Judge	07/21/21
20170425	Election Worker or Judge	07/21/21
20200164	Election Worker or Judge	07/21/21
20200168	Election Worker or Judge	07/21/21
20180487	Election Worker or Judge	07/21/21
20170276	Election Worker or Judge	07/21/21
20170690	Election Worker or Judge	07/21/21
20170454	Election Worker or Judge	07/21/21
20200119	Election Worker or Judge	07/21/21
20200604	Election Worker or Judge	07/21/21
20180114	Election Worker or Judge	07/21/21
20200371	Election Worker or Judge	07/21/21
20180331	Election Worker or Judge	07/21/21
20200679	Election Worker or Judge	07/21/21
20180050	Election Worker or Judge	07/21/21
20190053	Election Worker or Judge	07/21/21
20170265	Election Worker or Judge	07/21/21
20170054	Election Worker or Judge	07/21/21
20180332	Election Worker or Judge	07/21/21
20180088	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20190073	Election Worker or Judge	07/21/21
20200145	Election Worker or Judge	07/21/21
20170314	Election Worker or Judge	07/21/21
20170451	Election Worker or Judge	07/21/21
20170211	Election Worker or Judge	07/21/21
20170399	Election Worker or Judge	07/21/21
20180316	Election Worker or Judge	07/21/21
20170382	Election Worker or Judge	07/21/21
20170328	Election Worker or Judge	07/21/21
20180578	Election Worker or Judge	07/21/21
20210092	Election Worker or Judge	07/21/21
20200662	Election Worker or Judge	07/21/21
20200179	Election Worker or Judge	07/21/21
20210040	Election Worker or Judge	07/21/21
20180606	Election Worker or Judge	07/21/21
20140013	Election Worker or Judge	07/21/21
20170319	Election Worker or Judge	07/21/21
20200108	Election Worker or Judge	07/21/21
20200497	Election Worker or Judge	07/21/21
20180416	Election Worker or Judge	07/21/21
20170439	Election Worker or Judge	07/21/21
20200201	Election Worker or Judge	07/21/21
20200606	Election Worker or Judge	07/21/21
20170273	Election Worker or Judge	07/21/21
20170619	Election Worker or Judge	07/21/21
20180574	Election Worker or Judge	07/21/21
20200646	Election Worker or Judge	07/21/21
20200091	Election Worker or Judge	07/21/21
20190061	Election Worker or Judge	07/21/21
20170297	Election Worker or Judge	07/21/21
20170305	Election Worker or Judge	07/21/21
20180454	Election Worker or Judge	07/21/21
20200208	Election Worker or Judge	07/21/21
20200205	Election Worker or Judge	07/21/21
20170601	Election Worker or Judge	07/21/21
20180536	Election Worker or Judge	07/21/21
20180615	Election Worker or Judge	07/21/21
20180126	Election Worker or Judge	07/21/21
20200120	Election Worker or Judge	07/21/21
20200222	Election Worker or Judge	07/21/21
20180278	Election Worker or Judge	07/21/21
20170660	Election Worker or Judge	07/21/21
20170316	Election Worker or Judge	07/21/21
20200223	Election Worker or Judge	07/21/21
20170499	Election Worker or Judge	07/21/21
20180514	Election Worker or Judge	07/21/21
20170566	Election Worker or Judge	07/21/21
20200680	Election Worker or Judge	07/21/21
20180047	Election Worker or Judge	07/21/21
20180537	Election Worker or Judge	07/21/21
20200183	Election Worker or Judge	07/21/21
20200538	Election Worker or Judge	07/21/21
20180054	Election Worker or Judge	07/21/21
20170602	Election Worker or Judge	07/21/21
20180493	Election Worker or Judge	07/21/21
20170656	Election Worker or Judge	07/21/21
20200613	Election Worker or Judge	07/21/21
20200399	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

