

**County of Kane**  
**July 1, 2023 – June 30, 2024 Equal Employment**  
**Opportunity Plan Executive Summary**

**Preface**

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

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

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

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

**Introduction**

The County of Kane (Kane County) was organized under township form of government in 1836. It is not a home rule county. The Illinois Constitution limits the powers of non-home rule counties to the powers granted to them by law. Kane County is divided into twenty-four (24) districts. Each district elects a representative to the Kane County Board. The County Board Chairman is elected countywide by the voters of Kane County.

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

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

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

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

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

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

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

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

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

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

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

Because of this dichotomy, it is possible for an elected officer to be the *recipient agency* that is required to create and maintain an EEOP. The County of Kane has created a single EEOP for itself and all of its affiliated elected offices. This EEOP contains two sets of statistical analyses. One set analyzes the Total County, i.e., all employees including those in the offices of elected officials, by workforce and utilization. One set that analyzes the workforce of each department

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

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**

**2023 – 2024** - During the 2023-2024 plan year, the County had 1521 employees. Gender distribution of the workforce has remained consistent, with 45.17% of the workforce as male and 54.83% female. Kane County’s workforce is 70.22% white, non-Hispanic and 29.78% minority race or ethnicity. The utilization of ethnic groups is also consistent with community workforce distribution and prior reporting years.

**2021 – 2022** - During the 2021-2022 plan year, the County had 1340 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 – 2023-2024 KANE COUNTY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	35.21%	2.82%	4.23%	0.00%	0.00%	0.00%	2.82%	47.89%	4.23%	1.41%	0.00%	0.00%	0.00%	1.41%
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 %	-16.09%	0.92%	-2.47%	-2.40%	0.00%	0.00%	2.69%	19.69%	2.13%	-3.09%	-1.90%	0.00%	0.00%	1.11%
<b>PROFESSIONALS</b>														
Workforce #%	32.24%	2.77%	4.68%	1.91%	0.00%	0.00%	1.39%	39.34%	5.55%	7.63%	2.77%	0.00%	0.00%	1.73%
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 %	-1.76%	1.17%	1.18%	-1.89%	-0.10%	0.00%	0.69%	-4.96%	2.85%	2.83%	-1.33%	0.00%	0.00%	1.43%
<b>TECHNICIANS</b>														
Workforce #%	44.12%	5.88%	5.88%	2.94%	0.00%	0.00%	2.94%	26.47%	0.00%	2.94%	5.88%	0.00%	0.00%	2.94%
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 %	22.12%	2.98%	-21.82%	0.64%	-0.10%	-0.10%	2.04%	8.17%	-1.20%	-19.36%	3.98%	-0.10%	0.00%	2.64%
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	55.56%	6.06%	11.78%	2.02%	0.34%	0.00%	2.69%	14.14%	3.37%	3.37%	0.34%	0.00%	0.00%	0.34%
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 %	-5.64%	4.16%	-3.42%	-0.48%	0.34%	0.00%	1.59%	5.14%	-0.83%	-1.33%	0.34%	0.00%	0.00%	0.34%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
Workforce #%	22.58%	3.23%	3.23%	0.00%	0.00%	0.00%	0.00%	41.94%	3.23%	25.81%	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 %	6.58%	0.53%	-3.47%	0.00%	0.00%	0.00%	0.00%	-12.76%	-6.07%	15.11%	0.00%	0.00%	0.00%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	13.55%	0.93%	2.34%	0.93%	0.00%	0.00%	0.70%	54.44%	2.80%	20.33%	1.40%	0.23%	0.23%	2.10%
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 %	-10.95%	-0.47%	-5.86%	-0.87%	-0.10%	0.00%	0.40%	13.34%	-0.40%	4.23%	-0.70%	0.23%	0.23%	1.10%
<b>SKILLED CRAFT</b>														
Workforce #%	90.70%	2.33%	6.98%	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 %	37.70%	1.53%	-31.42%	-1.50%	0.00%	0.00%	-0.50%	-1.50%	-0.30%	-3.80%	-0.20%	0.00%	0.00%	-0.10%
<b>SERVICE/MAINTENANCE</b>														
Workforce #%	22.22%	2.22%	22.22%	2.22%	0.00%	0.00%	4.44%	20.00%	0.00%	26.67%	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 %	-1.68%	-1.88%	-7.48%	1.02%	-0.10%	0.00%	3.84%	2.10%	-2.90%	9.27%	-1.60%	-0.10%	0.00%	-0.60%

**PART I. COUNTY OF KANE – 2023-2024 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	70	25	2	3	0	0	0	2	33	3	1	0	0	0	1
	±100%	35.71%	2.86%	4.29%	0.00%	0.00%	0.00%	2.86%	47.14%	4.29%	1.43%	0.00%	0.00%	0.00%	1.43%
02 - Professionals	576	185	16	27	11	0	0	8	227	32	44	16	0	0	10
	±100%	32.18%	2.78%	4.69%	1.91%	0.00%	0.00%	1.39%	39.41%	5.56%	7.64%	2.78%	0.00%	0.00%	1.74%
03 - Technicians	34	15	2	2	1	0	0	1	9	0	1	2	0	0	1
	±100%	44.12%	5.88%	5.88%	2.94%	0.00%	0.00%	2.94%	26.47%	0.00%	2.94%	5.88%	0.00%	0.00%	2.94%
04 - Protective Services: Sworn	295	164	18	35	6	1	0	8	42	9	10	1	0	0	1
	±100%	55.59%	6.10%	11.86%	2.03%	0.34%	0.00%	2.71%	14.24%	3.05%	3.39%	0.34%	0.00%	0.00%	1.34%
05 - Protective Services: Non Sworn	31	7	1	1	0	0	0	0	13	1	8	0	0	0	0
	±100%	22.58%	3.23%	3.23%	0.00%	0.00%	0.00%	0.00%	41.94%	3.23%	25.81%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	427	58	4	10	4	0	0	3	232	12	87	6	1	1	9
	±100%	13.58%	0.94%	2.34%	0.94%	0.00%	0.00%	0.70%	54.33%	2.81%	20.37%	1.41%	0.23%	0.23%	2.11%
07 - Skilled Craft	43	39	1	3	0	0	0	0	0	0	0	0	0	0	0
	±100%	90.70%	2.33%	6.98%	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	45	10	1	10	1	0	0	2	9	0	12	0	0	0	0
	±100%	22.22%	2.22%	22.22%	2.22%	0.00%	0.00%	4.44%	20.00%	0.00%	26.67%	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

Printed on

## **2023-2024 EEOP Animal Control Statement**

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

During our 2023 to 2024 hiring process, 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 0 internal promotion during this time frame.

### **3. Transfers**

We have 0 transfers from this department and 0 transfers to this department during this timeframe.

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

In 2023-2024 Kane County Animal Control disciplined 0 employees.

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

N/A

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

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

The community workforce percentage for the Officials / Executive category for white males is 50.0% and it has -50.0% 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.**

Animal Control is dedicated to finding the best candidates possible for this county. We post available jobs on the county website, Animal Control's Facebook page, Animal Shelter Jobs (<http://www.animalsheltering.org/jobs>), and the Indeed job finder site.

**Narrative Statement** *(If needed)*

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

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 50% and it has -50% underutilization. The Kane County Department of Animal Control employs only one Official / Executive.

Other underutilized groups were:

White males by -50% in the Professional Category

White males by -80% in the Protective Services (Non-Sworn) Category

White males by -100% in the Office / Clerical Category

Hispanic males by -70.30% in the SVCS/ Maintenance Category

# Ethnic Detail for **Animal Control** Employees between **07/01/2023** and **06/30/2024**

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	06/26/2024
PT	20230234	M	Two or More Races	08	Service/Maintenance	10/02/2023	06/09/2024
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	11/03/2023
PT	20230178	F	White	08	Service/Maintenance	08/01/2023	
FT	20160179	F	Hispanic or Latino	06	Administrative Support	12/19/2016	
FT	20150028	F	White	06	Administrative Support	03/30/2015	
FT	20140091	M	White	05	Protective Services: Non Sworn	08/02/2014	
PT	20210136	F	White	08	Service/Maintenance	06/26/2021	
PT	20240231	F	White	08	Service/Maintenance	06/10/2024	
FT	20210016	F	White	05	Protective Services: Non Sworn	03/21/2022	
FT	20230289	F	Hispanic or Latino	05	Protective Services: Non Sworn	12/12/2023	
FT	20220496	M	Two or More Races	08	Service/Maintenance	10/12/2022	06/07/2024
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 – 2023-2024 ANIMAL CONTROL UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	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 #%	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 #%	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 %	4.00%	-2.70%	-6.70%	0.00%	0.00%	0.00%	0.00%	5.30%	-9.30%	9.30%	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%	33.33%	50.00%	0.00%	16.67%	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%	32.73%	32.10%	-2.90%	-0.73%	-1.60%	-0.10%	0.00%	-0.60%

**PART I. COUNTY OF KANE – 2023-2024 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%	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%
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	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%	20.00%	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	6	0	0	0	0	0	0	2	3	0	1	0	0	0	0
	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	50.00%	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

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**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-

Employee ID	Date	Former Position	New Position
20140142	5/14/2024	Mailroom Supervisor	Mailroom Manager
20210175	3/24/2024	Maintenance Technician II	Maintenance Technician III
20230045	2/18/2024	Maintenance Technician III	Chief Building Engineer
20230224	6/23/2024	Stockroom/Buyer	Maintenance Technician II

- c. Transfers-**None**
- d. Record of disciplinary actions-

Employee	Date	Type of Disciplinary Action	Race	Sex
20050243	10/31/2023	Verbal	Black	M
20220114	4/8/2024	Verbal	White	M
20230212	11/22/2023	Verbal	White	M

- 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 #	Current Position	Position applied for	Race	Sex
20180179	Building Maintenance III	Chief Building Engineer	Hispanic	M
20210048	Maintenance Technician II	Maintenance Technician III	White	M
20230045	Maintenance Technician III	Chief Building Engineer	White	M
20230224	Stockroom/Buyer	Maintenance Technician II	White	M
20240046	Janitor	Maintenance Technician I	White	M
20240046	Janitor	Chief Building Engineer	White	M
20240182	Janitor	Maintenance Technician II	Hispanic	F

- 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> Government Jobs and Indeed.

## Ethnic Detail for **Building Management** Employees between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20240042	F	White	08	Service/Maintenance	03/04/2024	
FT	20230012	M	Hispanic or Latino	08	Service/Maintenance	01/17/2023	
FT	20190108	F	White	06	Administrative Support	05/20/2019	
FT	20230292	M	White	08	Service/Maintenance	12/28/2023	
FT	20220605	M	White	02	Professionals	11/03/2022	
FT	20110095	M	White	08	Service/Maintenance	12/19/2011	
FT	20240167	M	Hispanic or Latino	08	Service/Maintenance	04/01/2024	
FT	20240025	F	Hispanic or Latino	08	Service/Maintenance	02/05/2024	
FT	20230044	M	White	07	Skilled Craft	02/21/2023	
FT	20220217	M	Black	04	Protective Services: Sworn	05/25/2022	
FT	20240182	M	Hispanic or Latino	08	Service/Maintenance	04/22/2024	
FT	20230096	M	Hispanic or Latino	08	Service/Maintenance	04/17/2023	
FT	19980245	F	White	08	Service/Maintenance	03/06/2023	
FT	20210048	M	White	07	Skilled Craft	03/22/2021	
FT	20230021	F	Hispanic or Latino	08	Service/Maintenance	01/30/2023	
FT	20240020	F	Hispanic or Latino	08	Service/Maintenance	02/05/2024	
FT	20140142	M	White	06	Administrative Support	12/05/2014	
FT	20220440	M	White	08	Service/Maintenance	09/26/2022	
FT	20220567	M	White	08	Service/Maintenance	10/31/2022	
FT	20240165	F	Hispanic or Latino	08	Service/Maintenance	04/01/2024	
FT	20240024	F	Hispanic or Latino	08	Service/Maintenance	02/05/2024	
FT	20110022	M	Hispanic or Latino	08	Service/Maintenance	02/14/2011	
FT	20170025	F	White	08	Service/Maintenance	01/30/2017	
FT	20140110	M	White	02	Professionals	08/04/2015	08/16/2023
FT	20240168	F	Hispanic or Latino	08	Service/Maintenance	04/08/2024	
FT	20240039	M	White	08	Service/Maintenance	02/20/2024	
FT	20240175	M	Asian	08	Service/Maintenance	04/08/2024	
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	20240045	F	Hispanic or Latino	08	Service/Maintenance	02/20/2024	
FT	20240166	F	Hispanic or Latino	08	Service/Maintenance	04/01/2024	

FT	20230045	M	White	02	Professionals	02/21/2023	
FT	20230192	F	White	06	Administrative Support	08/21/2023	
FT	20200291	F	Hispanic or Latino	06	Administrative Support	06/29/2020	
FT	20230223	M	White	02	Professionals	09/15/2023	
FT	20230114	M	White	07	Skilled Craft	05/15/2023	06/10/2024
FT	20230291	M	Hispanic or Latino	08	Service/Maintenance	12/27/2023	
FT	20220418	M	Two or More Races	02	Professionals	08/29/2022	02/09/2024
FT	20240169	F	Hispanic or Latino	08	Service/Maintenance	04/03/2024	
FT	20240172	M	White	07	Skilled Craft	04/01/2024	
FT	20230095	F	White	06	Administrative Support	04/17/2023	
FT	20190087	M	White	02	Professionals	04/15/2019	
FT	20240207	F	Hispanic or Latino	08	Service/Maintenance	05/13/2024	
FT	19970163	M	Hispanic or Latino	08	Service/Maintenance	08/25/1997	
FT	20230224	M	White	08	Service/Maintenance	09/18/2023	
FT	20050243	M	Black	08	Service/Maintenance	11/21/2005	
FT	20220390	M	White	01	Official/Administration	08/01/2022	06/21/2024
FT	20180179	M	Hispanic or Latino	07	Skilled Craft	05/07/2018	
FT	20220392	M	White	02	Professionals	08/08/2022	
FT	20240046	M	White	08	Service/Maintenance	02/20/2024	
FT	20240208	F	White	08	Service/Maintenance	05/13/2024	

**PART I. COUNTY OF KANE – 2023-2024 BUILDING MANAGEMENT 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 #%	87.50%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	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 %	53.50%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	11.80%	-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 #%	16.67%	0.00%	0.00%	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 %	-7.83%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	-3.20%	0.57%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
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 #%	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 %	27.00%	-0.80%	-18.40%	-1.50%	0.00%	0.00%	-0.50%	-1.50%	-0.30%	-3.80%	-0.20%	0.00%	0.00%	-0.10%
SERVICE/MAINTENANCE														
Workforce #%	25.81%	3.23%	22.58%	3.23%	0.00%	0.00%	0.00%	12.90%	0.00%	32.26%	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 %	1.91%	-0.87%	-7.12%	2.03%	-0.10%	0.00%	-0.60%	-5.00%	-2.90%	14.86%	-1.60%	-0.10%	0.00%	-0.60%

**PART I. COUNTY OF KANE – 2023-2024 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	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	8 100%	7 87.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Building Management does not have employees in this job category.														
04 - Protective Services: Sworn	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%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Building Management does not have employees in this job category.														
06 - Administrative Support	6 100%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 66.66%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	5 100%	4 80.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
08 - Service/Maintenance	31 ±100%	8 25.81%	1 3.22%	7 22.58%	1 3.22%	0 0.00%	0 0.00%	0 0.00%	4 12.90%	0 0.00%	10 32.26%	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

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**OFFICE OF THE CIRCUIT COURT CLERK**  
**16<sup>th</sup> 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](http://www.cic.co.kane.il.us)

August 23, 2024

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, 2023 thru June 30, 2024. Please contact me at 630.232.3434 or email [herwickkarin@KaneCountyIL.gov](mailto:herwickkarin@KaneCountyIL.gov) if you have questions.

Thank you.

**Circuit Clerk's Office – Record of disciplinary actions – July 1, 2023 thru June 30, 2024.**  
**The following number and types of disciplinary action that have taken place.**

**Male**

Category of Discipline	Sanction Imposed	Total	W	B	H	A	AI/AN	NH/PI	T
Work performance/Job Duties	Verbal Written Warning	0	0	0	0	0	0	0	0
Work performance/Job Duties	Written Warning	0	0	0	0	0	0	0	0
Work performance/Job Duties	Suspension 3 Days	0	0	0	0	0	0	0	0
Work performance/Job Duties	Termination	0	0	0	0	0	0	0	0
Attendance	Verbal Written Warning	0	0	0	0	0	0	0	0
Attendance	Written Warning	0	0	0	0	0	0	0	1
Attendance	Suspension 5 Days	0	0	0	0	0	0	0	1
Attendance	Termination	1	0		0	0	0	0	1

**Female**

Category of Discipline	Sanction Imposed	Total	W	B	H	A	AI/AN	NH/PI	T
Work performance/Job Duties	Verbal Written Warning	0	0	0	0	0	0	0	0
Work performance/Job Duties	Written Warning	2	2	0	0	0	0	0	0
Work performance/Job Duties	Suspension	0	0	0	0	0	0	0	0
Work performance/Job Duties	Termination	0	0					0	0
Attendance	Verbal Written Warning	4	4	0	0	0	0	0	0
Attendance	Written Warning	2	2	0	0	0	0	0	0

Attendance	Suspension 5 Days	1	1	0	0	0	0	0	0
Attendance	Termination	1	1	0	0	0	0	0	0



**Circuit Clerk's Office – Promotions and Transfers – July 1, 2023 thru June 30, 2024. The following applications made for promotion or transfer.**

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

**Male**

<b>Promotion or Transfer</b>	<b># Of Applicants</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A</b>	<b>AI/AN</b>	<b>NH/PI</b>	<b>T</b>
Promotion 1	0	0	0	0	0	0		
Promotion 2	0	0	0	0	0	0		
Promotion 3	0	0	0	0	0	0		
Transfer 1 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**

<b>Promotion or Transfer</b>	<b># Of Applicants</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A</b>	<b>AI/AN</b>	<b>NH/PI</b>	<b>T</b>
Promotion 1	0	1	0	0	0	0		
Promotion 2	0	0	0	0	0	0		
Promotion 3	0	0	0	0	0	0		
Promotions 4	0	0	0	0	0	0		
Promotions 5								
Transfer 1 Workforce increase/reduction in a team. Employee transferred to another team.	1	1	0	0	0	0		
Transfer 2	0	0	0	0	0	0		
Transfer 3	0	0	0	0	0	0		
Transfer 4	0	0	0	0	0	0		
Transfer 5	0	0	0	0	0	0		

W=White B=Black H=Hispanic/Latino A=Asian AI/AN = American Indian or Alaska Native  
NH/PI = Native Hawaiian or Other Pacific Islander T=Two or More Races

**Circuit Clerk's Office – Narrative statement – Office existing employment policies and practices – July 1, 2023 thru June 30, 2024.**

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 responsibilities such as collecting all fines, fees and assessments ordered by the Court or directed in the statute. Since the passage of the Illinois Pre-Trial Fairness Act Circuit Clerk responsibilities have broadened with the mandates to collect and report extensive data relating to arrests and first court appearances for statistical purpose. 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 supporting 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](http://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 disciplinary write-up for an employee having an attendance problem, completing a weekly schedule, etc. If the open position is in Finance it may be to demonstrate the ability to create an advanced Excel spreadsheet.

**Circuit Clerk’s Office - Utilization Analysis Narrative and Goals Objectives to Achieve – July 1, 2023 thru June 30, 2024.**

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 continues to be overall improvement 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 more 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.
- \*\* Email and Post Circuit Clerk office job openings to employees to make application and promote from within where applicable.
- \*\* Post job openings on the Circuit Clerk website.
- \*\* Seek new methods to recruit underutilized types of applicants (I.e. Indeed, ZipRecruiter, high schools, community colleges in the area or other organizations that reach the target population, etc.)
- \*\* Post hiring signs inside Circuit Clerk main/satellite offices
- \*\* Host/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.