20200470	Election Worker or Judge	07/21/21
20170162	Election Worker or Judge	07/21/21
20200037	Election Worker or Judge	07/21/21
20180103	Election Worker or Judge	07/21/21
20170101	Election Worker or Judge	07/21/21
20200130	Election Worker or Judge	07/21/21
20200129	Election Worker or Judge	07/21/21
20160200	Election Worker or Judge	07/21/21
20170152	Election Worker or Judge	07/21/21
20180492	Election Worker or Judge	07/21/21
20180279	Election Worker or Judge	07/21/21
20180635	Election Worker or Judge	07/21/21
20180607	Election Worker or Judge	07/21/21
20170620	Election Worker or Judge	07/21/21
20090006	Election Worker or Judge	07/21/21
20180443	Election Worker or Judge	07/21/21
20180318	Election Worker or Judge	07/21/21
20180398	Election Worker or Judge	07/21/21
20170340	Election Worker or Judge	07/21/21
20170339	Election Worker or Judge	07/21/21
20170153	Election Worker or Judge	07/21/21
20170315	Election Worker or Judge	07/21/21
20180336	Election Worker or Judge	07/21/21
20180338	Election Worker or Judge	07/21/21
20170073	Election Worker or Judge	07/21/21
20200661	Election Worker or Judge	07/21/21
20170352	Election Worker or Judge	07/21/21
20180503	Election Worker or Judge	07/21/21
20180645	Election Worker or Judge	07/21/21
20200226	Election Worker or Judge	07/21/21
20200106	Election Worker or Judge	07/21/21
20180612	Election Worker or Judge	07/21/21
20180616	Election Worker or Judge	07/21/21
20180383	Election Worker or Judge	07/21/21
20180569	Election Worker or Judge	07/21/21
20170250	Election Worker or Judge	07/21/21
20180367	Election Worker or Judge	07/21/21
20170396	Election Worker or Judge	11/01/21
20200610	Election Worker or Judge	07/21/21
20170522	Election Worker or Judge	07/21/21
20200227	Election Worker or Judge	07/21/21
20170355	Election Worker or Judge	07/21/21
20170495	Election Worker or Judge	07/21/21
20180387	Election Worker or Judge	07/21/21
20170493	Election Worker or Judge	07/21/21
20170109	Election Worker or Judge	07/21/21
20170052	Election Worker or Judge	07/21/21
20200433	Election Worker or Judge	11/01/21
20200235	Election Worker or Judge	07/21/21
20170214	Election Worker or Judge	07/21/21
20170111	Election Worker or Judge	07/21/21
20170564	Election Worker or Judge	07/21/21
20170565	Election Worker or Judge	07/21/21
20170449	Election Worker or Judge	07/21/21
20180061	Election Worker or Judge	07/21/21
20180575	Election Worker or Judge	07/21/21
20180019	Election Worker or Judge	07/21/21
20200529	Election Worker or Judge	07/21/21

Termination Report
from 07/01/2021 - 06/30/2022

Court Services/Court Services Administration

20210249	Support Staff	01/27/22
20220051	Probation Officer	03/25/22
20150119	Senior Probation Officer	06/13/22
19890028	Probation Officer	05/02/22
20220053	Probation Officer	06/17/22
20090032	Pretrial Probation Officer	10/22/21
20180561	Probation Officer	03/26/22
20060118	Probation Officer	10/20/21
20130161	Probation Officer	08/02/21
20200658	Probation Officer	05/13/22
20200659	Probation Officer	02/25/22
20170712	Probation Officer	02/08/22
20010129	Probation Officer	05/20/22

Court Services/Diagnostic Center

2019014	Psychology Intern	07/02/21
---------	-------------------	----------

Court Services/Juvenile Justice Center

20210250	Youth Counselor JJC	06/29/22
20210245	Youth Counselor JJC	11/23/21
20210104	Youth Counselor JJC	07/20/21
20170741	Senior Youth Counselor JJC	09/05/21
20210197	Youth Counselor JJC	11/14/21
20150134	Youth Counselor JJC	08/30/21
20150118	Cook JJC	12/21/21
20190045	Youth Counselor JJC	01/01/22
20200006	Youth Counselor JJC	04/28/22
20210200	Youth Counselor JJC	06/11/22
20200297	Youth Counselor JJC	07/22/21
20170740	Youth Counselor JJC	09/16/21
20220040	Youth Counselor JJC	05/01/22
20190166	Youth Counselor JJC	07/31/21
20120014	Youth Counselor JJC	05/04/22
20190202	Mental Health Clinician	04/07/22
20180197	Youth Counselor JJC	01/22/22
20210012	Youth Counselor JJC	08/02/21
20190047	Youth Counselor JJC	04/14/22
20210013	Youth Counselor JJC	07/27/21
20190048	Youth Counselor JJC	10/08/21
20210219	Youth Counselor JJC	11/17/21
20190217	Youth Counselor JJC	05/11/22
20210202	Youth Counselor JJC	11/06/21
20210220	Youth Counselor JJC	05/06/22
20190020	Youth Counselor JJC	08/30/21
20140036	Youth Counselor JJC	10/12/21
20190100	Youth Counselor JJC	10/21/21
20170753	Youth Counselor JJC	08/26/21
20210221	Youth Counselor JJC	04/24/22
20210223	Youth Counselor JJC	04/16/22
20200332	Youth Counselor JJC	05/13/22

Development/County Development

20200256	Zoning Board	06/14/22
19910051	GIS Mapping Coordinator	06/21/22
20160062	Admin Officer Code Enforcement	11/22/21

Environmental Management

20110047	Recycling Resource Coordinator	01/07/22
----------	--------------------------------	----------

Finance

20150022	Director of Purchasing	06/24/22
20140094	Payroll Clerk	07/19/21

Termination Report
from 07/01/2021 - 06/30/2022

Health		
20200290	COVID 19 Specialist	12/17/21
20200292	CHS III Comm Health Init Coordinator	09/01/21
20180598	Children's Mental Health Program Manager	06/10/22
20070198	Deputy Executive Director	06/24/22
20210251	COVID 19 Response Coordinator	04/01/22
20120071	CHS II Environ Health Practitioner	07/09/21
19880039	Environmental Health Practitioner	10/26/21
20210131	Public Health West Nile	09/23/21
19860008	Administrative Assistant	08/31/21
20180254	CHS II Environ Health Practitioner	03/31/22
20190109	CHS III Health Communicate Coordinator	06/10/22
20190007	Emergency Response Supervisor	05/27/22
19860013	CHS II Environ Health Practitioner	08/13/21
19940132	CHS Public Health Nurse	06/30/22
Human Resource Management		
20210182	Human Resource Generalist	06/01/22
Information Technologies		
20180196	Desktop Support Analyst I	08/20/21
20120087	Telco Specialist	06/22/22
Judiciary and Courts		
20070123	Court Bailiff	12/07/21
20210205	Assistant Interpreter Coordinator	04/15/22
19960247	Court Bailiff	11/19/21
20210193	Paralegal	01/21/22
20180209	Court Bailiff	11/19/21
20040207	Court Bailiff	11/19/21
20040024	Court Bailiff	02/01/22
20090075***	Court Bailiff	11/19/21
20130049	Jury Commission Clerk	10/12/21
20200312	Staff Attorney	03/01/22
20130143	16th Judicial Circuit Judge	07/09/21
20210066	Paralegal	07/02/21
19870031	Court Bailiff	01/07/22
20170027	Paralegal	03/25/22
Kane Comm		
20210227	Telecommunicator	04/18/22
20080103	Telecommunicator	08/03/21
20210178	Telecommunicator	10/21/21
Public Defender		
20030035	Assistant Public Defender	04/29/22
20210162	Assistant Public Defender	03/23/22
20200656	Assistant Public Defender	03/07/22
20200300	Secretary Receptionist	06/03/22
20210189	Secretary Receptionist	05/20/22
19910041	Office Manager	11/19/21
20030161	Assistant Public Defender	07/21/21
Recorder		
20020159	Recording Assistant	01/18/22
Regional Office of Education		
20210021	Floater	02/25/22
20200519	JJC Teacher	09/30/21
20050180	Homeless Student Advocate	06/24/22
20120044	Director of Finance	06/10/22
20200335	Certifications Specialist	04/22/22
20050201	Comm Youth Leader ROE	11/05/21
20190135	Administrative Assistant	03/29/22
20210018	Floater	08/04/21