**Ethnic Detail for Circuit Clerk Employees between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230160	F	White	06	Administrative Support	07/31/2023	09/08/2023
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	20230187	F	White	06	Administrative Support	08/14/2023	
FT	20210080	F	White	06	Administrative Support	04/05/2021	06/18/2024
FT	20220163	F	Hispanic or Latino	06	Administrative Support	05/23/2022	
FT	20210259	F	White	06	Administrative Support	12/13/2021	
FT	20040148	F	White	06	Administrative Support	08/02/2004	
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	04/01/2024
FT	20230148	M	White	06	Administrative Support	07/10/2023	
FT	20060055	F	White	06	Administrative Support	03/16/2006	
FT	20140103	F	White	06	Administrative Support	09/08/2014	
FT	20150047	M	Black	03	Technicians	06/01/2015	
FT	19980158	F	White	06	Administrative Support	08/17/1998	
FT	20180239	F	White	06	Administrative Support	08/01/2018	
FT	20230026	F	White	06	Administrative Support	01/30/2023	
FT	20220067	F	White	06	Administrative Support	04/11/2022	
FT	19990282	F	White	06	Administrative Support	12/01/1999	
FT	20240189	M	White	06	Administrative Support	05/06/2024	
FT	20010221	F	White	06	Administrative Support	09/17/2001	04/01/2024
FT	20060088	F	White	03	Technicians	05/01/2006	
FT	20040019	F	White	06	Administrative Support	01/26/2004	
FT	20220668	M	White	06	Administrative Support	12/19/2022	
FT	20210089	F	Hispanic or Latino	06	Administrative Support	04/19/2021	09/08/2023
FT	20210116	F	Asian	06	Administrative Support	05/17/2021	
FT	20000025	F	Black	06	Administrative Support	03/01/2000	
FT	20230240	F	White	06	Administrative Support	10/10/2023	02/05/2024
FT	20230161	F	Black	06	Administrative Support	07/31/2023	06/24/2024
FT	20220249	M	White	06	Administrative Support	05/31/2022	

FT	20180180	M	Two or More Races	06	Administrative Support	05/21/2018	01/19/2024
FT	20230025	F	White	06	Administrative Support	01/30/2023	
FT	19950108	F	White	06	Administrative Support	07/03/1995	
FT	20230049	F	White	06	Administrative Support	02/27/2023	
FT	20050181	F	White	06	Administrative Support	10/10/2023	
FT	20130162	M	White	06	Administrative Support	12/03/2013	
FT	20230077	F	White	06	Administrative Support	03/20/2023	07/11/2023
FT	20220449	M	White	06	Administrative Support	09/26/2022	
FT	20230001	F	White	06	Administrative Support	01/03/2023	
FT	20240195	F	White	06	Administrative Support	05/06/2024	
FT	20090065	F	White	06	Administrative Support	10/19/2009	
FT	20230249	F	Hispanic or Latino	06	Administrative Support	10/23/2023	
FT	19910056	F	White	01	Official/Administration	10/07/1991	
FT	20170722	M	White	06	Administrative Support	08/28/2017	11/30/2020
FT	20090072	F	White	06	Administrative Support	11/02/2009	
FT	20220110	F	Hispanic or Latino	06	Administrative Support	05/02/2022	05/10/2024
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	20240228	F	White	06	Administrative Support	06/10/2024	
FT	20240188	M	White	06	Administrative Support	05/06/2024	
FT	20220021	F	Two or More Races	06	Administrative Support	01/20/2022	
FT	20220081	F	Two or More Races	06	Administrative Support	04/25/2022	
FT	19960153	F	White	02	Professionals	08/19/1996	
FT	20220393	F	White	06	Administrative Support	08/08/2022	
FT	20170419	F	White	06	Administrative Support	03/06/2017	
FT	20020024	F	White	06	Administrative Support	02/04/2002	
FT	20230133	M	Asian	06	Administrative Support	06/12/2023	08/31/2023
FT	20230195	F	White	06	Administrative Support	08/28/2023	
FT	20210109	M	White	06	Administrative Support	05/10/2021	
FT	20070061	F	White	06	Administrative Support	04/16/2007	04/01/2024
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	20220666	F	White	06	Administrative Support	12/12/2022	05/09/2024
FT	19970068	F	White	06	Administrative Support	02/19/2008	
FT	20240196	F	White	06	Administrative Support	05/06/2024	
FT	20090068	F	White	06	Administrative Support	10/19/2009	
FT	20010223	F	Hispanic or Latino	06	Administrative Support	09/17/2001	
FT	19936088	M	White	06	Administrative Support	11/16/2006	
FT	20230058	M	White	06	Administrative Support	03/07/2023	
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	20230078	M	White	06	Administrative Support	03/20/2023	07/24/2023
FT	20240171	F	White	06	Administrative Support	04/02/2024	04/12/2024
FT	20240170	F	White	06	Administrative Support	04/02/2024	
FT	19960213	F	White	06	Administrative Support	11/01/1996	
FT	20230132	F	Hispanic or Latino	06	Administrative Support	06/06/2023	
FT	19970193	F	White	06	Administrative Support	10/01/1997	
FT	20230046	M	White	06	Administrative Support	02/21/2023	
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	20230179	F	White	06	Administrative Support	08/07/2023	
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	20230182	M	White	06	Administrative Support	08/13/2023	01/30/2024
FT	20240194	M	Hispanic or Latino	06	Administrative Support	05/01/2024	05/15/2024
FT	20100008	F	White	03	Technicians	02/01/2010	
FT	19980186	F	White	02	Professionals	09/08/1998	
FT	20000061	M	Hispanic or Latino	02	Professionals	05/01/2000	
FT	20220401	F	Asian	06	Administrative Support	08/23/2022	
FT	20230196	F	Black	06	Administrative Support	08/28/2023	
FT	20230028	F	White	06	Administrative Support	02/06/2023	
FT	20030047	F	White	06	Administrative Support	04/01/2003	
FT	20210108	F	White	06	Administrative Support	05/10/2021	04/09/2024
FT	19920010	F	White	02	Professionals	03/03/1992	
FT	20220025	F	White	06	Administrative Support	01/31/2022	12/29/2023

FT	20150025	F	Hispanic or Latino	06	Administrative Support	02/08/2021	
FT	20220255	F	White	06	Administrative Support	06/06/2022	
FT	20240241	F	Native Hawaiian or Other Pacific Islander	06	Administrative Support	06/17/2024	
FT	19940008	F	White	03	Technicians	01/18/1994	
FT	20220374	F	White	06	Administrative Support	07/11/2022	
FT	20230262	F	Two or More Races	06	Administrative Support	11/13/2023	
FT	20230002	F	White	06	Administrative Support	01/03/2023	
FT	19980184	F	White	06	Administrative Support	09/08/1998	
FT	20240187	F	White	06	Administrative Support	04/22/2024	
FT	20240206	F	White	06	Administrative Support	05/13/2024	
FT	20220071	F	White	06	Administrative Support	04/04/2022	

**PART I. COUNTY OF KANE – 2023-2024 CIRCUIT CLERK UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	83.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>TECHNICIANS</b>														
Workforce #%	0.00%	25.00%	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 #%	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%	22.10%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	56.70%	-1.20%	-22.30%	-1.90%	-0.10%	0.00%	-0.30%
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	18.63%	0.00%	0.98%	0.98%	0.00%	0.00%	0.98%	60.78%	3.92%	7.84%	1.96%	0.00%	0.98%	2.94%
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 %	-5.87%	-1.40%	-7.22%	-0.82%	-0.10%	0.00%	0.68%	19.68%	0.72%	-8.26%	-0.14%	0.00%	0.98%	1.94%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2023-2024 CIRCUIT 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	2	0	0	0	0	0	0	0	2	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%
02 - Professionals	6	0	0	1	0	0	0	0	5	0	0	0	0	0	0
	100%	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%
03 - Technicians	4	0	1	0	0	0	0	0	3	0	0	0	0	0	0
	100%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
04 - Protective Services: Sworn	1	1	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%
05 - Protective Services: Non Sworn	Circuit Clerk does not have employees in this job category.														
06 - Administrative Support	102	19	0	1	1	0	0	1	62	4	8	2	0	1	3
	±100%	18.63%	0.00%	0.98%	0.98%	0.00%	0.00%	0.98%	60.78%	3.92%	7.84%	1.96%	0.00%	0.98%	2.94%
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

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**KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT**  
**Equal Opportunity Plan Executive Narrative**  
**July 1, 2023 - June 30, 2024**

**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 -34.63%; 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 – White—11.78%; Black -1.60%; Asian -3.80%; American Indian/Alaska Native -0.10%.  
Females – Hispanic/Latina -4.80%; Asian -4.10%
- In the *Administrative Support* classification, under-utilization occurs in the following categories:  
Males – Black -1.40%; Hispanic/Latino -8.20%; Asian -1.80%;  
Females – Hispanic/Latina—3.60%; Asian -2.10%; Two or more races—1.00%

The Office of Community Reinvestment recognizes the need to recruit actively in the areas 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**

<b>Promotion/Transfer</b>	<b>Race</b>	<b>Gender</b>
07/24/23 Promotion	White	Female
10/29/23 Promotion	White	Female
06/20/24 Promotion	White	Female

### Disciplinary Actions

<b>Disciplinary Action</b>	<b>Race</b>	<b>Gender</b>
08/21/23 Oral Reprimand	White	Male
05/24/24 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 **07/01/2023** and **06/30/2024**

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	20220131	F	White	02	Professionals	05/09/2022	
FT	20100028	M	White	02	Professionals	04/05/2010	
FT	20210229	F	White	02	Professionals	10/18/2021	
FT	19990139	M	White	01	Official/Administration	07/16/1999	
FT	20220388	F	White	06	Administrative Support	07/25/2022	
FT	20230113	F	White	06	Administrative Support	05/01/2023	01/25/2024
FT	20210203	M	White	02	Professionals	09/20/2021	
FT	20150056	F	White	02	Professionals	06/08/2015	
FT	20090073	F	White	02	Professionals	10/26/2009	
FT	20240217	F	White	06	Administrative Support	05/30/2024	
FT	20230116	F	White	02	Professionals	05/15/2023	12/08/2023
FT	20220495	F	Black	02	Professionals	10/03/2022	
FT	20230037	F	Black	06	Administrative Support	02/06/2023	07/03/2023
FT	20200640	F	White	01	Official/Administration	11/09/2020	
FT	20240224	M	White	06	Administrative Support	05/30/2024	
FT	20220008	F	White	06	Administrative Support	01/03/2022	
FT	19890046	M	White	02	Professionals	09/01/1989	01/05/2024
FT	20160077	F	Black	02	Professionals	08/29/2016	
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	20230235	F	Hispanic or Latino	06	Administrative Support	09/18/2023	
FT	20240021	F	White	06	Administrative Support	01/22/2024	
FT	20080122	F	White	02	Professionals	02/13/2024	
FT	20220007	M	White	06	Administrative Support	01/03/2022	
FT	20240243	M	White	06	Administrative Support	06/10/2024	
FT	20190021	F	White	06	Administrative Support	02/07/2019	
FT	20240144	M	White	06	Administrative Support	03/04/2024	05/24/2024
FT	20200268	M	White	02	Professionals	05/05/2020	
FT	20210212	M	Hispanic or Latino	01	Official/Administration	10/04/2021	12/19/2023

FT	20070142	F	White	01	Official/Administration	01/22/2024	
FT	20180471	F	White	02	Professionals	10/22/2018	
FT	20220656	F	White	02	Professionals	11/28/2022	
FT	20220474	F	White	06	Administrative Support	09/26/2022	
FT	20140040	F	White	06	Administrative Support	01/08/2018	
FT	20180233	F	White	06	Administrative Support	07/23/2018	
FT	20060146	F	White	02	Professionals	08/01/2006	
FT	20210170	F	White	02	Professionals	07/30/2021	

**PART I. COUNTY OF KANE – 2023-2024 COMMUNITY REINVESTMENT 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 #%	16.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	50.00%	16.67%	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 %	-34.63%	-1.90%	9.97%	-2.40%	0.00%	0.00%	-0.13%	21.80%	14.57%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	22.22%	0.00%	5.56%	0.00%	0.00%	0.00%	0.00%	55.56%	16.67%	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 %	-11.78%	-1.60%	2.06%	-3.80%	-0.10%	0.00%	-0.70%	11.26%	13.97%	-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 #%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	56.25%	6.25%	12.50%	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 %	0.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	15.15%	3.05%	-3.60%	-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 – 2023-2024 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	6 ±100%	1 16.67%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 50.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	18 ±100%	4 22.22%	0 0.00%	1 5.56%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	10 55.56%	3 16.67%	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	16 100%	4 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9 56.25%	1 6.25%	2 12.50%	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

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Kane County Coroner  
2024 – EEO

Period covering July 1, 2023 through June 30, 2024

**Utilization Analysis Narrative:**

Currently, there are no available positions at the Coroner's office

**Addressing hiring practices:**

The Coroner's office is aware of the underrepresentation of males within the office. Of the number of applications received, a small number are from male applicants. All applications are reviewed, regardless of gender.

At the time that a position becomes available and the Coroner's office has been given the approval to hire a new employee, the office will make every effort to ensure that all applicants, regardless of gender, are given the same opportunity and consideration for any/all positions available through our office.

**Promotions:**

On September 3, 2023 - an employee (full-time - administrative support – female – white) was promoted (full-time - protective services – sworn)

On February 4, 2024 - an employee (full-time administrative support – male – white) was promoted (full-time – protective services – sworn)

**Transfers:**

On May 30, 2024 – an employee (full-time – protective services: sworn – male – white) retired.

**Disciplinary Action:**

N/A



**Ethnic Detail for Coroner Employees between 07/01/2023 and 06/30/2024**

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	20230265	M	White	06	Administrative Support	11/12/2023	
FT	20220045	F	White	06	Administrative Support	03/07/2022	
PT	20240155	F	White	06	Administrative Support	03/17/2024	
FT	20210099	F	Two or More Races	06	Administrative Support	05/16/2021	
FT	20220215	F	Hispanic or Latino	06	Administrative Support	05/29/2022	
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	05/30/2024
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	19990281	F	Black	04	Protective Services: Sworn	12/01/1999	
PT	20230121	F	White	03	Technicians	05/14/2023	

**PART I. COUNTY OF KANE – 2023-2024 CORONER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
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														
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														
Workforce #%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	28.57%	14.29%	14.29%	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 %	-32.63%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	13.19%	19.57%	10.09%	9.59%	0.00%	0.00%	0.00%	0.00%
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%	14.29%	0.00%	0.00%	0.00%	14.29%
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%	-1.81%	-2.10%	0.00%	0.00%	13.29%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 CORONER 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	Coroner does not have employees in this job category.														
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%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%
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	7 ±100%	2 28.57%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 14.29%	2 28.57%	1 14.29%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
05 - Protective Services: Non Sworn	Coroner does not have employees in this job category.														
06 - Administrative Support	7 ±100%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 57.14%	0 0.00%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	1 14.29%
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

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# 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@kanecountyil.gov

## EEOP Narratives for the Annual Reports Covering July 1, 2023 - June 30, 2024

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
  - Indeed

**Ethnic Detail for County Auditor Employees between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20220439	F	White	06	Administrative Support	09/19/2022	02/02/2024
FT	20220445	M	White	02	Professionals	09/22/2022	
FT	20220637	F	White	06	Administrative Support	11/14/2022	
PT	20230015	F	Hispanic or Latino	06	Administrative Support	01/11/2023	11/08/2023
FT	20240242	M	Asian	06	Administrative Support	06/10/2024	
FT	20240018	F	Hispanic or Latino	06	Administrative Support	01/22/2024	
PT	20220635	M	White	06	Administrative Support	11/07/2022	

**PART I. COUNTY OF KANE – 2023-2024 COUNTY AUDITOR UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	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 No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	16.67%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	33.33%	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 %	-7.83%	-1.40%	-8.20%	14.87%	-0.10%	0.00%	-0.30%	-7.77%	-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 – 2023-2024 COUNTY AUDITOR WORKFORCE**

Job Category	Male								Female						
	Total	W	B	H	A	AI/AN	NH/PI	T	W	B	H	A	AI/AN	NH/PI	T
01 - Official/Administration	County Auditor does not have employees in this job category.														
02 - Professionals	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	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	6 100%	1 16.67%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	2 33.33%	0 0.00%	2 33.33%	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

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## **KANE COUNTY BOARD OFFICE**

### **UTILIZATION ANALYSIS**

**July 1, 2023 – June 30, 2024**

**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 7 of the employees in this category. Hispanic females represent 1 of the employees in this category. In the area of Professionals, females represent 100% of the work force. 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 continue to 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:** None

**Employment Practices:** When seeking Office/Clerical staff, the County Board Office utilizes the Employment application forms prepared by the Kane County Human Resources Department (HRD). 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 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230250	F	White	06	Administrative Support	10/16/2023	04/01/2024
FT	20230279	M	White	06	Administrative Support	11/27/2023	12/22/2023
FT	20070195	F	White	06	Administrative Support	06/14/2023	
FT	20230247	M	Asian	06	Administrative Support	10/10/2023	10/24/2023
FT	20210258	F	White	06	Administrative Support	12/13/2021	
FT	20200287	F	White	06	Administrative Support	01/08/2024	
FT	20240234	F	Hispanic or Latino	06	Administrative Support	06/03/2024	
FT	20230209	F	White	06	Administrative Support	09/01/2023	
FT	20220101	F	White	06	Administrative Support	05/03/2022	01/05/2024
FT	20080039	F	White	02	Professionals	03/18/2019	
FT	20170489	F	White	06	Administrative Support	03/13/2017	
FT	20240235	F	White	06	Administrative Support	06/03/2024	

**PART I. COUNTY OF KANE – 2023-2024 COUNTY BOARD UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	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 #%	9.09%	0.00%	0.00%	9.09%	0.00%	0.00%	0.00%	72.73%	0.00%	9.09%	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%	7.29%	-0.10%	0.00%	-0.30%	31.63%	-3.20%	-7.01%	-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 – 2023-2024 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	1 100%	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 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	11 100%	1 9.09%	0 0.00%	0 0.00%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	8 72.73%	0 0.00%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	County Board does not have employees in this job category.														
08 - Service/Maintenance	County Board does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

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**Kane County Clerk's Office  
Equal Employment Opportunity Plan**

**July 1, 2023, to June 30, 2024, 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 based on 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 therefrom." 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 for 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 period in question, one disciplinary action was begun against a Caucasian female bargaining unit employee. Her employment was voluntarily terminated on 12-11-23 due to a family crisis and abandonment of her position before disciplinary action was imposed. Any disciplinary actions and grievances for bargaining unit employees are, of course, governed by the terms and conditions of the aforesaid Collective Bargaining Agreement. There were no disciplinary actions against any non-bargaining unit employees for the period in question.

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, under the Kane County Equal Employment Opportunity Policy and all nondiscrimination policies of Kane County, as well as all statutes and regulations of the United States and State of Illinois. These actions are based upon merit after personal interviews with candidates, review of their credentials, and verification of references.

In August of 2023, one female Caucasian resigned from her position in the Elections department due to a family relocation. Concurrently, one female Caucasian was moved from a permanent part-time position to a full-time collective bargaining position to fill this vacancy. The promotion was based on the individual's experience in the department and familiarity with Election procedures and superior communication skills. In August 2023, a part-time Caucasian female was moved from a part-time position into a full-time collective bargaining position in the elections department. A female Hispanic/Latino was hired as a permanent part-time Deputy Clerk in the Vital Records department in September 2023 and has also become a vital asset as a translator. In October 2023 a part-time exempt Language Coordinator with extensive legislative experience was promoted to a full-time Administrative Support position. A female Caucasian was hired in December of 2023 to fill a need for additional help in tax extensions, redemptions, and passports. This person was previously employed in another department of the county and was available for transfer to the County Clerk's office. Her skill set also includes training and experience in graphic design which has been valuable in producing training manuals and other visual aids for employees and the public. In February 2022, there was a management/administrative vacancy in finance due to the passing of a part-time male/Caucasian. The position responsibilities have been distributed to various non-union management. However, the position remains open as the County Clerk intends to fill that position as soon as a candidate with suitable accounting experience can be found.

The above-mentioned Collective Bargaining Agreement (Article 24, §2) requires posting to encourage promotion from within the County Clerk's Office. Per this section of the Collective Bargaining Agreement positions are initially posted within the Office and emailed to the bargaining union representative. If there is no response to the in-office posting, applicants are sought from other departments and offices within the county through the use of the county clerk's website postings, word-of-mouth, and outreach to community organizations.

Testing is not utilized. Under the Collective Bargaining Agreement terms, new employees are considered probationary employees. In the experience of the Clerk's Office, allowing people to work in a position and determine if they can 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 on 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 07/01/2023 and 06/30/2024

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20150040	F	White	06	Administrative Support	08/13/2018	
FT	20160034	F	Hispanic or Latino	06	Administrative Support	03/16/2016	
FT	20210032	M	Black	06	Administrative Support	02/19/2021	
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	
FT	20180264	F	White	06	Administrative Support	09/10/2018	
FT	20140109	F	White	06	Administrative Support	12/04/2023	
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	
PT	20230141	M	Hispanic or Latino	06	Administrative Support	06/20/2023	
FT	19890041	F	Asian	06	Administrative Support	08/28/1989	
FT	20140017	M	Hispanic or Latino	06	Administrative Support	02/03/2014	
FT	20200302	M	White	06	Administrative Support	07/14/2020	
FT	20190147	F	Hispanic or Latino	06	Administrative Support	08/16/2019	
FT	20200254	F	White	06	Administrative Support	04/15/2020	
FT	20160209	M	White	06	Administrative Support	01/01/2014	
PT	20000195	F	White	06	Administrative Support	09/05/2000	
PT	20230111	M	White	06	Administrative Support	04/30/2023	
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	
FT	20120104	M	White	06	Administrative Support	01/05/2017	
PT	20230216	F	Hispanic or Latino	06	Administrative Support	09/05/2023	
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	08/24/2023
FT	20230035	F	White	06	Administrative Support	02/14/2023	
FT	20050045	F	White	06	Administrative Support	09/10/2018	

PT	20120114	F	White	06	Administrative Support	01/04/2021	12/11/2023
FT	20120017	F	Hispanic or Latino	06	Administrative Support	03/27/2012	
FT	20200324	F	White	06	Administrative Support	10/19/2020	
FT	20080133	F	White	01	Official/Administration	08/25/2008	
FT	20170201	F	White	06	Administrative Support	01/01/2017	



**PART I. COUNTY OF KANE – 2023-2024 COUNTY CLERK UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	50.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	25.00%	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%	18.30%	-2.40%	0.00%	0.00%	-0.13%	-3.20%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	18.75%	3.13%	9.38%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	15.63%	3.13%	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 %	-5.75%	1.73%	1.18%	-1.80%	-0.10%	0.00%	-0.30%	8.90%	-3.20%	-0.48%	1.03%	0.00%	0.00%	-1.00%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 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	4 100%	2 50.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 25.00%	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	32 ±100%	6 18.75%	1 3.13%	3 9.38%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	16 50.00%	0 0.00%	5 15.63%	1 3.13%	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

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## 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" (-17.8%) and "Administrative Support" (-24.5%) categories. Similarly, the "Diagnostic" workforce shows white males are underrepresented in the "Administrative Support" (-24.5%), and "Professional" (-22.9%) 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" (-24.5%) and "Service/Maintenance" (-23.9%) categories.

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 (11.7%) and Drug Court "Professional" category (8.4).

With regard to the department's "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 (16.5%) 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" (25.6%). Furthermore, the Diagnostic Center report indicates that white females are over utilized in the "Official/Administration" category (71.8%), "Professionals" (33.5%) 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 (82.1%). The only categories where white females are underutilized are the JJC's "Official/Administration" (-28.2%), "Professionals" (-20.3%), and Drug Court's "Professionals" (-24.3%).

The "Black Female" demographic were slightly underutilized across several categories (<5%) in each respective department with exceptions. The Administrative report shows an overutilization in the "Official/Administration" category (12.2%), and "Professionals" (7.3%). Moreover, the "Black Female" demographic is overrepresented in the "Professionals" category for the Diagnostic Center (6.6%), Drug Court (7.3%) and the JJC (6.6%).

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 (7.7%) "Administrative Support" category (10.6%), Drug Court's "Professional" category (7.7%), 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 are 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 16<sup>th</sup> Judicial Circuit and at the Government Center in Kane County. Job postings are also sent to DeKalb, Kendall and DuPage County probation departments, 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.

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

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

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

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

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

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

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

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

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

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



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

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

**July 1, 2023 - June 30, 2024**

## Supervisors Work Sheet

Even though the Department of Human Resource Management has received information from your department, there are two additional reports required for inclusion in the Equal Employment Opportunity Plan for Kane County. The information included in these reports is mandated by the U.S. Department of Labor and is found in 28 CFR 42.304

***For instructions click on the cell with the red flag.***

## Disciplinary Actions

Check all that Apply

[illegible]

## Promotions / Transfers

Check all that Apply

[illegible]

**Ethnic Detail for Court Services - Administration/Probation**  
**Employees between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20220450	M	White	02	Professionals	09/19/2022	
FT	20230272	F	Black	02	Professionals	11/29/2023	
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	01/03/2023	
FT	20050249	M	White	02	Professionals	12/01/2005	
FT	20230063	F	Black	02	Professionals	03/06/2023	11/02/2023
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	20040041	F	White	02	Professionals	03/01/2004	
FT	20220367	F	Two or More Races	02	Professionals	06/21/2022	
FT	20020106	F	White	06	Administrative Support	08/05/2002	
FT	20230056	F	Hispanic or Latino	02	Professionals	02/27/2023	
FT	20230064	F	White	02	Professionals	03/06/2023	
FT	20230171	F	Black	02	Professionals	07/24/2023	08/02/2023
FT	20230065	F	White	02	Professionals	03/06/2023	10/12/2023
FT	20240057	F	Hispanic or Latino	02	Professionals	02/20/2024	
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	20120062	M	White	02	Professionals	08/24/2012	
FT	20140141	M	White	01	Official/Administration	12/01/2014	
FT	19990023	F	White	02	Professionals	01/16/1999	
FT	20110084	F	White	06	Administrative Support	11/07/2011	

FT	20220478	F	White	06	Administrative Support	10/03/2022	
FT	20230273	F	Two or More Races	02	Professionals	11/27/2023	03/21/2024
FT	20140009	F	White	02	Professionals	01/12/2014	
FT	20240056	F	Black	02	Professionals	02/20/2024	
FT	20210166	F	Hispanic or Latino	02	Professionals	07/24/2023	
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	20010108	F	Asian	02	Professionals	05/16/2001	
FT	20070145	F	White	02	Professionals	08/01/2007	06/03/2024
FT	20000075	F	White	02	Professionals	05/16/2000	
FT	20240055	F	White	02	Professionals	02/20/2024	
FT	20220448	M	White	02	Professionals	09/19/2022	
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	
PT	19950103	F	White	02	Professionals	06/26/1995	
FT	20070191	F	White	02	Professionals	10/19/2007	
FT	20110075	F	White	02	Professionals	09/19/2011	
FT	19890042	F	White	06	Administrative Support	08/28/1989	06/04/2024
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	20070172	F	White	02	Professionals	09/17/2007	
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	20220622	F	Hispanic or Latino	06	Administrative Support	10/31/2022	
FT	20240054	M	White	02	Professionals	02/20/2024	
FT	20040115	F	White	02	Professionals	06/01/2004	
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	20230066	F	Black	02	Professionals	03/06/2023	10/06/2023
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	20220447	F	White	02	Professionals	09/19/2022	
FT	19970179	M	White	02	Professionals	09/10/1997	
FT	20210111	F	White	06	Administrative Support	05/10/2021	
FT	20140150	F	White	02	Professionals	12/01/2014	
FT	20060151	F	White	02	Professionals	08/16/2006	
FT	20220659	M	Two or More Races	02	Professionals	12/05/2022	
FT	20000050	F	White	02	Professionals	04/05/2000	
FT	20000007	M	Hispanic or Latino	02	Professionals	01/06/2000	
FT	20230110	F	Hispanic or Latino	06	Administrative Support	04/24/2023	09/18/2023
FT	20030063	F	White	01	Official/Administration	04/16/2003	
FT	20230050	M	White	02	Professionals	02/21/2023	
FT	20230055	F	Black	06	Administrative Support	02/27/2023	08/18/2023
FT	20220365	F	White	02	Professionals	06/21/2022	
FT	20190181	F	Two or More Races	02	Professionals	09/30/2019	
FT	20010037	M	White	01	Official/Administration	02/16/2001	
FT	20050151	F	White	02	Professionals	07/01/2005	
FT	20230087	F	White	02	Professionals	04/03/2023	
FT	19900027	F	White	02	Professionals	05/24/1990	
FT	20220041	F	White	02	Professionals	02/15/2022	
FT	20220658	F	Hispanic or Latino	02	Professionals	12/05/2022	
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	20220423	M	White	02	Professionals	09/12/2022	
FT	20240157	F	White	06	Administrative Support	03/18/2024	
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	20230174	F	Black	02	Professionals	07/24/2023	



**PART I. COUNTY OF KANE – 2023-2024 COURT SERVICES - ADMINISTRATION/PROBATION 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 #%	57.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	14.29%	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 %	5.84%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	0.37%	12.19%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	16.25%	1.25%	1.25%	1.25%	0.00%	0.00%	1.25%	50.00%	10.00%	12.50%	2.50%	0.00%	0.00%	3.75%
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 %	-17.75%	-0.35%	-2.25%	-2.55%	-0.10%	0.00%	0.55%	5.70%	7.30%	7.70%	-1.60%	0.00%	0.00%	3.45%
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%	6.67%	26.67%	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 %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	25.57%	3.47%	10.57%	-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 – 2023-2024 COURT SERVICES - ADMINISTRATION/PROBATION 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	7 100%	4 57.14%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 28.57%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	80 100%	13 16.25%	1 1.25%	1 1.25%	1 1.25%	0 0.00%	0 0.00%	1 1.25%	40 50.00%	8 10.00%	10 12.50%	2 2.50%	0 0.00%	0 0.00%	3 3.75%
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%	10 66.67%	1 6.67%	4 26.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Court Services - Administration does not have employees in this job category.														
08 - Service/Maintenance	Court Services - Administration does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

Printed on

**Ethnic Detail for Court Services - Diagnostic Employees**  
**between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20220670	F	White	02	Professionals	12/15/2022	
FT	20150089	F	White	06	Administrative Support	08/24/2015	
FT	20150136	F	Hispanic or Latino	02	Professionals	11/23/2015	
FT	20220416	F	White	02	Professionals	09/01/2022	03/08/2024
FT	20190165	F	White	02	Professionals	09/03/2019	
FT	20150077	M	White	02	Professionals	07/20/2015	
FT	20210247	F	White	02	Professionals	11/22/2021	
FT	20230207	F	White	02	Professionals	09/01/2023	
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 – 2023-2024 COURT SERVICES - DIAGNOSTIC 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 #%	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 #%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	77.78%	0.00%	11.11%	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 %	-22.89%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	33.48%	-2.70%	6.31%	-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 – 2023-2024 COURT SERVICES - DIAGNOSTIC 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	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%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 77.78%	0 0.00%	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

Printed on

**Ethnic Detail for Court Services - Drug Court Employees**  
**between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230122	F	White	02	Professionals	05/22/2023	
FT	20230022	M	Hispanic or Latino	02	Professionals	01/23/2023	
FT	20170746	F	Two or More Races	02	Professionals	10/23/2017	
FT	20220052	M	Hispanic or Latino	02	Professionals	03/14/2022	08/22/2023
FT	20220366	F	Black	02	Professionals	06/21/2022	
FT	20190018	M	Black	02	Professionals	02/05/2019	
FT	20180266	F	White	02	Professionals	09/10/2018	
FT	20140084	M	White	02	Professionals	11/27/2023	
FT	20080139	F	Hispanic or Latino	02	Professionals	09/02/2008	
FT	20240256	M	White	02	Professionals	06/24/2024	

**PART I. COUNTY OF KANE – 2023-2024 COURT SERVICES - DRUG COURT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	20.00%	10.00%	20.00%	0.00%	0.00%	0.00%	0.00%	20.00%	10.00%	10.00%	0.00%	0.00%	0.00%	10.00%
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 %	-14.00%	8.40%	16.50%	-3.80%	-0.10%	0.00%	-0.70%	-24.30%	7.30%	5.20%	-4.10%	0.00%	0.00%	9.70%
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 No Employees for This Category														
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 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	9 ±100%	1 11.11%	1 11.11%	2 22.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 22.22%	1 11.11%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	1 11.11%	
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

Printed on



**Ethnic Detail for Court Services - JJC Employees**  
**between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230243	F	Hispanic or Latino	02	Professionals	10/10/2023	
FT	20220384	F	Black	02	Professionals	07/19/2022	
FT	20200330	M	White	02	Professionals	10/06/2020	
FT	20220072	F	White	02	Professionals	04/12/2022	07/21/2023
FT	20180213	F	White	02	Professionals	06/19/2018	
FT	20220030	M	Black	02	Professionals	02/01/2022	
FT	20190167	M	White	02	Professionals	09/11/2019	
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	20230081	M	White	02	Professionals	03/27/2023	03/30/2024
FT	20230242	F	White	02	Professionals	10/10/2023	
FT	19980020	M	White	01	Official/Administration	02/16/1998	
FT	20130102	M	Black	02	Professionals	08/29/2013	
FT	20230210	F	White	02	Professionals	09/05/2023	12/30/2023
FT	20010034	F	White	02	Professionals	02/16/2001	
FT	20210157	M	Two or More Races	02	Professionals	07/20/2021	12/20/2023
FT	20060177	M	White	02	Professionals	09/18/2006	
FT	20210019	F	White	02	Professionals	01/26/2021	
FT	20020018	F	White	06	Administrative Support	01/29/2002	
FT	20220642	F	Black	02	Professionals	11/15/2022	02/09/2024
FT	20220394	M	White	02	Professionals	08/09/2022	
FT	20190044	M	White	02	Professionals	03/19/2019	
FT	20190019	F	Hispanic or Latino	02	Professionals	02/05/2019	
FT	20060033	M	Black	02	Professionals	02/01/2006	
FT	20230057	F	Black	02	Professionals	02/27/2023	08/23/2023
FT	20220395	F	White	02	Professionals	08/09/2022	12/02/2023
FT	20220364	F	White	02	Professionals	06/27/2022	
FT	20210199	M	White	02	Professionals	09/21/2021	
FT	20080071	M	White	02	Professionals	05/06/2008	
FT	20240192	M	White	02	Professionals	04/30/2024	

FT	20240003	F	White	02	Professionals	01/08/2024	
FT	20230042	F	White	02	Professionals	02/14/2023	
FT	20190046	M	White	02	Professionals	03/19/2019	
FT	20210201	M	White	02	Professionals	09/21/2021	
FT	20220031	F	Hispanic or Latino	02	Professionals	02/01/2022	
FT	20130171	M	Black	02	Professionals	12/16/2013	
FT	20230211	F	Black	02	Professionals	09/05/2023	01/20/2024
FT	20030052	M	Black	02	Professionals	04/01/2003	
FT	20210218	M	Hispanic or Latino	02	Professionals	10/12/2021	
FT	20240201	M	Hispanic or Latino	02	Professionals	05/07/2024	
FT	20220676	M	White	02	Professionals	04/23/2024	
FT	20220261	M	White	02	Professionals	06/07/2022	
FT	20240193	F	Asian	02	Professionals	04/30/2024	6/30/2024
FT	20230241	M	White	02	Professionals	10/10/2023	
FT	20080146	M	White	02	Professionals	09/08/2008	
FT	20230212	M	Black	02	Professionals	09/05/2023	
FT	19950070	F	White	08	Service/Maintenance	05/12/1995	
FT	19950147	M	Hispanic or Latino	01	Official/Administration	09/01/1995	
FT	20240202	M	Hispanic or Latino	02	Professionals	05/07/2024	
FT	20010175	F	White	02	Professionals	08/10/2001	
FT	20230008	M	Hispanic or Latino	02	Professionals	01/10/2023	
FT	20240004	M	Hispanic or Latino	02	Professionals	01/08/2024	03/02/2024
FT	20100044	F	White	02	Professionals	07/19/2010	
FT	20220436	F	Two or More Races	02	Professionals	09/20/2022	
FT	20240190	F	Hispanic or Latino	02	Professionals	04/23/2024	05/24/2024
FT	20220385	F	Black	02	Professionals	07/19/2022	
FT	20120117	F	White	08	Service/Maintenance	12/11/2012	
FT	20210196	M	Black	02	Professionals	09/14/2021	
FT	20220669	M	Black	02	Professionals	12/19/2022	
FT	20020108	F	White	06	Administrative Support	08/05/2002	
FT	19910037	F	White	02	Professionals	07/01/1991	
FT	20140073	F	White	02	Professionals	06/30/2014	
FT	20190117	M	Black	02	Professionals	10/04/2022	
FT	20180085	M	White	02	Professionals	03/14/2018	
FT	20140037	M	Hispanic or Latino	02	Professionals	03/17/2014	
FT	20240048	F	White	02	Professionals	02/26/2024	

FT	20230127	F	Hispanic or Latino	02	Professionals	05/30/2023	
FT	20210222	F	Hispanic or Latino	02	Professionals	10/12/2021	
FT	20220073	M	Hispanic or Latino	02	Professionals	01/03/2023	
FT	20230185	F	Hispanic or Latino	02	Professionals	08/14/2023	
FT	20220679	M	White	02	Professionals	12/27/2022	
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	07/24/2023	
FT	20210207	F	Black	02	Professionals	09/28/2021	
FT	20120094	M	White	02	Professionals	11/05/2012	
FT	20220386	M	Black	02	Professionals	07/19/2022	
FT	20220409	F	White	02	Professionals	08/30/2022	
FT	20220042	M	Hispanic or Latino	02	Professionals	02/15/2022	04/27/2024
FT	20140101	F	White	02	Professionals	08/26/2014	

**PART I. COUNTY OF KANE – 2023-2024 COURT SERVICES - JJC UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	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%
<b>PROFESSIONALS</b>														
Workforce #%	25.33%	13.33%	14.67%	0.00%	0.00%	0.00%	1.33%	24.00%	9.33%	9.33%	1.33%	0.00%	0.00%	1.33%
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 %	-8.67%	11.73%	11.17%	-3.80%	-0.10%	0.00%	0.63%	-20.30%	6.63%	4.53%	-2.77%	0.00%	0.00%	1.03%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%	82.10%	-2.90%	-17.40%	-1.60%	-0.10%	0.00%	-0.60%

**PART I. COUNTY OF KANE – 2023-2024 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	75 ±100%	19 25.33%	10 13.33%	11 14.67%	0 0.00%	0 0.00%	0 0.00%	1 1.33%	18 24.00%	7 9.33%	7 9.33%	1 1.33%	0 0.00%	0 0.00%	1 1.33%
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	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%

**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

Printed on

# COUNTY OF KANE

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



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

September 9, 2024

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, 2023 – June 30, 2024

Ms. Loblillo,

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

**Narrative:**

There were no disciplinary actions during the plan year July 1, 2023 – June 30, 2024.