**Termination Report
from 07/01/2021 - 06/30/2022**

20200295	Communicators Coordinator	10/15/21
20210242	Communicators Coordinator	12/31/21
20190130	Licensure Specialist	12/24/21
Sheriff/Adult Corrections		
20010042	Correctional Officer	03/01/22
20210127	Correctional Officer	10/30/21
20210184	Correctional Officer	12/25/21
20210264	Correctional Officer	01/14/22
20210172	Correctional Officer	10/24/21
20180238	Correctional Officer	12/30/21
20020030	Correctional Officer	02/01/22
20020031	Correctional Officer	02/01/22
20210235	Correctional Officer	12/07/21
19960081	Correctional Officer	06/10/22
20190127	Correctional Officer	01/05/22
20080129	Information Specialist	05/26/22
19950173	Correctional Officer	08/06/21
20210160	Correctional Officer	12/26/21
20210141	Correctional Officer	08/20/21
20210236	Correctional Officer	05/30/22
20210010	Correctional Officer	02/03/22
20110066	Correctional Officer	07/29/21
20210029	Correctional Officer	05/12/22
20210128	Correctional Officer	05/08/22
20220020	Maintenance Worker	01/21/22
20210067	Information Specialist	07/10/21
20210028	Correctional Officer	03/26/22
Sheriff/Court Security		
20190030	Court Security Officer	08/04/21
20170697	Court Security Officer	04/08/22
20170704	Court Security Officer	01/04/22
20190116	Court Security Officer	12/17/21
20150075	Court Security Officer	03/18/22
20210252	Court Security Officer	02/11/22
20190141	Court Security Officer	08/06/21
20210254	Court Security Officer	02/25/22
Sheriff/Emergency Management Services		
20200250	OEM Member	02/18/22
Sheriff/Sheriff		
19930014	Peace Officer Lieutenant	05/02/22
19980042	Peace Officer Lieutenant	02/04/22
20020186	Information Specialist	11/01/21
19960158	Peace Officer	06/24/22
19990125	Peace Officer	08/10/21
20210015	Information Specialist	12/10/21
20150004	Process Server	12/28/21
19980047	Peace Officer Sergeant	02/16/22
20190029	Peace Officer	10/16/21
20210268	Peace Officer	04/01/22
20210054	Peace Officer	02/04/22
20080112	Peace Officer	02/01/22
State's Attorney		
20220058	Pre-Arrest Diversion Intern	05/04/22
20220022	Administrative Assistant	04/06/22
20210164	Assistant States Attorney	03/11/22
20100067	Assistant States Attorney	11/05/21
20220013	Administrative Assistant	01/21/22
20210191	Intern	04/28/22