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:**

Same as those used by the Department of Human Resources Management

Sincerely,

Mark D. VanKerkhoff, AIA, Director

## Ethnic Detail for **Development** Employees between **07/01/2023** and **06/30/2024**

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	19980210	M	White	02	Professionals	10/02/2006	
FT	20230154	M	White	06	Administrative Support	07/17/2023	12/01/2023
FT	20240022	F	Hispanic or Latino	02	Professionals	01/29/2024	
FT	20160061	F	Asian	03	Technicians	06/06/2016	
FT	20230239	M	Hispanic or Latino	03	Technicians	10/02/2023	
FT	20230166	F	Hispanic or Latino	06	Administrative Support	07/31/2023	
FT	20240070	M	White	06	Administrative Support	02/26/2024	
PT	19990109	F	Black	02	Professionals	06/01/1999	
FT	20140086	M	White	03	Technicians	07/21/2014	
FT	20150069	M	White	03	Technicians	07/06/2015	
FT	20230069	M	White	06	Administrative Support	03/13/2023	
FT	20220604	F	White	06	Administrative Support	10/31/2022	
FT	20240026	F	White	02	Professionals	01/31/2024	
FT	20230041	M	White	03	Technicians	02/15/2023	02/23/2024
FT	20000177	F	White	02	Professionals	08/16/2000	
FT	20170770	M	White	03	Technicians	12/13/2017	
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 – 2023-2024 DEVELOPMENT UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>PROFESSIONALS</b>														
Workforce #%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	30.00%	10.00%	10.00%	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 %	6.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	-14.30%	7.30%	5.20%	5.90%	0.00%	0.00%	-0.30%
<b>TECHNICIANS</b>														
Workforce #%	66.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	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 %	44.67%	-2.90%	-11.03%	-2.30%	-0.10%	-0.10%	-0.90%	-18.30%	-1.20%	-22.30%	14.77%	-0.10%	0.00%	-0.30%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	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 %	18.36%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-12.53%	-3.20%	12.47%	-2.10%	0.00%	0.00%	-1.00%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2023-2024 DEVELOPMENT 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	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	10 100%	4 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 30.00%	1 10.00%	1 10.00%	1 10.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	6 ±100%	4 66.67%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 16.67%	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	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%	0 0.00%	2 28.57%	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

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## **Kane County Office of Emergency Management Equal Opportunity Plan Update For plan year July 1, 2023 – June 30, 2024**

### **Introduction**

The Office of Emergency Management (OEM) supports a regional all-hazard approach to disaster management and Homeland Security through the coordination of programs that promote community planning, increase public awareness, and develop effective mitigation, response, and recovery strategies.

### **Utilization Analysis**

The Office of Emergency Management's workforce during this period was 100% white along with 28% female overall, which indicates underutilization in several categories and overutilization in others when compared to the Community Labor Statistics for Kane County. This is mainly because OEM is small (six positions / seven employees during this period) and the sex and race/national origins significantly affect statistics. Additionally, the emergency management field is very small when compared to many other industries but seems to be growing.

In the Official/Administration category, the department is over in utilization when compared to the Community Labor Statistics for White Males (48.7%) and under for Black Males (-1.9%), Hispanic or Latino Males (-6.7%), Asian Males (-2.4%), and Two or More Races Males (-0.13%). The department is under in utilization for White Females (-28.2%), Black Females (-2.1%), Hispanic or Latino Females (-4.5%), Asian Females (-1.9%), and Two or More Races (-0.3%).

In the Professionals category, the department is over in utilization for White Males (32.6%) and under for Black Males (-1.6%), Hispanic or Latino Males (-3.5%), Asian Males (-3.8%), American Indian or Alaskan Native (-0.1%), and Two or More Races Males (-0.1%). The department is under in utilization for White Females (-10.97%), Black Females (-2.7%), Hispanic or Latino Females (-4.8%), Asian Females (-4.1%), and Two or More Races (-0.3%).

In the Administration Support category, the department is over in utilization for White Males (25.5%) and under for Black Males (-1.4%), Hispanic or Latino Males (-8.2%), Asian Males (-1.8%), American Indian or Alaskan Native (-0.1%), and Two or More Races Males (-0.3%). The department is over in utilization for White Females (8.9%) and under in utilization for Black Females (-3.2%), Hispanic or Latino Females (-16.1%), Asian Females (-2.1%), and Two or More Races (-1.0%).

There is no known reason for these underutilizations other than the limited number of positions within the department. The Office of Emergency Management Services will continue to advertise vacant positions widely and to select the most qualified individual for open positions without discrimination.



## **Kane County Office of Emergency Management Equal Opportunity Plan Update For plan year July 1, 2023 – June 30, 2024**

### **Hiring Practices**

The Office of Emergency Management considers applicants for all positions without regard to race, color, religions, 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. The Office of Emergency Management complies with Kane County hiring policies and government regulations as applicable.

The Director and Chief Deputy Director review applications received and jointly select candidates to be interviewed according to their qualifications and the job description. Interviews are conducting using pre-written questions for consistency across candidates and notes are kept.

Because of the sensitive nature of certain Kane County Office of Emergency Management (OEM) work functions, employees must have good character and morals. Prior to an offer of employment, reference checks are conducted via phone or electronically (reference choice) using pre-written questions.

Offers of employment are made in writing and are contingent on a fingerprint-based criminal history check and a driver's license abstract/history report.

### **Promotions**

There were no promotions nor applications for promotions during this period.

### **Transfers**

There were no transfers nor applications for transfers during this period.

### **Disciplinary Actions**

There were no disciplinary actions during this period.

### **Recruiting Websites & Methods**

All current job vacancies are posted on the Kane County and Government Jobs websites. Additionally, OEM posts job openings on our Facebook page and LinkedIn. We also notify the Illinois Emergency Services Management Association (IESMA), a professional association of which we are a member, and Illinois Emergency Management Agency & Office of Homeland Security and request email distributions.

Ethnic Detail for **Emergency Management Services** Employees  
between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
PT	20200248	M	White	06	Administrative Support	04/05/2020	
FT	20230290	M	White	02	Professionals	12/18/2023	
FT	20230248	M	White	01	Official/Administration	10/16/2023	
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	09/08/2023
FT	20220135	M	White	01	Official/Administration	05/02/2022	

**PART I. COUNTY OF KANE – 2023-2024 EMERGENCY MANAGEMENT SERVICES 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 #%	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 #%	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 #%	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 %	25.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	8.90%	-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 – 2023-2024 EMERGENCY MANAGEMENT SERVICES 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%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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	Emergency Management Services does not have employees in this job category.														
04 - Protective Services: Sworn	Emergency Management Services does not have employees in this job category.														
05 - Protective Services: Non Sworn	Emergency Management Services does not have employees in this job category.														
06 - Administrative Support	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%
07 - Skilled Craft	Emergency Management Services does not have employees in this job category.														
08 - Service/Maintenance	Emergency Management Services 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

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# 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](mailto: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:** July 19, 2024

**RE:** Equal Employment Opportunity Plan Update for July 1, 2023-June 30, 2024

I am submitting this document in response to your July 15, 2024 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. There were no promotions during this time period
- 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 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20190158	F	White	06	Administrative Support	08/23/2019	
FT	20230201	F	White	02	Professionals	08/28/2023	
FT	20140058	M	White	02	Professionals	05/26/2014	
FT	20180559	F	White	03	Technicians	11/19/2018	
FT	20240250	M	White	02	Professionals	06/20/2024	
FT	20210269	F	White	02	Professionals	12/27/2021	
FT	20160051	F	White	02	Professionals	05/16/2016	
FT	20060208	F	White	01	Official/Administration	12/01/2006	



**PART I. COUNTY OF KANE – 2023-2024 ENVIRONMENTAL MANAGEMENT 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 #%	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 #%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 %	6.00%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	15.70%	-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 – 2023-2024 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%	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	5 100%	2 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 60.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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	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	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	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

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## **Kane County Finance Department EEOP Analysis Narrative Utilization Analysis – 2024**

A comparison of the Finance Department's workforce to the community labor statistics for Kane County indicate both overutilization and underutilization in specific race/ethnic categories in each of the three job group categories – Official Administration, Professionals, and Administrative Support - represented within the Finance Department. Kane Finance employed 13 individuals during the period July 1, 2023 through June 30, 2024, 12 full-time and one part-time. The Finance Department is responsible for accounting and financial reporting, purchasing, and payroll, thus many professional positions are required to perform the highly technical and compliance aspects of the work responsibilities for all of Kane County.

### **Workforce Representation**

#### ***Official Administration category***

Within the Official Administration category, Kane County Finance is overutilized in both the sex and race categories for females and thus underutilized for males. 100% of the workforce is female, with community labor statistics (CLS) showing only 37% of this category being female. Of the three females, two are White, representing 66% of the workforce compared to CLS of 28.2% and one is Hispanic, representing 33% of the workforce as compared to CLS of 4.5%.

#### ***Professionals –***

Within the Professionals category, Kane County Finance is underutilized in the category of females and overutilized in the category of males. Males represent 50% of the Kane Finance workforce compared to a CLS of 43.7%. Females represent 50% of the Kane Finance workforce compared to CLS of 56.9%.

Within the male category, White males are underutilized at Kane representing 25% of the workforce compared to CLS of 34%. Asian males are overutilized at Kane representing 12.5% of the workforce compared to CLS of 3.8%. Males of Two or More Races are overutilized at Kane representing 12.5% of the workforce compared to CLS of .70%. Kane is underutilized in the Black, Hispanic or Latino, and American Indian/Alaska Native, with no workforce representation in those categories compared to CLS of 1.6%, 3.5%, and .10%, respectively.

Within the female category, White females are overutilized at Kane representing 50% of the workforce compared to CLS of 44.3%. Kane is underutilized in the Black, Hispanic, Asian, and Two or More Race categories with no workforce representation in those categories compared to CLS of 2.7%, 4.8%, 4.1% and .30% respectively.

#### ***Administrative Support***

Within the Administrative Support category, Kane Finance is overutilized in the female category with 100% of the workforce being female compared to CLS of 63.5% female. Thus Kane Finance is underutilized in the male category with no workforce representation compared to CLS of 36.3%. Within the female category, White females are overutilized at Kane representing 100% of the workforce compared to CLS of 41.1%. One White female is part-time. Kane is underutilized in the Black, Hispanic/Latino, Asian, and Two or More Race categories with no workforce representation in those categories compared to CLS of 3.2%, 16.10% 2.1%, and 1% respectively.

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

**Disciplinary Actions**

No disciplinary actions occurred during this period.

**Promotions/Transfers**

During this period, one female employee was hired into the Official/Administration category after the termination of a male employee in the same category prior to July 1, 2023. Two professional employees were promoted within Finance between July 1, 2023 and June 30, 2024. Two male employees were hired, both into the Professional category. One Hispanic Female Administrative Support terminated during this period and the position has yet to be filled.

**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 **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Revised EEO Description	Hire Date	Termination Date
PT	20200307	F	White	06	Administrative Support	Administrative Support	08/05/2020	
FT	20220411	F	White	06	Administrative Support	Administrative Support	09/18/2023	04/29/2024
<del>FT</del>	<del>20130084</del>	<del>F</del>	<del>Hispanic or Latino</del>	<del>02</del>	<del>Professionals</del>	<del>Administrative Support</del>	<del>07/29/2013</del>	
FT	20070204	F	Hispanic or Latino	02	Professionals	Official/Administration	11/16/2007	
FT	20140062	F	White	01	Official/Administration	Official/Administration	06/02/2014	
FT	20210179	F	White	01	Official/Administration	Official/Administration	08/23/2021	
FT	20160026	F	White	01	Official/Administration	Professionals	02/22/2016	
FT	20100024	F	White	06	Administrative Support	Professionals	03/15/2010	
FT	20150054	F	White	06	Administrative Support	Professionals	06/01/2015	
FT	20220419	F	White	06	Administrative Support	Professionals	09/06/2022	
FT	20230253	M	White	06	Administrative Support	Professionals	10/23/2023	
FT	20140048	M	Two or More Races	02	Professionals	Professionals	05/28/2024	
FT	20000150	M	Asian	02	Professionals	Professionals	07/31/2000	
FT	20220555	M	White	06	Administrative Support	Professionals	10/17/2022	

**PART I. COUNTY OF KANE – 2023-2024 FINANCE 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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66	0.00%	33	0.00%	0.00%	0.00%	0.00%
CLS #%	62.43	51.30%	1.90%	6.70%	2.40%	0.00%	0.00%	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%	71.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
PROFESSIONALS														
Workforce #%	50 - 25%	0.00%	0.00%	12.5	0.00%	0.00%	12.5	50%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	43.7	34.00%	1.60%	3.50%	3.80%	0.10%	0.00%	44.30%	2.70%	4.80%	4.10%	0.00%	0.00%	0.30%
Utilization %		-34.00%	-1.60%	-3.50%	21.20%	-0.10%	0.00%	-44.30%	-2.70%	45.20%	-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	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	36.3	24.50%	1.40%	8.20%	1.80%	0.10%	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%	-0.30%	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														

100%  
-37%

-50  
56.9

100%  
63.5

**PART I. COUNTY OF KANE – 2023-2024 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	33 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	32 100.00%	0 0.00%	1 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	48 100%	42 0.00%	0 0.00%	0 0.00%	1 2.500%	0 0.00%	0 0.00%	1 25.00%	4 0.00%	0 0.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	Finance does not have employees in this job category.														
04 - Protective Services: Sworn	Finance does not have employees in this job category.														
05 - Protective Services: Non Sworn	Finance does not have employees in this job category.														
06 - Administrative Support	62 100%	31 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	32 66.67%	0 0.00%	1 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Finance does not have employees in this job category.														
08 - Service/Maintenance	Finance does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

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**PART I. COUNTY OF KANE – 2023-2024 FINANCE 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	3	0	0	0	0	0	0	0	3	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%
02 - Professionals	4	0	0	0	1	0	0	1	0	0	2	0	0	0	0
	100%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	50.00%	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	6	2	0	0	0	0	0	0	4	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%
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

Printed on



Michael Isaacson, MPH  
Executive Director

1240 N. Highland Ave.  
Aurora, Illinois 60506



Main Number:  
630.208.3801  
Website:  
[www.kanehealth.com](http://www.kanehealth.com)  
1750 Grandstand Place  
Elgin, IL 60123

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

**From:** Michael Isaacson, Executive Director- Health Department

**Date:** August 23, 2024

**RE:** Kane County Health Department EEOP Analysis for July 1, 2023 – June 30, 2024

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 twelve internal promotions:

- Two or More Races/Male/Official-Administration
- Two or More Races/Female/Professionals
- Hispanic or Latino/Female/Professionals
- Two or More Races/Female/Professionals
- White/Female/Professionals
- White/Male/Professionals
- Black/Female/Administrative Support
- White/Female/Professionals
- White/Female/Official/Administration
- White/Female/Administrative Support
- Two or More Races/Male/Professionals
- White/Female/Professionals

During the reporting period, there was two disciplinary actions on file:

- Black/Female/Professionals

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 **07/01/2023** and **06/30/2024**

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	20230288	F	Black	02	Professionals	12/11/2023	05/31/2024
FT	20230162	F	White	01	Official/Administration	07/24/2023	
FT	19980057	F	Hispanic or Latino	06	Administrative Support	04/16/1998	
FT	20240043	F	Asian	02	Professionals	02/20/2024	
FT	20000042	F	Hispanic or Latino	06	Administrative Support	04/03/2000	
FT	20220247	F	Black	06	Administrative Support	05/31/2022	
FT	20200299	F	White	01	Official/Administration	07/13/2020	
PT	20210213	F	White	06	Administrative Support	10/04/2021	
FT	20150030	F	White	02	Professionals	11/04/2019	
FT	20160029	M	White	02	Professionals	02/29/2016	
FT	20060016	F	White	02	Professionals	01/09/2006	
FT	20230138	F	Hispanic or Latino	02	Professionals	06/12/2023	
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	20220680	F	Asian	02	Professionals	12/27/2022	
FT	20240176	F	White	02	Professionals	04/01/2024	
FT	20240143	F	White	02	Professionals	03/11/2024	
FT	20230150	F	Two or More Races	02	Professionals	07/10/2023	
FT	20190194	F	Black	02	Professionals	10/21/2019	
FT	20210262	F	White	02	Professionals	12/20/2021	11/09/2023
FT	20230163	F	Hispanic or Latino	06	Administrative Support	07/24/2023	
FT	19930075	F	Hispanic or Latino	02	Professionals	09/07/1993	
FT	20230115	F	Hispanic or Latino	02	Professionals	05/15/2023	
FT	20240239	F	Black	02	Professionals	06/10/2024	
FT	20200382	F	White	02	Professionals	10/19/2020	
FT	19930117	F	Hispanic or Latino	06	Administrative Support	11/29/1993	
FT	20200247	M	Two or More Races	01	Official/Administration	05/01/2023	
FT	20200244	F	White	01	Official/Administration	04/02/2020	04/03/2024
FT	20230287	F	White	02	Professionals	12/11/2023	
FT	20240002	M	White	03	Technicians	01/02/2024	04/24/2024

FT	20240160	M	Black	03	Technicians	03/18/2024	
FT	20190150	F	White	02	Professionals	08/19/2019	07/10/2023
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	20220389	F	White	02	Professionals	07/25/2022	
FT	20230200	F	Asian	06	Administrative Support	08/21/2023	
FT	20220438	F	Hispanic or Latino	02	Professionals	09/19/2022	
FT	20170010	F	Asian	02	Professionals	01/10/2017	
FT	20170737	F	Two or More Races	02	Professionals	09/14/2017	
FT	20230214	F	White	02	Professionals	09/05/2023	
FT	20190193	F	Hispanic or Latino	02	Professionals	10/15/2019	
FT	20190026	F	White	02	Professionals	02/11/2019	03/01/2024
FT	20240177	F	Hispanic or Latino	02	Professionals	04/01/2024	
PT	20230151	F	White	06	Administrative Support	07/10/2023	03/15/2024
FT	20230267	F	White	02	Professionals	11/13/2023	
FT	19930079	F	Hispanic or Latino	06	Administrative Support	09/20/1993	
FT	20060161	M	White	02	Professionals	09/05/2006	
FT	20220545	F	White	02	Professionals	10/17/2022	
FT	20190195	F	White	02	Professionals	10/21/2019	
FT	20240006	M	White	02	Professionals	01/08/2024	
PT	20230256	F	White	02	Professionals	10/30/2023	
PT	20220638	F	White	02	Professionals	11/14/2022	09/12/2023
FT	20220437	F	Hispanic or Latino	02	Professionals	09/19/2022	
FT	20230231	M	Two or More Races	02	Professionals	09/18/2023	
FT	20200275	F	White	01	Official/Administration	06/02/2020	
PT	20230023	F	White	02	Professionals	01/23/2023	08/09/2023
FT	19980120	F	Black	01	Official/Administration	07/06/1998	
FT	20220141	F	White	06	Administrative Support	05/16/2022	
FT	20190177	F	White	06	Administrative Support	09/23/2019	
FT	20190123	F	White	01	Official/Administration	06/27/2019	
FT	20230215	F	Two or More Races	02	Professionals	09/05/2023	

FT	20040263	F	Hispanic or Latino	02	Professionals	12/20/2004	
FT	20150143	F	White	01	Official/Administration	12/14/2015	10/27/2023
FT	20240007	M	Two or More Races	02	Professionals	01/08/2024	
FT	20240218	F	Hispanic or Latino	02	Professionals	05/28/2024	
FT	19930081	F	White	06	Administrative Support	09/20/1993	
FT	20240179	F	White	03	Technicians	04/15/2024	
PT	20240209	M	White	06	Administrative Support	05/13/2024	
FT	20110057	M	Black	01	Official/Administration	08/22/2011	
FT	20030114	F	Hispanic or Latino	06	Administrative Support	09/03/2013	
FT	20230140	F	Asian	02	Professionals	06/12/2023	
FT	20230164	F	Hispanic or Latino	06	Administrative Support	07/24/2023	
PT	20220016	F	Black	06	Administrative Support	01/10/2022	
FT	20230009	M	White	03	Technicians	01/09/2023	
FT	20220476	F	Two or More Races	03	Technicians	10/03/2022	03/08/2024
FT	20190201	M	White	03	Technicians	11/04/2019	
FT	20230032	M	White	02	Professionals	02/06/2023	
FT	19980107	F	White	01	Official/Administration	06/29/1998	
FT	20170686	F	White	02	Professionals	05/30/2017	11/01/2023
FT	20230165	F	Asian	02	Professionals	07/24/2023	
PT	20180271	F	White	02	Professionals	09/17/2018	

**PART I. COUNTY OF KANE – 2023-2024 HEALTH UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	9.09%	9.09%	0.00%	0.00%	0.00%	0.00%	9.09%	63.64%	9.09%	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 %	-42.21%	7.19%	-6.70%	-2.40%	0.00%	0.00%	8.96%	35.44%	6.99%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
<b>PROFESSIONALS</b>														
Workforce #%	7.84%	0.00%	0.00%	0.00%	0.00%	0.00%	3.92%	45.10%	9.80%	17.65%	9.80%	0.00%	0.00%	5.88%
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 %	-26.16%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	3.22%	0.80%	7.10%	12.85%	5.70%	0.00%	0.00%	5.58%
<b>TECHNICIANS</b>														
Workforce #%	42.86%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	14.29%	0.00%	0.00%	0.00%	14.29%
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 %	20.86%	11.39%	-27.70%	-2.30%	-0.10%	-0.10%	-0.90%	-4.01%	-1.20%	-8.01%	-1.90%	-0.10%	0.00%	13.99%
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	5.26%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	31.58%	10.53%	47.37%	5.26%	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 %	-19.24%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-9.52%	7.33%	31.27%	3.16%	0.00%	0.00%	-1.00%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 HEALTH 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	11 100%	1 9.09%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 9.09%	7 63.64%	1 9.09%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	51 ±100%	4 7.84%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 3.92%	23 45.10%	5 9.80%	9 17.65%	5 9.80%	0 0.00%	0 0.00%	3 5.88%
03 - Technicians	7 ±100%	3 42.86%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 14.29%	0 0.00%	1 14.29%	0 0.00%	0 0.00%	0 0.00%	1 14.29%
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	19 100%	1 5.26%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 31.58%	2 10.53%	9 47.37%	1 5.26%	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

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## **Human Resource Management Department June 2023 - July 2024**

### **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 over-utilization 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 **Administrative Support/Clerical** category, the workforce percentages show underutilization in all male categories. The Workforce percentage for the White female category is 100% representing three 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 0 promotions for this reporting period.

### **EXISTING EMPLOYMENT POLICIES AND PRACTICES**

Vacant positions are posted on the internet. A completed county application is required and qualified candidates are interviewed. References for potential employees are checked. All County employees are subject to a criminal background check. The Human Resource Management Department adheres to all Equal Employment Opportunity requirements and other related policies as outlined in the Kane County Personnel Handbook in all aspects of hiring, promotions and benefits.

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

Kane County Human Resources posts on the County's website ([www.countyofkane.org](http://www.countyofkane.org)) job applications and current job vacancy information. Due to the increased use of the internet by the general public, the majority of applicants use our website to apply for an open position.

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

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



Ethnic Detail for **Human Resource Management** Employees  
between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20200309	F	White	01	Official/Administration	08/10/2020	
FT	20180248	F	White	02	Administrative Support	09/04/2018	
FT	20040044	F	White	01	Official/Administration	10/02/2020	
FT	20200639	F	White	06	Administrative Support	11/09/2020	
FT	20220415	F	White	06	Administrative Support	09/06/2022	

**PART I. COUNTY OF KANE – 2023-2024 HUMAN RESOURCE MANAGEMENT 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 #%	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														
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 – 2023-2024 HUMAN RESOURCE 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	2	0	0	0	0	0	0	0	2	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%
02 - Professionals	Human Resource Management does not have employees in this job category.														
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	3	0	0	0	0	0	0	0	3	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	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

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**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-

Employee ID	Date	Former Position	New Position
20040013	8/6/2023	Network Telecomm Analyst	Network Administrator III
20150007	8/6/2023	Business Analyst I	Business Analyst II
20050147	8/6/2023	Systems Administrator Lead	Computer Services Assistant Director
20100046	10/29/2023	Network Administrator I	Network Administrator II
20210147	10/29/2023	Desktop Support Analyst I	Network Administrator I
20190121	3/31/2024	Web Developer II	Web Developer III
20230112	3/31/2024	Web Developer I	Web Developer II
20220420	3/31/2024	Web Developer I	Web Developer II

- c. Transfers-**None**
- d. Record of disciplinary actions-

Employee	Date	Type of Disciplinary Action	Race	Sex
20060183	1/25/2024	Verbal	White	M

- 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 #	Current Position	Position applied for	Race	Sex
20230061	Desktop Support Analyst I	Desktop Support Analyst II	White	M
20220408	Desktop Support Analyst II	Systems Administrator I	White	M
20210230	Desktop Support Analyst II	Systems Administrator I	White	M
20120076	Desktop Support Analyst Lead	Systems Administrator Lead	White	M
20220408	Desktop Support Analyst II	Systems Administrator Lead	White	M
20150020	Systems Administrator III	Systems Administrator Lead	White	M
20060183	Desktop Support Analyst II	Web Developer I	White	M
20150007	Business Analyst II	Assistant Director of Info.Tech.	White	M
20040013	Network Administrator III	Assistant Director of Info.Tech.	White	M
20140111	Computer Services Manager	Assistant Director of Info.Tech.	White	M
20040013	Network Telecomm Analyst	Network Administrator III	White	M
20150007	Business Analyst I	Business Analyst II	White	M
20050147	Systems Administrator Lead	Computer Services Assistant Director	White	M
20100046	Network Administrator I	Network Administrator II	White	M
20210147	Desktop Support Analyst I	Network Administrator I	White	M
20190121	Web Developer II	Web Developer III	Asian	M
20230112	Web Developer I	Web Developer II	White	F
20220420	Web Developer I	Web Developer II	Asian	M

- f. A detailed narrative statement setting forth your office/department's existing employment policies and practices as defined in 42.202©. – **The Information Technology 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 **07/01/2023** and **06/30/2024**

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	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	20230112	F	White	02	Professionals	05/01/2023	
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	20190095	M	White	02	Professionals	05/02/2019	
FT	20210142	M	White	02	Professionals	06/28/2021	
FT	20240173	M	White	02	Professionals	04/22/2024	
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	20240001	M	Asian	02	Professionals	01/08/2024	
FT	20020093	M	White	01	Official/Administration	07/01/2002	
FT	20120076	M	White	02	Professionals	10/01/2012	
FT	20230076	M	White	02	Professionals	03/20/2023	
FT	20050147	M	White	02	Professionals	07/01/2005	
FT	20230236	F	White	06	Administrative Support	10/02/2023	
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	20240197	M	White	02	Professionals	05/06/2024	
FT	20150020	M	White	02	Professionals	02/15/2015	
FT	20220420	M	Asian	02	Professionals	09/12/2022	

FT	20240186	M	Hispanic or Latino	02	Professionals	04/29/2024	
FT	20210082	M	White	02	Professionals	04/05/2021	
FT	20120033	M	White	03	Technicians	06/04/2012	
FT	20220408	M	White	02	Professionals	09/06/2022	
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	20240226	M	White	02	Professionals	06/10/2024	
FT	20230147	M	Two or More Races	02	Professionals	07/10/2023	
FT	20240174	M	Black	02	Professionals	04/08/2024	
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	08/04/2023
FT	20010127	F	White	06	Administrative Support	06/01/2001	
FT	20150039	F	White	02	Professionals	04/14/2015	
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	20230061	M	White	02	Professionals	03/13/2023	
FT	20040013	M	White	02	Professionals	01/12/2004	
FT	20110037	M	White	02	Professionals	05/09/2011	
FT	20150007	M	White	02	Professionals	06/21/2021	
FT	20240198	M	Asian	02	Professionals	05/06/2024	
FT	20190122	M	Asian	02	Professionals	07/01/2019	11/30/2023
FT	20000055	M	White	03	Technicians	04/17/2000	
FT	20220655	F	Asian	06	Administrative Support	12/01/2022	
FT	20210147	M	White	02	Professionals	07/12/2021	
FT	20230208	F	Asian	02	Professionals	08/28/2023	05/13/2024
FT	20020005	M	White	02	Professionals	01/06/2002	

**PART I. COUNTY OF KANE – 2023-2024 INFORMATION TECHNOLOGIES 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 #%	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 #%	73.91%	2.17%	2.17%	10.87%	0.00%	0.00%	2.17%	6.52%	0.00%	0.00%	2.17%	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 %	39.91%	0.57%	-1.33%	7.07%	-0.10%	0.00%	1.47%	-37.78%	-2.70%	-4.80%	-1.93%	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%	75.00%	0.00%	0.00%	25.00%	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%	-16.10%	22.90%	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 – 2023-2024 INFORMATION TECHNOLOGIES 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	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	46 ±100%	34 73.91%	1 2.17%	1 2.17%	5 10.87%	0 0.00%	0 0.00%	1 2.17%	3 6.52%	0 0.00%	0 0.00%	1 2.17%	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%	3 75.00%	0 0.00%	0 0.00%	1 25.00%	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

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**July 1, 2023- June 30, 2024 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:**

**4 Disciplinary Actions:**

1 Termination of white male on 10/13/2023

1 Written Disciplinary action of Hispanic female on 02/07/2024

1 Written Disciplinary action of Hispanic female on 03/13/2024

1 Termination of Hispanic female 04/19/2024

**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 **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
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	
PT	20230083	M	White	04	Protective Services: Sworn	03/20/2023	07/07/2023
PT	20240156	F	White	04	Protective Services: Sworn	03/13/2024	
FT	20200192	F	White	04	Protective Services: Sworn	01/02/2024	
FT	20230059	F	White	02	Professionals	02/22/2023	
FT	20240252	F	White	02	Professionals	06/24/2024	
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	20210096	F	Black	04	Protective Services: Sworn	04/27/2021	
FT	20140027	F	White	02	Professionals	03/10/2014	
FT	20230145	F	Hispanic or Latino	06	Administrative Support	07/06/2023	
FT	20230255	F	Hispanic or Latino	04	Protective Services: Sworn	10/30/2023	
FT	20170705	F	White	04	Protective Services: Sworn	07/12/2017	
FT	20200046	F	White	04	Protective Services: Sworn	02/10/2020	
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	09/29/2023
FT	20210117	M	White	04	Protective Services: Sworn	05/07/2021	10/13/2023
FT	20080170	F	White	02	Professionals	11/25/2008	10/16/2023
FT	20190093	F	White	04	Protective Services: Sworn	05/03/2019	03/11/2024
FT	20000077	M	White	02	Professionals	02/20/2007	
FT	20050005	M	White	01	Official/Administration	10/15/2013	
FT	20170701	F	White	04	Protective Services: Sworn	07/05/2017	
FT	19920003	F	White	06	Administrative Support	01/13/1992	
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	20220006	M	White	04	Protective Services: Sworn	01/03/2022	
PT	20230269	M	Two or More Races	04	Protective Services: Sworn	11/15/2023	11/20/2023
FT	20230275	F	Hispanic or Latino	02	Professionals	11/27/2023	04/19/2024
FT	20230254	M	White	04	Protective Services: Sworn	10/23/2023	
FT	20200019	M	White	04	Protective Services: Sworn	01/29/2020	
FT	20170703	M	White	06	Administrative Support	07/05/2017	
FT	20240158	F	White	02	Professionals	03/18/2024	
FT	20210098	F	White	04	Protective Services: Sworn	04/26/2021	
PT	20190092	M	Black	04	Protective Services: Sworn	05/01/2019	
FT	20220662	F	White	02	Professionals	12/05/2022	
FT	20230146	F	Hispanic or Latino	06	Administrative Support	07/05/2023	
FT	20230075	M	White	04	Protective Services: Sworn	03/16/2023	
FT	20230143	F	White	02	Professionals	06/20/2023	
FT	19970191	F	White	02	Professionals	09/25/1997	
FT	20220070	F	White	02	Professionals	04/04/2022	
FT	20170673	M	White	04	Protective Services: Sworn	04/11/2017	

**PART I. COUNTY OF KANE – 2023-2024 JUDICIARY AND COURTS 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 #%	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 #%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	71.43%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 %	-19.71%	-1.60%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	27.13%	-2.70%	9.49%	-4.10%	0.00%	0.00%	-0.30%
TECHNICIANS														
No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	42.31%	7.69%	0.00%	0.00%	0.00%	0.00%	3.85%	34.62%	7.69%	3.85%	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 %	-18.89%	5.79%	-15.20%	-2.50%	0.00%	0.00%	2.75%	25.62%	3.49%	-0.85%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN														
No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	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 %	-7.83%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	8.90%	-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 – 2023-2024 JUDICIARY AND COURTS 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%	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	14 ±100%	2 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	10 71.43%	0 0.00%	2 14.29%	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	26 ±100%	11 42.31%	2 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 3.85%	9 34.62%	2 7.69%	1 3.85%	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	6 100%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 50.00%	0 0.00%	2 33.33%	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

Printed on

# EEOP NARRATIVE REPORT

## July 1, 2023 – June 30, 2024

### Kane County Law Library & Self Help Legal Center

#### ***Hiring Practices***

The Kane County Law Library follows the general hiring practices of Kane County and the Sixteenth Judicial Circuit Judiciary

#### ***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***

The Kane County Law Library follows the general employment policies of Kane County and the Sixteenth Judicial Circuit Judiciary

#### ***Job Openings***

Job openings are posted on the following websites:

[Kane County Employment](#)

[Illinois Library Association JobLine](#)

[Reaching Across Illinois Library System \(RAILS\) Jobs Board](#)

[American Library Association JobLIST](#)

*As reported by Halle Eichert, Director  
August 22, 2024*



Ethnic Detail for **Law Library** Employees between **07/01/2023** and **06/30/2024**

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 – 2023-2024 LAW LIBRARY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 – 2023-2024 LAW LIBRARY 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	1 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
02 - Professionals	Law Library does not have employees in this job category.														
03 - Technicians	Law Library does not have employees in this job category.														
04 - Protective Services: Sworn	Law Library does not have employees in this job category.														
05 - Protective Services: Non Sworn	Law Library does not have employees in this job category.														
06 - Administrative Support	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

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# 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: August 13<sup>th</sup>, 2024

To: Jamie Loblillo, Executive Director – Human Resource Management

From: Michelle Guthrie – Director of Communications

Re: EEOP Report for KaneComm – July 1, 2023- June 30, 2024

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 1<sup>st</sup>, 2023-June 30<sup>th</sup>, 2024 are as follows:

Written Reprimand – 1 Hispanic or Latino Female

Oral Reprimands – 1 White Male, 2 White Females, 2 Hispanic or Latino Females,  
1 Black Female

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

Letter of Commendation: 2 Hispanic or Latino Females

Documented Commendation: 1 White Female

2. Number of employees in each job category who made application for promotion or transfer within July 1<sup>st</sup>, 2023-June 30<sup>th</sup>, 2024:

2 White Females, 1 Hispanic or Latino Female  
Promotion: 1 Hispanic or Latino Female

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 07/01/2023 and 06/30/2024**

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	20240059	F	White	05	Protective Services: Non Sworn	02/26/2024	
FT	20020016	F	Hispanic or Latino	05	Protective Services: Non Sworn	01/28/2002	
PT	20230213	F	White	06	Administrative Support	09/05/2023	
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	20220639	F	White	05	Protective Services: Non Sworn	11/14/2022	
FT	20220059	M	White	06	Administrative Support	03/21/2022	
FT	20190180	F	Black	05	Protective Services: Non Sworn	10/07/2019	
FT	19990298	F	Hispanic or Latino	05	Protective Services: Non Sworn	12/20/1999	
FT	20230177	F	Two or More Races	01	Official/Administration	07/31/2023	10/11/2023
FT	20080120	F	White	05	Protective Services: Non Sworn	08/04/2008	
FT	20070043	F	Hispanic or Latino	06	Administrative Support	03/05/2007	
FT	20090023	F	White	05	Protective Services: Non Sworn	05/19/2014	
FT	20240230	M	Black	01	Official/Administration	06/03/2024	
FT	20190138	F	White	01	Official/Administration	07/29/2019	
FT	20240238	F	White	05	Protective Services: Non Sworn	06/10/2024	
FT	20230144	F	Hispanic or Latino	05	Protective Services: Non Sworn	06/26/2023	01/16/2024
FT	20230230	F	Hispanic or Latino	05	Protective Services: Non Sworn	09/11/2023	

**PART I. COUNTY OF KANE – 2023-2024 KANE COMM UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION														
Workforce #%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
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%	23.10%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	21.80%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	24.70%
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 #%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	46.67%	6.67%	26.67%	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 %	4.00%	-2.70%	-6.70%	0.00%	0.00%	0.00%	0.00%	-8.03%	-2.63%	15.97%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
Workforce #%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	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 %	8.83%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-7.77%	-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 – 2023-2024 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	4 100%	0 0.00%	1 25.00%	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%	1 25.00%
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	15 ±100%	3 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	7 46.67%	1 6.67%	4 26.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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%	1 33.33%	0 0.00%	1 33.33%	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

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## ***SHERIFF'S MERIT COMMISSION***

KANE COUNTY GOVERNMENT BUILDING

Building A Room 103

Peter J. Burgert, Chairman  
Todd A. Zies, Vice Chairman  
Manuel E. Olalde, Secretary  
Kathy M. Konen Administrative Officer



719 S Batavia Ave  
Geneva, IL. 60134  
Phone: 6302323558  
[konenkathleen@co.kane.il.us](mailto:konenkathleen@co.kane.il.us)

July 2024

To: Jamie Loblillo

From: Kathy Konen

EEOP Report from the Merit Commission 420

Hired Date	Position	Gender	Race
3/24/2008	Kathleen M. Konen, Office Administrator	F	W
<u>Per Diem</u>	<u>Commissioners</u>		
4/12/2016	Perter J. Burgert, Chairman	M	W
4/12/2017	Todd A. Zies, Vice Chairman	M	W
8/8/2023	Manuel E. Olalde, Secretary	M	H

Promotions: None, this does not apply to the Merit Commissions Office.

Transfers: None

Record of disciplinary actions: None

JOB TITLE: Administrative Assistant

DEPARTMENT: Merit Commission 420

**PRINCIPL DUTIES AND RESPOSIBILITY**

- Responsible for payroll entry
- Accounts payable, invoice entry batch to New Word
- Prepare and enter annual Budget for Finance
- Responsible for Personal Expense Voucher, Mileage
- Prepare monthly report for Public Safety
- Post time and date for Merit Commission Monthly Meeting with the Sheriff's Department
- Must take minutes of Monthly Meeting
- Responsible for posting Rule Changes
- Responsible for following Secretary of State guidelines for Records Disposal
- Background checks from other counties
- Responsible for advertisement for Job posting
- Responsible for all Applications
- Coordinate and Schedule Test and Interviews for Deputy, Correction and Promotions
- Coordinate various meeting rooms
- Responsible for posting list of Candidates
- Must be able to work evenings when needed
- Responsible for correspondence with Sheriff's Office

Ethnic Detail for **Merit Commission** Employees between **07/01/2023** and **06/30/2024**

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 – 2023-2024 MERIT COMMISSION UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS No Employees for This Category														
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN No Employees for This Category														
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 – 2023-2024 MERIT COMMISSION 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	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	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%
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

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**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:** July 23, 2024  
**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, 2023 to June 30, 2024

1. Objectives in hiring practices

**It is the policy of the 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 male White indefinite suspension and ultimate termination**

**1 male Hispanic indefinite suspension and ultimate termination**

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.