**Termination Report
from 07/01/2021 - 06/30/2022**

20210153	Assistant States Attorney	09/10/21
20210122	Law Clerk	08/03/21
20210123	Administrative Assistant	08/05/21
20160099	Administrative Assistant	11/03/21
20210161	Assistant States Attorney	12/29/21
20130036	Domestic Violence Supervisor	04/08/22
20100016	Assistant States Attorney	03/08/22
20210073	DUI Supervisor	05/26/22
20200305	Assistant States Attorney	09/10/21
20210113	Law Clerk	08/06/21
20130119	Project Manager	09/30/21
20210119	Law Clerk	08/06/21
19910017	Administrative Assistant	04/18/22
20170514	Case Manager	11/05/21
20210124	Law Clerk	07/29/21
20190162	Assistant States Attorney	09/03/21
20210118	Law Clerk	07/30/21
20180263	Finance	10/01/21
20180649	Assistant States Attorney	09/28/21
20210133	Administrative Assistant	06/24/22
20200304	Data Entry Clerk	02/08/22
20130168	Assistant States Attorney	07/06/21
20160028	Victims Advocate - Seniors	03/24/22
20190134	Administrative Assistant	12/16/21
20160024	Administrative Assistant	10/01/21
20210114	Law Clerk	04/29/22
20220017	Assistant States Attorney	03/18/22
20210217	Assistant States Attorney	06/14/22
20220057	Pre-Arrest Diversion Intern	05/03/22
20200278	Assistant States Attorney	01/03/22
20050095	Assistant States Attorney	03/15/22
20190152	Assistant States Attorney	06/14/22
20220019	Administrative Assistant	01/20/22
Supervisors of Assessment		
19910009	Data Specialist	06/30/22
20190036	Seasonal Info Process	10/28/21
Transportation		
20130163	Tech I	10/27/21
20210171	Customer Service/Program Assistant	01/24/22
20210121	Intern	08/04/21
20180628	Highway Maintainer I	08/13/21
20180253	Regional Planning Liaison & Bike/Ped	04/27/22
20210232	Ride In Kane Program Coordinator	05/31/22
20050079	Highway Maintainer III	05/26/22
Treasurer/Collector		
20130025	Staff Accountant	07/30/21
20060080	Customer Service Manager	09/29/21
20190038	Collections Processor	10/19/21
Workforce Development		
20100069	Administrative Coordinator	08/20/21
20200002	Special Programs Representative	07/02/21
20190220	Career Resource Specialist	07/07/21

Total Terminations 829

Termination EEO Report 07/01/21 - 6/30/22

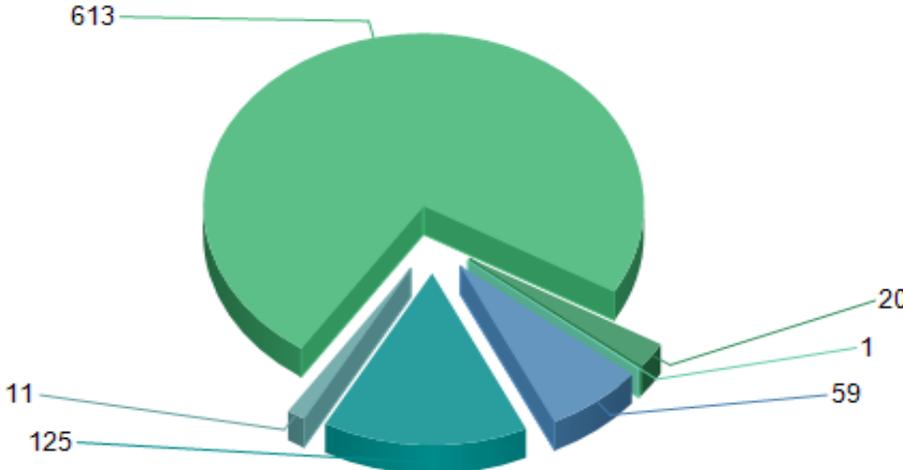
Gender



Total = 829 (100%)
Female = 469 (57 %)
Male = 360 (43 %)

Termination EEO Report 07/01/21 - 6/30/22

Race

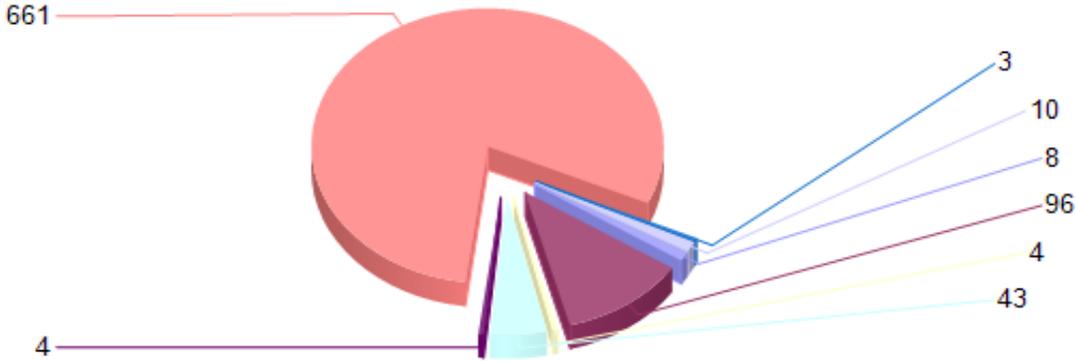


Total = 829 (100%)
Asian = 20 (2 %)
American Indian or Alaska Native = 1 (0 %)
Black = 59 (7 %)
Hispanic or Latino = 125 (15 %)
Two or More Races = 11 (1 %)
White = 613 (74 %)