**2023: 1 female Hispanic transferred from receptionist to courtroom support staff**

**2024: 1 male attorney White promoted from misdemeanor to felony  
1 female attorney Hispanic promoted from misdemeanor to felony**

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 **07/01/2023** and **06/30/2024**

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	20230206	F	White	02	Professionals	03/18/2024	
FT	20130167	F	White	02	Professionals	12/05/2013	06/14/2024
FT	20210155	F	White	02	Professionals	07/19/2021	
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	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	20230019	F	White	02	Professionals	01/17/2023	
FT	20170012	M	White	02	Professionals	01/09/2017	
FT	20220391	M	White	02	Professionals	08/01/2022	
FT	20130060	M	Hispanic or Latino	02	Professionals	06/10/2013	
FT	20240225	M	Hispanic or Latino	06	Administrative Support	06/03/2024	
FT	20130024	M	White	02	Professionals	03/04/2013	09/01/2023
FT	20240009	M	White	02	Professionals	01/02/2024	
FT	20240211	F	White	04	Protective Services: Sworn	05/13/2024	
FT	20230199	M	White	02	Professionals	03/04/2024	
FT	20050018	F	Hispanic or Latino	06	Administrative Support	01/13/2014	
FT	19960101	F	White	02	Professionals	06/03/1996	
FT	20240008	M	Black	02	Professionals	12/27/2023	
FT	20220560	M	White	02	Professionals	10/24/2022	
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	20040259	F	White	02	Professionals	12/16/2004	
FT	20030163	F	White	02	Professionals	01/07/2008	
FT	20210095	M	White	06	Administrative Support	04/26/2021	06/26/2024
FT	20150138	M	White	02	Professionals	11/23/2015	
FT	20220673	F	White	02	Professionals	12/19/2022	07/10/2023



FT	20130061	F	White	02	Professionals	06/10/2013	
FT	20200034	F	Hispanic or Latino	06	Administrative Support	02/18/2020	
FT	20240142	M	White	02	Professionals	03/11/2024	
FT	20240058	F	Hispanic or Latino	06	Administrative Support	02/26/2024	06/05/2024
FT	19980212	F	Hispanic or Latino	06	Administrative Support	10/13/1998	
FT	20230184	M	Hispanic or Latino	06	Administrative Support	08/08/2023	01/19/2024
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	20240244	F	White	06	Administrative Support	06/17/2024	
FT	20100078	M	White	02	Professionals	07/18/2022	
FT	19970064	F	White	04	Protective Services: Sworn	04/01/1997	
FT	20060006	M	White	02	Professionals	01/02/2006	
FT	20240251	F	Black	02	Professionals	06/17/2024	
FT	20160109	F	Black	02	Professionals	10/31/2016	
FT	20210260	F	Hispanic or Latino	06	Administrative Support	12/13/2021	
FT	20220369	F	Hispanic or Latino	06	Administrative Support	06/21/2022	
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	01/26/2024

**PART I. COUNTY OF KANE – 2023-2024 PUBLIC DEFENDER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>PROFESSIONALS</b>														
Workforce #%	35.00%	2.50%	5.00%	0.00%	0.00%	0.00%	2.50%	42.50%	5.00%	5.00%	2.50%	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 %	1.00%	0.90%	1.50%	-3.80%	-0.10%	0.00%	1.80%	-1.80%	2.30%	0.20%	-1.60%	0.00%	0.00%	-0.30%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	8.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	16.67%	0.00%	58.33%	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 %	-16.17%	-1.40%	8.47%	-1.80%	-0.10%	0.00%	-0.30%	-24.43%	-3.20%	42.23%	-2.10%	0.00%	0.00%	-1.00%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 PUBLIC DEFENDER 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	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%
02 - Professionals	40	14	1	2	0	0	0	1	17	2	2	1	0	0	0
	100%	35.00%	2.50%	5.00%	0.00%	0.00%	0.00%	2.50%	42.50%	5.00%	5.00%	2.50%	0.00%	0.00%	0.00%
03 - Technicians	Public Defender does not have employees in this job category.														
04 - Protective Services: Sworn	2	0	0	0	0	0	0	0	2	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%
04 - Protective Services: Sworn	Public Defender does not have employees in this job category.														
05 - Protective Services: Non Sworn	Public Defender does not have employees in this job category.														
06 - Administrative Support	12	1	0	2	0	0	0	0	2	0	7	0	0	0	0
	100%	8.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	16.67%	0.00%	58.33%	0.00%	0.00%	0.00%	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

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

**MEMORANDUM**

TO: :Jamie Lobrillo HR Director

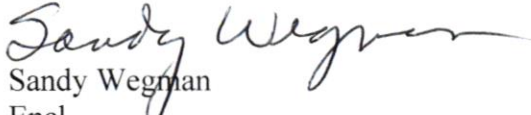
FROM:: Sandy Wegman, Kane County Recorder

DATE: July 17, 2024

RE: FY2023-2024 Equal Opportunity Plan for the Recorder's Office

Enclosed please find the above-referenced response requested.

Thank you.

  
Sandy Wegman  
Encl.



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

**FY2023 – 2024 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 2023-2024 EEOP time frame
3. There were no requests for promotion or transfers within the 2023-2024 time frame

2023-2024 Workforce consists of the following:

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

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

*Sandy Wegman*

**Ethnic Detail for Recorder Employees between 07/01/2023 and 06/30/2024**

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	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 – 2023-2024 RECORDER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%	71.43%	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 %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	30.33%	-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 – 2023-2024 RECORDER 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	Recorder does not have employees in this job category.														
02 - Professionals	2 100%	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Recorder does not have employees in this job category.														
05 - Protective Services: Non Sworn	Recorder does not have employees in this job category.														
06 - Administrative Support	7 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 71.43%	0 0.00%	2 28.57%	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

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T - Two or More Races

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REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

Patricia Dal Santo, Regional Superintendent

Date: August 20, 2024

To: Jamie Loblillo  
From: Regional Office of Education

Re: Equal Employment Opportunity Plans FY24 (07/01/23 – 06/30/24)

Responses to items from EEOP letter

1. Record of Disciplinary Actions: During Fiscal Year 2024 the Regional Office of Education had 1 employee who received disciplinary action.

2023-2024 (1) disciplinary action

<u>Race</u>	<u>Sex</u>	<u>EEO Category</u>	<u>EEO Description</u>	<u>Sanction</u>
Black	F	02	Professional	Written reprimands followed by Termination

2. Promotions/Transfers: During Fiscal Year 2024 there was one employee who transferred from one position to another position within our department. There were no promotions.

2023-2024 (1) promoted or transferred

<u>Race</u>	<u>Sex</u>	<u>EEO Category</u>	<u>EEO Description</u>	<u>Change</u>
Hispanic or Latino	F	02	Professional	Inter-departmental Transfer of Positions

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 07/01/2023 and 06/30/2024**

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	20220396	F	Hispanic or Latino	02	Professionals	08/08/2022	
FT	20140093	M	White	02	Professionals	08/12/2014	
PT	20150085	M	White	02	Professionals	08/03/2015	
FT	20230130	F	White	06	Administrative Support	05/31/2023	
FT	20230170	F	White	02	Professionals	07/24/2023	
FT	20220443	F	Hispanic or Latino	02	Professionals	09/19/2022	02/14/2024
FT	20230237	F	White	02	Professionals	09/26/2023	
FT	20030167	F	White	02	Professionals	09/15/2003	
FT	20220216	F	White	01	Official/Administration	05/23/2022	
FT	20220554	F	White	02	Professionals	10/17/2022	06/10/2024
FT	19970216	F	White	06	Administrative Support	11/10/1997	
FT	20200327	F	White	06	Administrative Support	09/28/2020	09/23/2023
FT	20230173	F	White	02	Professionals	07/24/2023	
FT	20220551	F	White	02	Professionals	10/12/2022	
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	20230188	F	White	02	Professionals	08/11/2023	08/24/2023
FT	20140057	M	White	02	Professionals	05/19/2014	
FT	20050041	M	Asian	03	Technicians	02/14/2005	
FT	20220403	M	Black	02	Professionals	08/15/2022	
FT	20240097	M	White	02	Professionals	02/20/2024	
FT	20210211	M	White	02	Professionals	07/10/2023	
FT	20190004	F	Black	02	Professionals	01/07/2019	09/29/2023
FT	19990258	M	White	02	Professionals	11/08/1999	
FT	20210149	F	White	02	Professionals	07/01/2021	07/20/2023
FT	20220444	F	White	02	Professionals	09/19/2022	
FT	20230274	F	White	02	Professionals	11/28/2023	
FT	20230194	F	Black	02	Professionals	08/17/2023	

FT	20220664	F	White	06	Administrative Support	11/28/2022	
FT	20220128	F	Asian	02	Professionals	04/25/2022	
FT	20240162	F	White	02	Professionals	03/25/2024	
FT	20180168	M	White	02	Professionals	04/16/2018	

**PART I. COUNTY OF KANE – 2023-2024 REGIONAL OFFICE OF EDUCATION 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 #%	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 #%	25.93%	3.70%	0.00%	0.00%	0.00%	0.00%	0.00%	48.15%	7.41%	11.11%	3.70%	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 %	-8.07%	2.10%	-3.50%	-3.80%	-0.10%	0.00%	-0.70%	3.85%	4.71%	6.31%	-0.40%	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%	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														
No Employees for This Category														
SERVICE/MAINTENANCE														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 REGIONAL OFFICE OF EDUCATION 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%	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	27 ±100%	7 25.93%	1 3.70%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	13 48.15%	2 7.40%	3 11.11%	1 3.70%	0 0.00%	0 0.00%	0 0.00%
03 - Technicians	1 100%	0 0.00%	0 0.00%	0 0.00%	1 #####	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
04 - Protective Services: Sworn	Regional Office of Education does not have employees in this job category.														
05 - Protective Services: Non Sworn	Regional Office of Education does not have employees in this job category.														
06 - Administrative Support	5 100%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4 80.00%	0 0.00%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Regional Office of Education does not have employees in this job category.														
08 - Service/Maintenance	Regional Office of Education does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

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KANE COUNTY SHERIFF'S OFFICE

# 2023-2024 Labor Analysis

**Kane County Sheriff Ronald Hain**  
**6/30/2024**

This document contains the 2023-2024 Equal Employment Opportunity Plan analysis for the Kane County Sheriff's Office.

The Kane County Sheriff's Office is comprised of three (3) separate work groups: Sheriff (police), Sheriff (corrections), and Sheriff (court security).

The largest group in the Sheriff's Office falls under the Sheriff's Police group. This group comprises Officials/administration (01), Professionals (02), Technicians (03), the Sheriff does not have employees in this job category, Protective Services: Sworn (04), Protective Services Non-Sworn (05), Administrative Support (06), Skilled Craft (07) and Services/Maintenance, which the Sheriff does not have employees in this job category. The Official/Administration has two male white employees, which does not allow for comparison to the CLS and one white female. Male employees overrepresent the Professional category, as only three females (30%) are represented in this group. Male whites and Asians represent 60% (white) and 10% (Asian) percent, respectively. Protective services sworn is again heavily dominated by male employees. White males represent 64.13%, while black males represent 2.17%. Hispanic males represent 16.30%, Asian males represent 1.09%, and males represent two or more races, making up 1.09%. In the same category, white females have taken an upswing in this category, rising from last year at 10.87% and Hispanic females at 4.35%. Therefore, this no longer causes an under-representation that was reported years prior. Female blacks are still under-represented.

Protective services non-sworn show that white males represent 33.33%, black males represent 11.11%, and Hispanic males represent 11.11%. White females represent 33.33%, while Hispanic females represent 11.11%. Female blacks are still under-represented in this category.

Administrative Support consists of 11.76% white males, white females at 76.47%, Hispanic females at 5.88%, and females with two or more races at 5.88%. Secondly, Skilled Craft is represented with white males at 100%, which showcases the underrepresentation of all other races across the board.

The corrections unit comprises personnel in the Professional, Protective Sworn, and Administrative Support classifications. For further information, please refer to their submitted EEOP.

Court Security comprises 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 workforce. For further information, please reference their submitted 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 in bringing the Office more in line with CLS. Still, those efforts continue, and new methods are constantly being explored. For example, for the administrative role, 66.67% of the workforce is represented by white males. However, the black male representation in the workforce was down 1.90% from last year, along with the Hispanic male workforce. The same can be reported for the female representation in the same category, 33.33%, which is in an upward trend from last year.

In Protective Services: Sworn, as reported, in all-male categories, there is a distinct upward trend; however, within the female category, there is a disparaging decline from white females to black and Hispanic females (6%). Despite the challenges the numbers show in the decreased state, 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. Understanding the two hiring dynamics the Sheriff must adhere to is essential.

For civilian positions, the Sheriff follows a more traditional process of interviewing and selecting candidates for hire. For example, with 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 from which the Sheriff must hire.

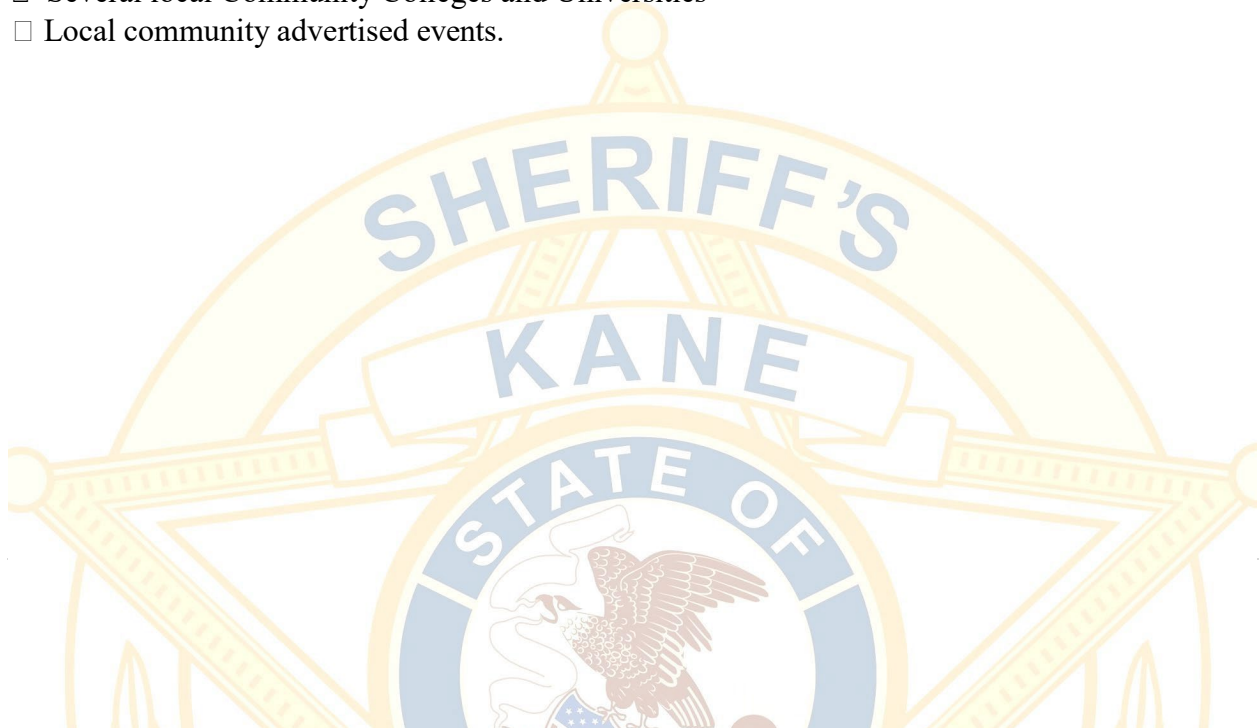


## RECRUITING SUMMARY

This is the second year 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. The Sheriff's Merit Commission also allowed lateral hires for correction and public safety positions. These positions were advertised online and in various law enforcement-related positions. Advertising of openings for deputy and corrections officer positions is managed through the Sheriff's Merit Commission in cooperation with the Sheriff's 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 media pages
- ☐ Recruitment is also available at the National Night Out events hosted by the Sheriff's Office and the Citizen's Police Academy, which has introduced many qualified candidates to the job opportunities present at the Office. We have also incorporated an Explorer Program (ages 15-17) and a Cadet Program (ages 18-20) to assist those interested in helping the Kane County Sheriff's Office with 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 Sheriff Merit Commission rules govern the hiring of Merit Commission employees. Those rules do not cover civilian employees; 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 website and through the Sheriff's Office's social media pages.

The Kane County Sheriff's Merit Commission is responsible for establishing an eligibility list for peace officer, deputy, and corrections officer positions. 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 (for Public Safety only)

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 sixteen (16) 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 – before 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 alphabetically.*

*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 regular hire candidates 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. The sheriff has the discretion to select 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 and 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.

The 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 by an interview and compile an eligibility list. The Sheriff can promote a candidate from the respective list to the position from that established eligibility list. By statute, the Sheriff is not obligated 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 the number of 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 civilians. 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.

MALE							FEMALE						
Promotions	Total	B	W	H	A/PI	AI/AN	T	B	W	H	A/PI	AI/AN	T
Officials/Administrators (01)													
Professionals (02)													
Technicians (03)													
Protective Services/ Sworn (04)		4											
Protective Services/ Non- Sworn (05)													
Admin Support (06)													
Skilled Craft (07)													
Service/Maintenance (08)													
<b>Total</b>													

MALE							FEMALE						
Promotional Candidates	Total	B	W	H	A/PI	AI/AN	T	B	W	H	A/PI	AI/AN	T
Officials/Administrators (01)													
Professionals (02)													
Technicians (03)													
Protective Services/ Sworn (04)	10		9						1				
Protective Services/ Non- Sworn (05)													
Admin Support (06)													
Skilled Craft (07)													
Service/Maintenance (08)													
<b>Total</b>													

## Transfers

Six different collective bargaining agreements cover the Sheriff's Office. Each agreement has a set of guidelines for those applying for a transfer or change of assignment. The public safety deputies can submit for a change of assignment in December of each year or any other year that a position opens. Employees can bid based on seniority for a shift change and day of rotation each year. The transfer and assignment process for the agency has many different variables, and the flow chart reflects actual transfers that have taken place. The same is said for lateral transfers to different units that are still under the realm of public safety. Hence, why may the numbers reflect higher.

MALE						FEMALE					
Transfers	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Official/Administrators											
Professionals											
Technicians											
Protective Services/ Sworn	10		3	1			2	2	2		
Protective Services/ Non-Sworn	1							1			
Admin Support											
Skilled Craft											
Service/Maintenance											
<b>Total</b>	<b>11</b>										

## Discipline

The below table reflects the disciplinary actions taken in 2023-2024 by the Sheriff's Office. Due to the different collective bargaining agreements, not all personnel can receive oral reprimands. According to the CBA, the Sheriff follows a corrective and progressive disciplinary matrix.

Individual coaching and counseling sessions are not included as they are not considered. Discipline.