Termination EEO Report 07/01/21 - 6/30/22

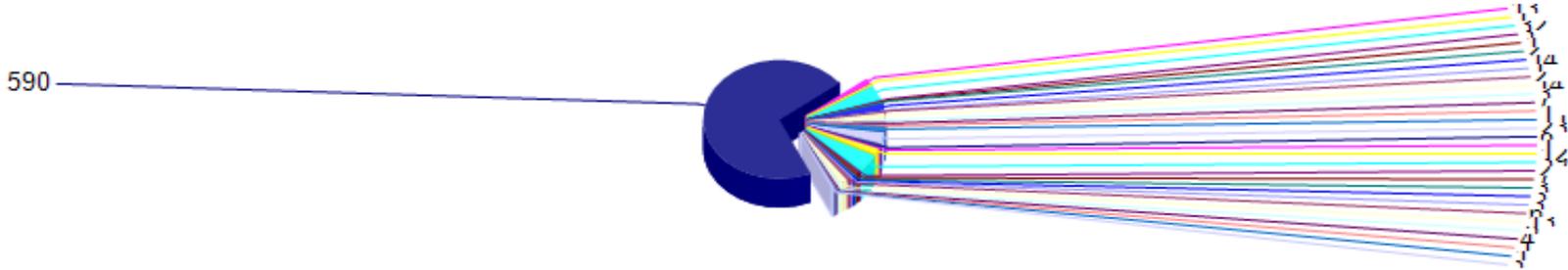
EEOC Category

- Total = 829 (100%)**
- 01 - Official/Administration = 8 (1 %)
 - 02 - Professionals = 96 (12 %)
 - 03 - Technicians = 4 (0 %)
 - 04 - Protective Services: Sworn = 43 (5 %)
 - 05 - Protective Services: Non Sworn = 4 (0 %)
 - 06 - Administrative Support = 661 (80 %)
 - 07 - Skilled Craft = 3 (0 %)
 - 08 - Service/Maintenance = 10 (1 %)



Termination EEO Report 07/01/21 - 6/30/22

Department



Total = 829 (100%)

Animal Control = 3 (0 %)	Court Services/Court Services Administration = 13 (2 %)	Information Technologies = 2 (0 %)	Sheriff/Emergency Management Services = 1 (0 %)
Building Management = 6 (1 %)	Court Services/Diagnostic Center = 1 (0 %)	Judiciary and Courts = 14 (2 %)	Sheriff/Sheriff = 12 (1 %)
Circuit Clerk = 13 (2 %)	Court Services/Juvenile Justice Center = 32 (4 %)	Kane Comm = 3 (0 %)	State's Attorney = 39 (5 %)
Community Reinvestment = 5 (1 %)	Development/County Development = 3 (0 %)	Public Defender = 7 (1 %)	Supervisors of Assessment = 2 (0 %)
Coroner = 4 (0 %)	Environmental Management = 1 (0 %)	Recorder = 1 (0 %)	Transportation = 7 (1 %)
County Auditor = 1 (0 %)	Finance = 2 (0 %)	Regional Office of Education = 11 (1 %)	Treasurer/Collector = 3 (0 %)
County Board = 1 (0 %)	Health = 14 (2 %)	Sheriff/Adult Corrections = 23 (3 %)	Workforce Development = 3 (0 %)
County Clerk = 3 (0 %)	Human Resource Management = 1 (0 %)	Sheriff/Court Security = 8 (1 %)	
County Clerk Elections-PR			
Only/County Clerk Elections - PR Only = 590 (71 %)			