MALE						FEMALE					
Discipline	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Oral reprimand	0										
Written reprimand	3		3								
Letter of Suspension	1		1								
Letter of termination	0										
Demotion	0										
<b>Total</b>	<b>4</b>										

### Sheriff's Office Breakdown

The tables below contain required information for the police department. It is important to 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

### Public Safety Division

MALE							FEMALE						
Positions	Total	B	W	H	A/PI	AI/AN	T	B	W	H	A/PI	AI/AN	T
Sheriff/Undersheriff			1						1				
Chief/Commander			3										
Lieutenant			2	1									
Sergeant			15	1					1				
Detective			11	1					2	1			
<b>Total</b>													

[illegible]

**Ethnic Detail for Sheriff - Sheriff Employees between 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230119	M	White	04	Protective Services: Sworn	05/15/2023	
FT	20210022	M	Hispanic or Latino	04	Protective Services: Sworn	01/25/2021	
FT	20220672	M	White	04	Protective Services: Sworn	12/12/2022	
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	20230203	F	White	06	Administrative Support	08/21/2023	
FT	19960175	M	White	04	Protective Services: Sworn	09/09/1996	06/03/2024
PT	20230079	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/06/2023	
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	05/10/2024
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	01	Official/Administration	04/04/2005	
FT	19860004	F	White	06	Administrative Support	04/01/1986	
FT	20240185	F	White	04	Protective Services: Sworn	04/15/2024	
FT	20050088	F	White	06	Administrative Support	05/16/2005	
FT	20220361	F	White	05	Protective Services: Non Sworn	06/26/2022	
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	12/19/2023
FT	20020149	M	White	04	Protective Services: Sworn	09/23/2002	
FT	20070118	F	White	06	Administrative Support	06/18/2007	
PT	20240035	M	Hispanic or Latino	04	Protective Services: Sworn	01/29/2024	
FT	20240010	M	White	04	Protective Services: Sworn	01/08/2024	
FT	19980139	M	White	04	Protective Services: Sworn	08/03/1998	

- Termination, as seen in ethnic detail, is not the same meaning listed within our 'Discipline' category. Termination date their retirement date at the Sheriff's Office

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	20080171	M	White	04	Protective Services: Sworn	07/05/2022	
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	19990201	M	White	04	Protective Services: Sworn	09/07/1999	05/02/2024
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	20220127	M	White	04	Protective Services: Sworn	05/02/2022	
FT	20180274	F	White	02	Professionals	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	20200262	M	Hispanic or Latino	04	Protective Services: Sworn	04/20/2020	
FT	20210169	M	Hispanic or Latino	04	Protective Services: Sworn	08/02/2021	
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	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	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	20230093	M	White	04	Protective Services: Sworn	04/10/2023	
FT	20210038	M	White	04	Protective Services: Sworn	03/01/2021	
FT	20210255	F	White	06	Administrative Support	12/06/2021	
FT	20240050	M	White	04	Protective Services: Sworn	02/20/2024	
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	08/01/2023
FT	20170734	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20200671	F	White	04	Protective Services: Sworn	11/15/2020	
FT	20230094	M	White	04	Protective Services: Sworn	04/10/2023	



FT	20130164	F	White	05	Protective Services: Non Sworn	12/02/2013	
FT	20210039	F	White	04	Protective Services: Sworn	03/01/2021	
FT	19930060	F	White	06	Administrative Support	08/16/1993	
FT	20010092	F	White	05	Protective Services: Non Sworn	05/01/2001	
FT	20210009	M	White	05	Protective Services: Non Sworn	01/11/2021	
FT	20160094	M	White	04	Protective Services: Sworn	09/12/2016	
FT	20220037	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20230155	M	White	02	Professionals	07/09/2023	
FT	20050159	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20230261	F	White	04	Protective Services: Sworn	11/06/2023	
FT	20090009	M	White	04	Protective Services: Sworn	01/09/2023	
FT	20140004	F	White	04	Protective Services: Sworn	01/06/2014	
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	02	Professionals	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	20220559	M	White	06	Administrative Support	10/17/2022	
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	20230108	F	Two or More Races	06	Administrative Support	04/17/2023	
FT	20190178	M	White	04	Protective Services: Sworn	09/22/2019	
FT	20220663	F	White	06	Administrative Support	11/28/2022	
FT	20160038	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20240184	M	White	04	Protective Services: Sworn	04/15/2024	
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	
PT	20230068	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/06/2023	

FT	19950002	M	Hispanic or Latino	04	Protective Services: Sworn	01/01/1995	05/16/2024
FT	20040057	M	White	05	Protective Services: Non Sworn	04/01/2004	
FT	20160102	M	White	04	Protective Services: Sworn	09/26/2016	
FT	20230232	F	Hispanic or Latino	05	Protective Services: Non Sworn	09/26/2023	
FT	19970024	M	White	04	Protective Services: Sworn	01/24/1997	02/14/2024
FT	20230136	M	White	02	Professionals	06/05/2023	
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	20230168	M	Asian	04	Protective Services: Sworn	07/24/2023	
FT	20170661	M	White	04	Protective Services: Sworn	03/27/2017	
FT	19970015	M	White	02	Professionals	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	20230167	F	White	04	Protective Services: Sworn	07/24/2023	
FT	19930006	F	White	06	Administrative Support	01/16/1993	
FT	20150111	M	White	04	Protective Services: Sworn	09/21/2015	
FT	20010147	M	White	04	Protective Services: Sworn	11/01/1995	05/10/2024
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	20120028	F	White	04	Protective Services: Sworn	04/29/2012	
FT	20030112	M	Asian	02	Professionals	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	20230137	F	White	02	Professionals	06/05/2023	
FT	19980175	M	White	02	Professionals	09/01/1998	09/01/2023
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	02	Professionals	03/24/2008	
FT	20220378	M	White	05	Protective Services: Non Sworn	07/05/2022	07/28/2023

FT	19970017	M	White	01	Official/Administration	01/10/1997	
FT	20000006	M	White	04	Protective Services: Sworn	01/03/2000	
FT	20230091	M	White	07	Skilled Craft	04/03/2023	
FT	20220018	F	White	06	Administrative Support	01/10/2022	



## MALE

## FEMALE

[illegible]



**PART I. COUNTY OF KANE – 2023-2024 SHERIFF - SHERIFF 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	3	2	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	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%
02 - Professionals	10	6	0	0	1	0	0	0	2	0	1	0	0	0	0
	100%	60.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	20.00%	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	59	2	15	1	0	0	1	10	0	4	0	0	0	0
	100%	64.13%	2.17%	16.30%	1.09%	0.00%	0.00%	1.09%	10.87%	0.00%	4.35%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	9	3	1	1	0	0	0	0	3	0	1	0	0	0	0
	±100%	33.33%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	11.11%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	17	2	0	0	0	0	0	0	13	0	1	0	0	0	1
	±100%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	76.47%	0.00%	5.88%	0.00%	0.00%	0.00%	5.88%
07 - Skilled Craft	4	4	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

Printed on



# 2023-2024 Labor Analysis

**Kane County Sheriff Ronald Hain**  
**6/30/2024**

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# Court Security 2023-2024 Report

## **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 its participants. To accomplish our mission, the Division must maintain current, updated training for personnel, equipment systems, and related items that are fully functional and maintained at peak levels of operating efficiency.

Our department is committed to equal employment opportunity and nondiscrimination. We aim to create a workplace environment where everyone is treated fairly and respectfully, regardless of race, sex, or national origin. In line with this goal, we have implemented various policies and practices 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 who demonstrate a commitment to service and possess the traits and characteristics that reflect personal integrity and high ethical standards. Following 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. Employment preferences 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 indicate 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 reported to the Office without requesting or requiring candidates to provide access to their 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 race, sex, or national origin. We ensure that our job postings are inclusive and reach a diverse group of applicants, ensuring that our selection process is free from bias and discrimination.

**Promotions:**

The Kane County Sheriff's Office has established a policy to define the required and desirable qualifications for promotion within their ranks. Certain considerations must be met to evaluate employees for promotion, 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. 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 reviewing supervisor recommendations, interviews with each candidate, and a committee chosen by the appropriate Commander. Based on the supervisor's 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 who wants to transfer will be interviewed with the Merit Commission.

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

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. Our disciplinary actions 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.

**Attachment 1.**

2021														
	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Performance Doc-Negative	2	4	1											
Suspension														
Written Reprimand														
Performance Doc-Positive				1					1					
2022														
	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Performance Doc-Negative	6		3					3	1					
Suspension														
Written Reprimand														
Performance Doc-Positive				1										
2023														
	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Performance Doc-Negative	4	6		3				2	2	3				
Suspension														
Written Reprimand														
Performance Doc-Positive								1						

## Attachment 2.

[illegible]

	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Promotions	1		1											
Transfers to Correction														
Transfers to Patrol														
2022														
	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Promotions														
Transfers to Correction	1													
Transfers to Patrol														
2023														
	Male							Female						
	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races	White	Black	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific	Two or More Races
Promotions			1											
Transfers to Correction	1		1						1					
Transfers to Patrol			1											



[illegible]



# 2023-2024 Labor Analysis

**Kane County Sheriff Ronald Hain**  
**6/30/2024**

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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 positions. These positions were

advertised on line and at the various law enforcement related events. Advertising of openings for 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 pages
- 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
- 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 {16} 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 correction officers personnel file in the Merit Commission Office.*

*Resource Management does the written exam for the hiring of Corrections Officers. 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.*

*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 two (2) resulting in the applicant's final score. The eligibility list is sent to the Sheriff and also posted in the Merit Commission Office. Each applicant also receives a letter telling them their final score.*

*Because Merit Commission rules state the Sheriff may choose anyone on the eligibility list, the applicants are listed in alphabetical order.*

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

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, 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

## PROMOTIONS

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

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

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

		MEN						WOMEN					
PROMOTIONS	Total	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
OFFICIALS													
PROFESSIONALS	3	2		1									
PS SWORN	4	4											
PS NON-SWORN													
OFFICE													
SKILLED CRAFT													
MAINTENANCE													

		MEN						WOMEN					
APPL PROMOTION	Total	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
OFFICIALS													
PROFESSIONALS	7	5		1	1								

PS SWORN	8	7		1									
PS NON-SWORN													
OFFICE													
SKILLED CRAFT													
MAINTENANCE													

		MEN						WOMEN					
TRANSFERS	Total	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
OFFICIALS													
PROFESSIONALS	1				1								
PS SWORN	3	2	1										
PS NON-SWORN													
OFFICE													
SKILLED CRAFT													
MAINTENANCE													

		MEN						WOMEN					
DISCIPLINE	Total	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
ORAL REPREMAND	23	13	3	5				2					
WRITTEN REPREMAND	10	3	3		1			2		1			
SUSPENSION	5	4		1									
TERMINATION	1			1									
DEMOTION													
TOTAL	39												

		MEN						WOMEN					
CORRECTIONS POSITIONS	Total	W	B	H	A/PI	AI/AN	2 PLUS	W	B	H	A/PI	AI/AN	2 PLUS
COMMANDER	1	1											
CAPTAIN	2	1		1									
LIEUTENANT	6	4		1	1								
SERGEANT													
TOTAL	9	6		2	1								

## Ethnic Detail for Sheriff - Corrections Employees between 07/01/2023 and 06/30/2024

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230251	F	White	06	Administrative Support	10/16/2023	
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	20230103	M	White	08	Service/Maintenance	04/12/2023	10/05/2023
FT	20220036	M	Black	04	Protective Services: Sworn	02/14/2022	
FT	20060142	M	White	02	Professionals	07/31/2006	
FT	20020110	M	White	04	Protective Services: Sworn	08/12/2002	
FT	20230135	F	White	02	Professionals	06/05/2023	04/26/2024
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	08/13/2023
FT	20180008	M	White	04	Protective Services: Sworn	02/05/2018	
FT	20070216	M	White	02	Professionals	12/10/2007	
FT	20080048	F	White	04	Protective Services: Sworn	03/24/2008	
FT	20130076	F	Asian	02	Professionals	07/15/2013	
FT	20240181	F	White	04	Protective Services: Sworn	04/15/2024	
FT	20230218	M	White	04	Protective Services: Sworn	09/11/2023	10/27/2023
FT	20210140	M	Black	04	Protective Services: Sworn	06/28/2021	
FT	20230219	M	White	04	Protective Services: Sworn	09/11/2023	
FT	20190200	F	Hispanic or Latino	04	Protective Services: Sworn	10/28/2019	
FT	20040028	M	White	04	Protective Services: Sworn	02/09/2004	03/02/2024
FT	20200035	M	White	04	Protective Services: Sworn	05/15/2023	
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	20210168	M	Hispanic or Latino	04	Protective Services: Sworn	08/02/2021	
FT	20240052	M	White	04	Protective Services: Sworn	02/20/2024	05/21/2024
FT	20100026	F	White	04	Protective Services: Sworn	03/29/2010	
FT	20080050	M	White	04	Protective Services: Sworn	03/24/2008	02/08/2024
FT	20180653	F	Black	02	Professionals	12/28/2018	



FT	20090062	M	White	04	Protective Services: Sworn	10/05/2009	
FT	20110081	M	White	04	Protective Services: Sworn	10/11/2011	
FT	20210173	F	White	06	Administrative Support	08/16/2021	
FT	20040029	M	Asian	02	Professionals	02/09/2004	
FT	20190107	M	Black	02	Professionals	05/13/2019	
FT	20080043	F	Hispanic or Latino	02	Professionals	03/17/2008	
FT	20090011	M	Hispanic or Latino	02	Professionals	02/02/2009	
FT	20230169	M	White	04	Protective Services: Sworn	07/23/2023	
FT	20190039	F	White	06	Administrative Support	09/12/2021	04/08/2024
FT	20230072	F	White	06	Administrative Support	03/13/2023	
FT	19940089	M	White	02	Professionals	08/16/1994	02/02/2024
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	08/01/2023
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	20220442	F	Hispanic or Latino	04	Protective Services: Sworn	09/19/2022	
FT	20190189	M	Hispanic or Latino	04	Protective Services: Sworn	10/07/2019	
FT	20210130	M	Hispanic or Latino	06	Administrative Support	06/01/2021	
FT	19950155	M	White	04	Protective Services: Sworn	09/29/1995	
FT	20050039	F	White	04	Protective Services: Sworn	02/14/2005	
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	20230017	M	White	04	Protective Services: Sworn	01/09/2023	
FT	20080028	M	White	04	Protective Services: Sworn	02/04/2008	
FT	19900129	F	Hispanic or Latino	02	Professionals	08/01/1995	

FT	20060187	M	White	02	Professionals	10/10/2006	
FT	20010081	F	White	06	Administrative Support	04/16/2001	
FT	20240200	F	White	02	Professionals	04/22/2024	
FT	20210139	M	White	04	Protective Services: Sworn	07/06/2021	
FT	20000021	F	White	04	Protective Services: Sworn	02/22/2000	10/30/2023
FT	20080060	M	White	04	Protective Services: Sworn	04/14/2008	
FT	20220287	M	White	04	Protective Services: Sworn	06/06/2022	
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	20110028	F	White	04	Protective Services: Sworn	03/14/2011	
FT	20070138	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20220164	F	Black	04	Protective Services: Sworn	05/23/2022	
FT	20080031	F	White	04	Protective Services: Sworn	02/04/2008	
FT	20060106	M	White	04	Protective Services: Sworn	05/30/2006	
FT	20170765	M	White	04	Protective Services: Sworn	12/04/2017	
FT	20070136	M	White	04	Protective Services: Sworn	07/23/2007	
FT	20040102	M	White	02	Professionals	05/24/2004	
PT	20230293	F	White	02	Professionals	12/11/2023	
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	20240180	M	Hispanic or Latino	04	Protective Services: Sworn	04/15/2024	
FT	20010173	F	White	04	Protective Services: Sworn	08/06/2001	
FT	20070218	M	White	04	Protective Services: Sworn	12/10/2007	
FT	20200686	F	White	04	Protective Services: Sworn	12/14/2020	
FT	20030123	F	White	04	Protective Services: Sworn	07/14/2003	07/03/2023
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	20000016	M	White	04	Protective Services: Sworn	02/07/2000	
FT	20150026	F	Hispanic or Latino	08	Service/Maintenance	03/16/2015	
FT	20230152	M	Black	04	Protective Services: Sworn	07/09/2023	
FT	20000139	M	White	04	Protective Services: Sworn	07/17/2000	10/23/2023
FT	20220038	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20210238	M	Hispanic or Latino	04	Protective Services: Sworn	11/01/2021	07/18/2023

FT	19960218	M	Hispanic or Latino	04	Protective Services: Sworn	11/04/1996	07/03/2023
FT	20020036	M	White	02	Professionals	02/25/2002	
FT	20180467	M	Hispanic or Latino	04	Protective Services: Sworn	10/08/2018	
FT	20220387	M	White	08	Service/Maintenance	07/18/2022	
FT	20190079	M	White	04	Protective Services: Sworn	03/25/2019	
FT	20230220	M	Asian	04	Protective Services: Sworn	09/11/2023	12/31/2023
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	20230014	F	White	02	Professionals	01/16/2023	
FT	20190161	M	Hispanic or Latino	08	Service/Maintenance	08/26/2019	
FT	20220644	M	White	04	Protective Services: Sworn	11/14/2022	
FT	20230139	M	Hispanic or Latino	08	Service/Maintenance	06/12/2023	
FT	20020037	M	White	04	Protective Services: Sworn	02/25/2002	
FT	20230245	F	White	04	Protective Services: Sworn	10/10/2023	10/12/2023
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	20190210	M	White	04	Protective Services: Sworn	11/25/2019	
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	20220397	M	White	02	Professionals	08/10/2022	
FT	20140056	M	White	04	Protective Services: Sworn	05/12/2014	
FT	20230027	F	Black	04	Protective Services: Sworn	01/23/2023	
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	20060188	M	White	04	Protective Services: Sworn	10/10/2006	
FT	20230294	M	White	04	Protective Services: Sworn	12/11/2023	12/22/2023
FT	20200013	M	White	04	Protective Services: Sworn	12/30/2019	
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	04	Protective Services: Sworn	07/23/2007	
FT	20060189	M	White	04	Protective Services: Sworn	10/10/2006	

FT	20240183	M	Hispanic or Latino	04	Protective Services: Sworn	04/15/2024	
FT	20190188	M	Black	04	Protective Services: Sworn	10/07/2019	
FT	20220047	M	Black	04	Protective Services: Sworn	03/14/2022	08/19/2023
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	20240049	M	Hispanic or Latino	04	Protective Services: Sworn	02/20/2024	
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	07/14/2023
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 – 2023-2024 SHERIFF - CORRECTIONS 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 No Employees for This Category														
PROFESSIONALS														
Workforce #%	35.00%	5.00%	10.00%	5.00%	0.00%	0.00%	0.00%	25.00%	5.00%	10.00%	5.00%	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 %	1.00%	3.40%	6.50%	1.20%	-0.10%	0.00%	-0.70%	-19.30%	2.30%	5.20%	0.90%	0.00%	0.00%	-0.30%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	58.12%	7.69%	11.97%	1.71%	0.00%	0.00%	2.56%	11.97%	2.56%	2.56%	0.85%	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 %	-3.08%	5.79%	-3.23%	-0.79%	0.00%	0.00%	1.46%	2.97%	-1.64%	-2.14%	0.85%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	8.33%	8.33%	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 #%	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%	6.93%	0.13%	-1.80%	-0.10%	0.00%	-0.30%	17.23%	-3.20%	0.57%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE														
Workforce #%	33.33%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%	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 %	9.43%	-4.10%	20.30%	-1.20%	-0.10%	0.00%	-0.60%	-17.90%	-2.90%	-0.73%	-1.60%	-0.10%	0.00%	-0.60%

**PART I. COUNTY OF KANE – 2023-2024 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	20	7	1	2	1	0	0	0	5	1	2	1	0	0	0	
	100%	35.00%	5.00%	10.00%	5.00%	0.00%	0.00%	0.00%	25.00%	5.00%	10.00%	5.00%	0.00%	0.00%	0.00%	
03 - Technicians	Sheriff - Corrections does not have employees in this job category.															
04 - Protective Services: Sworn	115	67	9	14	2	0	0	3	14	2	3	1	0	0	0	
	100%	58.26%	7.83%	12.17%	1.74%	0.00%	0.00%	2.61%	12.17%	1.74%	2.61%	0.87%	0.00%	0.00%	0.00%	
05 - Protective Services: Non Sworn	Sheriff - Corrections does not have employees in this job category.															
06 - Administrative Support	12	1	1	1	0	0	0	0	7	0	2	0	0	0	0	
	±100%	8.33%	8.33%	8.33%	0.00%	0.00%	0.00%	0.00%	58.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	
07 - Skilled Craft	Sheriff - Corrections does not have employees in this job category.															
08 - Service/Maintenance	6	2	0	3	0	0	0	0	0	0	1	0	0	0	0	
	100%	33.33%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	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

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## Ethnic Detail for Sheriff - Court Security Employees between 07/01/2023 and 06/30/2024

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	20230260	F	Hispanic or Latino	04	Protective Services: Sworn	11/06/2023	05/03/2024
FT	20210069	F	Hispanic or Latino	02	Professionals	03/29/2021	
FT	20240053	F	White	04	Protective Services: Sworn	02/20/2024	
FT	20210044	M	White	04	Protective Services: Sworn	03/08/2021	
FT	20210233	M	White	04	Protective Services: Sworn	10/18/2021	
FT	20030201	M	White	04	Protective Services: Sworn	11/12/2003	
FT	20230221	M	Hispanic or Latino	04	Protective Services: Sworn	09/11/2023	
FT	20230286	M	Hispanic or Latino	02	Professionals	12/04/2023	
FT	20220383	M	White	04	Protective Services: Sworn	07/11/2022	
FT	20230258	M	Two or More Races	04	Protective Services: Sworn	11/06/2023	
FT	20110033	M	White	04	Protective Services: Sworn	04/18/2011	
FT	20230193	F	Two or More Races	02	Professionals	08/07/2023	
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	11/13/2023
PT	20210110	M	White	04	Protective Services: Sworn	05/10/2021	
FT	20240011	M	White	04	Protective Services: Sworn	01/08/2024	
FT	20210253	F	Hispanic or Latino	04	Protective Services: Sworn	11/29/2021	
FT	20190148	F	Hispanic or Latino	04	Protective Services: Sworn	08/30/2023	
FT	20230259	M	American Indian or Alaska Native	04	Protective Services: Sworn	11/06/2023	
FT	20210006	M	Hispanic or Latino	04	Protective Services: Sworn	01/04/2021	07/21/2023
PT	20130144	M	White	04	Protective Services: Sworn	10/28/2013	05/28/2024
FT	20240051	M	Asian	04	Protective Services: Sworn	02/20/2024	
FT	20230222	F	Two or More Races	04	Protective Services: Sworn	09/11/2023	
PT	20190023	F	White	04	Protective Services: Sworn	02/04/2019	
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	
FT	20230018	M	White	04	Protective Services: Sworn	01/09/2023	

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	20220382	F	White	04	Protective Services: Sworn	07/11/2022	06/03/2024
FT	20210198	M	Two or More Races	04	Protective Services: Sworn	09/20/2021	
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	20220627	M	Asian	04	Protective Services: Sworn	10/31/2022	
PT	20210046	M	Black	04	Protective Services: Sworn	03/08/2021	
PT	19980093	M	Black	04	Protective Services: Sworn	11/08/2021	
FT	20230120	F	Black	04	Protective Services: Sworn	05/15/2023	
FT	20120086	M	White	04	Protective Services: Sworn	10/09/2012	
FT	20220026	M	White	04	Protective Services: Sworn	01/24/2022	08/11/2023
FT	20140092	M	White	04	Protective Services: Sworn	07/30/2014	
FT	20220404	M	Black	04	Protective Services: Sworn	08/22/2022	05/29/2024



**PART I. COUNTY OF KANE – 2023-2024 SHERIFF - COURT SECURITY 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 No Employees for This Category														
PROFESSIONALS														
Workforce #%	16.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	16.67%	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%	29.83%	-3.80%	-0.10%	0.00%	-0.70%	-27.63%	-2.70%	11.87%	-4.10%	0.00%	0.00%	16.37%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	39.13%	8.70%	13.04%	6.52%	2.17%	0.00%	4.35%	8.70%	8.70%	6.52%	0.00%	0.00%	0.00%	2.17%
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%	6.80%	-2.16%	4.02%	2.17%	0.00%	3.25%	-0.30%	4.50%	1.82%	0.00%	0.00%	0.00%	2.17%
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 – 2023-2024 SHERIFF - COURT SECURITY 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	Sheriff - Court Security does not have employees in this job category.														
02 - Professionals	6 ±100%	1 16.67%	0 0.00%	2 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 16.67%	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	46 100%	18 39.13%	4 8.70%	6 13.04%	3 6.52%	1 2.17%	0 0.00%	2 4.35%	4 8.70%	4 8.70%	3 6.52%	0 0.00%	0 0.00%	0 0.00%	1 2.17%
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

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## Ethnic Detail for **Sheriff - Sheriff** Employees between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230119	M	White	04	Protective Services: Sworn	05/15/2023	
FT	20210022	M	Hispanic or Latino	04	Protective Services: Sworn	01/25/2021	
FT	20220672	M	White	04	Protective Services: Sworn	12/12/2022	
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	20230203	F	White	06	Administrative Support	08/21/2023	
FT	19960175	M	White	04	Protective Services: Sworn	09/09/1996	06/03/2024
PT	20230079	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/06/2023	
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	05/10/2024
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	01	Official/Administration	04/04/2005	
FT	19860004	F	White	06	Administrative Support	04/01/1986	
FT	20240185	F	White	04	Protective Services: Sworn	04/15/2024	
FT	20050088	F	White	06	Administrative Support	05/16/2005	
FT	20220361	F	White	05	Protective Services: Non Sworn	06/26/2022	
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	12/19/2023
FT	20020149	M	White	04	Protective Services: Sworn	09/23/2002	
FT	20070118	F	White	06	Administrative Support	06/18/2007	
PT	20240035	M	Hispanic or Latino	04	Protective Services: Sworn	01/29/2024	
FT	20240010	M	White	04	Protective Services: Sworn	01/08/2024	
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	20080171	M	White	04	Protective Services: Sworn	07/05/2022	
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	19990201	M	White	04	Protective Services: Sworn	09/07/1999	05/02/2024
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	20220127	M	White	04	Protective Services: Sworn	05/02/2022	
FT	20180274	F	White	02	Professionals	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	20200262	M	Hispanic or Latino	04	Protective Services: Sworn	04/20/2020	
FT	20210169	M	Hispanic or Latino	04	Protective Services: Sworn	08/02/2021	
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	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	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	20230093	M	White	04	Protective Services: Sworn	04/10/2023	
FT	20210038	M	White	04	Protective Services: Sworn	03/01/2021	
FT	20210255	F	White	06	Administrative Support	12/06/2021	
FT	20240050	M	White	04	Protective Services: Sworn	02/20/2024	
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	08/01/2023
FT	20170734	M	White	04	Protective Services: Sworn	09/10/2017	
FT	20200671	F	White	04	Protective Services: Sworn	11/15/2020	
FT	20230094	M	White	04	Protective Services: Sworn	04/10/2023	

FT	20130164	F	White	05	Protective Services: Non Sworn	12/02/2013	
FT	20210039	F	White	04	Protective Services: Sworn	03/01/2021	
FT	19930060	F	White	06	Administrative Support	08/16/1993	
FT	20010092	F	White	05	Protective Services: Non Sworn	05/01/2001	
FT	20210009	M	White	05	Protective Services: Non Sworn	01/11/2021	
FT	20160094	M	White	04	Protective Services: Sworn	09/12/2016	
FT	20220037	M	White	04	Protective Services: Sworn	02/14/2022	
FT	20230155	M	White	02	Professionals	07/09/2023	
FT	20050159	M	White	04	Protective Services: Sworn	07/18/2005	
FT	20230261	F	White	04	Protective Services: Sworn	11/06/2023	
FT	20090009	M	White	04	Protective Services: Sworn	01/09/2023	
FT	20140004	F	White	04	Protective Services: Sworn	01/06/2014	
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	02	Professionals	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	20220559	M	White	06	Administrative Support	10/17/2022	
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	20230108	F	Two or More Races	06	Administrative Support	04/17/2023	
FT	20190178	M	White	04	Protective Services: Sworn	09/22/2019	
FT	20220663	F	White	06	Administrative Support	11/28/2022	
FT	20160038	M	White	04	Protective Services: Sworn	03/21/2016	
FT	20240184	M	White	04	Protective Services: Sworn	04/15/2024	
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	
PT	20230068	F	Hispanic or Latino	05	Protective Services: Non Sworn	03/06/2023	

FT	19950002	M	Hispanic or Latino	04	Protective Services: Sworn	01/01/1995	05/16/2024
FT	20040057	M	White	05	Protective Services: Non Sworn	04/01/2004	
FT	20160102	M	White	04	Protective Services: Sworn	09/26/2016	
FT	20230232	F	Hispanic or Latino	05	Protective Services: Non Sworn	09/26/2023	
FT	19970024	M	White	04	Protective Services: Sworn	01/24/1997	02/14/2024
FT	20230136	M	White	02	Professionals	06/05/2023	
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	20230168	M	Asian	04	Protective Services: Sworn	07/24/2023	
FT	20170661	M	White	04	Protective Services: Sworn	03/27/2017	
FT	19970015	M	White	02	Professionals	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	20230167	F	White	04	Protective Services: Sworn	07/24/2023	
FT	19930006	F	White	06	Administrative Support	01/16/1993	
FT	20150111	M	White	04	Protective Services: Sworn	09/21/2015	
FT	20010147	M	White	04	Protective Services: Sworn	11/01/1995	05/10/2024
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	20120028	F	White	04	Protective Services: Sworn	04/29/2012	
FT	20030112	M	Asian	02	Professionals	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	20230137	F	White	02	Professionals	06/05/2023	
FT	19980175	M	White	02	Professionals	09/01/1998	09/01/2023
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	02	Professionals	03/24/2008	
FT	20220378	M	White	05	Protective Services: Non Sworn	07/05/2022	07/28/2023

FT	19970017	M	White	01	Official/Administration	01/10/1997	
FT	20000006	M	White	04	Protective Services: Sworn	01/03/2000	
FT	20230091	M	White	07	Skilled Craft	04/03/2023	
FT	20220018	F	White	06	Administrative Support	01/10/2022	

**PART I. COUNTY OF KANE – 2023-2024 SHERIFF - SHERIFF UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	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 #%	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 %	15.37%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	5.13%	-2.10%	-4.50%	-1.90%	0.00%	0.00%	-0.30%
<b>PROFESSIONALS</b>														
Workforce #%	60.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	20.00%	0.00%	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 %	26.00%	-1.60%	-3.50%	6.20%	-0.10%	0.00%	-0.70%	-24.30%	-2.70%	5.20%	-4.10%	0.00%	0.00%	-0.30%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
Workforce #%	65.56%	2.22%	16.67%	1.11%	0.00%	0.00%	1.11%	11.11%	0.00%	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 %	4.36%	0.32%	1.47%	-1.39%	0.00%	0.00%	0.01%	2.11%	-4.20%	-2.48%	0.00%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICES: NON SWORN</b>														
Workforce #%	27.27%	9.09%	9.09%	0.00%	0.00%	0.00%	0.00%	27.27%	0.00%	27.27%	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 %	11.27%	6.39%	2.39%	0.00%	0.00%	0.00%	0.00%	-27.43%	-9.30%	16.57%	0.00%	0.00%	0.00%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	76.47%	0.00%	5.88%	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%	35.37%	-3.20%	-10.22%	-2.10%	0.00%	0.00%	4.88%
<b>SKILLED CRAFT</b>														
Workforce #%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														



**PART I. COUNTY OF KANE – 2023-2024 SHERIFF - SHERIFF 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	3	2	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	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%
02 - Professionals	10	6	0	0	1	0	0	0	2	0	1	0	0	0	0
	100%	60.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	20.00%	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	59	2	15	1	0	0	1	10	0	4	0	0	0	0
	100%	64.13%	2.17%	16.30%	1.09%	0.00%	0.00%	1.09%	10.87%	0.00%	4.35%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	9	3	1	1	0	0	0	0	3	0	1	0	0	0	0
	±100%	33.33%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	11.11%	0.00%	0.00%	0.00%	0.00%
06 - Administrative Support	17	2	0	0	0	0	0	0	13	0	1	0	0	0	1
	±100%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	76.47%	0.00%	5.88%	0.00%	0.00%	0.00%	5.88%
07 - Skilled Craft	4	4	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

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# **EQUAL EMPLOYMENT OPPORTUNITY PLAN**



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

Effective Date: July 1, 2023 through June 30, 2025

## INTRODUCTORY INFORMATION

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

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

The current workforce and utilization analysis data referenced in this report is summarized in Attachments A and B and reflects the State's Attorney's Office workforce information as of June 30, 2018. The community labor statistics which are referenced in the utilization analysis are derived from the 2010 Census for Kane County, the most recent year for which complete census data is available.

This EEOP is effective July 1, 2023 through June 30, 2025, and will be updated on a bi-annual basis.

### Grant Information (as of July 1, 2023):

---

**Grant Title:** Child Advocacy Center Services  
Victims of Crime Act (VOCA)

**Grant Number:** 221203

**Grantee Name:** Kane County Child Advocacy Center  
(Kane County State's Attorney's Office)

**Award Amount:** \$121,925

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

**Contact Person:** Terry Hunt

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

---

**Grant Title:** Comprehensive Law Enforcement  
Response to Drugs  
US Department of Justice  
Byrne Justice Assistance Grant

**Grant Number:** 421022

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

**Award Amount:** \$159,289

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

---

**Grant Title:** Comprehensive Opioid, Stimulant  
And Substance Abuse Site-Based Program

**Grant Number:** 15PBJA-21-GG-  
04564-COAP

**Grantee Name:** County of Kane County  
(Kane County State's Attorney's Office)

**Award Amount:** \$1,199,114

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

**Contact Person:** Terry Hunt

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

---

**Grant Title:** Juvenile Justice Council

**Grant Number:** \$59,072

**Grantee Name:** County of Kane  
(Kane County State's Attorney)

**Award Amount:** \$59,072

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

**Contact Person:** Terry Hunt

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

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## **POLICY STATEMENT**

It is the State's Attorney's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, age, national origin, ancestry, citizenship status, disability, marital status, sexual orientation, gender identity, pregnancy, political affiliation, genetic information, order of protection status, military status, veteran status, military service, unfavorable military discharge or any legally protected status. This policy applies to all aspects of employment, including, but not limited to, recruiting, hiring, promotions, compensation, assignments, benefits, training, layoffs, discipline and termination. To the extent required by receipt of grant funds or other laws, any employment or discrimination policy required to be adopted by such grant agreement or law is hereby adopted by reference as if fully set forth herein.

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

## UTILIZATION ANALYSIS NARRATIVE

The State's Attorney's Office is structured similar to a law firm. As of July 1, 2023, there were approximately 101 attorneys, 7 sworn investigators, and 96 administrative staff personnel, including but not limited to paralegals, legal administrative assistants, victim advocates, IT, human resources, and finance personnel.

In reviewing the utilization analysis, underutilization was noted for the following job group categories:

**Professionals (Attorneys):** Hispanic or Latino males are underutilized by 1.52%, Asian males are underutilized by 1.82%, American Indian or Alaska Native males are underutilized by 0.1% and Black males are underutilized by 1.6%. Asian females are underutilized by 2.12%, Hispanic or Latino females are underutilized by 3.81% and Black females are underutilized by 0.72%.

**Protective Services (Sworn):** Because the States Attorney's Office has only seven sworn investigators in the protective services category, it is difficult to interpret the level of underutilization in this category. Nevertheless, it was noted Black females are underutilized by 4.2% and Hispanic or Latino females are underutilized by 4.7%. Black males are underutilized by 1.9%, Asian males are underutilized by 2.5%, and Hispanic or Latino males are underutilized by 15.2%.

**Administrative Support:** White males are underutilized in this category by 15.13%, Hispanic or Latino males are underutilized by 4.03% and Asian males are underutilized by 1.8%. Asian females are underutilized by 1.32%. American Indian or Alaska Native males are underutilized by 0.1%. Asian females are underutilized by 2.1%.

## OBJECTIVES AND STEPS

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

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

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

c. Our organization will continue to attend conferences to encourage female and all minorities, including Black, Asian, and Hispanic or Latino males and Black and Hispanic or

Latino females to apply for positions. In addition, we will explore new methods to recruit employees.

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

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

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

**2. To ensure equal employment opportunities for White, Hispanic or Latino, Asian, and Native Hawaiian or Other Pacific Islander males, 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, Asian, and Native Hawaiian or Other Pacific Islander males, and Asian females receive an equal opportunity to secure employment. The States Attorney will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny any group equal employment opportunity.

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

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

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

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

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

**3. To ensure equal employment opportunities for Hispanic or Latino, Black, Asian, and American Indian or Alaska Native males and Black, Hispanic or Latino, and Asian females**

**when our organization fills vacancies that become available in the Professionals job category.**

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

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

c. Our organization will continue to attend conferences to encourage females and all minorities, including Hispanic or Latino, Black, Asian, and American Indian or Alaska Native males and Black, Hispanic or Latino, and Asian females, to apply for professional positions. In addition, we will explore new methods to recruit employees.

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

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

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

## **DISSEMINATION**

### **Internal:**

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

### **External:**

- The Office will continue to include the statement "Equal Opportunity Employer" on all job postings, and notice will be provided as to where job applicants for positions can obtain a copy of the EEOP.

- The Human Resource Management Director for Kane County will be provided with the plan for dissemination to any interested person.
- A digital copy of the EEOP will be posted to the County website.
- The EEOP will be available as a public record upon request.



# **ATTACHMENT A**

## **2023-2024 Kane County State's Attorney's Office Workforce Chart**

**PART I. COUNTY OF KANE – 2023-2024 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	101	43	0	2	2	0	0	0	49	2	1	2	0	0	0
	±100%	42.57%	0.00%	1.98%	1.98%	0.00%	0.00%	0.00%	48.51%	1.98%	0.99%	1.98%	0.00%	0.00%	0.00%
03 - Technicians	State's Attorney does not have employees in this job category.														
04 - Protective Services: Sworn	7	6	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	85.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	State's Attorney does not have employees in this job category.														
06 - Administrative Support	96	9	2	4	0	0	0	2	43	4	28	0	1	0	3
	±100%	9.38%	2.08%	4.17%	0.00%	0.00%	0.00%	2.08%	44.79%	4.17%	29.17%	0.00%	1.04%	0.00%	3.13%
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

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## **ATTACHMENT B**

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

**PART I. COUNTY OF KANE – 2023-2024 STATE'S ATTORNEY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	42.57%	0.00%	1.98%	1.98%	0.00%	0.00%	0.00%	48.51%	1.98%	0.99%	1.98%	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 %	8.57%	-1.60%	-1.52%	-1.82%	-0.10%	0.00%	-0.70%	4.21%	-0.72%	-3.81%	-2.12%	0.00%	0.00%	-0.30%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	85.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 %	24.51%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	5.29%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	9.38%	2.08%	4.17%	0.00%	0.00%	0.00%	2.08%	44.79%	4.17%	29.17%	0.00%	1.04%	0.00%	3.13%
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 %	-15.13%	0.68%	-4.03%	-1.80%	-0.10%	0.00%	1.78%	3.69%	0.97%	13.07%	-2.10%	1.04%	0.00%	2.13%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

# **ATTACHMENT C**

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

**Disciplinary Actions**  
**July 1, 2023 – June 30, 2024**

1 White, Male – Performance improvement plan  
4 Black, Male – Written warning  
1 Black, Male – Suspension  
1 Hispanic or Latino, Female – Informal discussion  
1 Hispanic or Latino, Female – Formal discussion

**Promotions**  
**July 1, 2023 – June 30, 2024**

2 White, Male  
4 White, Female  
1 Hispanic or Latino, Female

**Terminations**  
**July 1, 2023 – June 30, 2024**

**Involuntary**

1 Hispanic or Latino, Female  
1 White, Male

**Voluntary**

9 White, Female  
2 Hispanic, Female  
2 Black, Male  
1 Asian, Male  
1 Asian, Female  
5 White, Male  
2 Hispanic, Male

## Ethnic Detail for **State's Attorney** Employees between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20230233	M	Asian	02	Professionals	09/25/2023	03/15/2024
FT	20200045	M	Hispanic or Latino	06	Administrative Support	02/10/2020	
FT	20230198	M	White	02	Professionals	08/21/2023	
FT	20240223	F	Hispanic or Latino	06	Administrative Support	05/29/2024	
FT	20220165	F	White	02	Professionals	05/18/2022	
FT	20230197	F	White	02	Professionals	08/21/2023	
FT	20240248	F	Two or More Races	06	Administrative Support	06/17/2024	
FT	20230033	M	Two or More Races	06	Administrative Support	02/06/2023	09/29/2023
FT	20190142	F	Black	06	Administrative Support	07/29/2019	
PT	19890004	F	White	02	Professionals	01/09/1989	
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	20220368	F	White	02	Professionals	06/21/2022	08/31/2023
FT	20070013	F	White	06	Administrative Support	01/22/2007	
FT	20220076	F	White	02	Professionals	06/13/2022	
FT	20240249	F	White	02	Professionals	06/17/2024	
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	20200306	M	White	04	Protective Services: Sworn	07/27/2020	
FT	20240019	F	White	06	Administrative Support	01/22/2024	
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	20190094	F	Hispanic or Latino	06	Administrative Support	05/02/2019	
FT	20210228	F	Hispanic or Latino	06	Administrative Support	10/18/2021	
FT	20230156	M	White	02	Professionals	07/10/2023	
FT	20230277	F	Hispanic or Latino	06	Administrative Support	11/27/2023	
FT	20230159	F	White	02	Professionals	07/17/2023	
FT	20010266	F	White	02	Professionals	11/19/2001	

FT	20230180	F	White	06	Administrative Support	08/07/2023	
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	20210138	F	Hispanic or Latino	06	Administrative Support	06/28/2021	
FT	20230278	F	White	06	Administrative Support	11/27/2023	12/04/2023
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	08/02/2023
PT	20240191	F	White	06	Administrative Support	04/15/2024	
FT	20210035	M	White	02	Professionals	03/01/2021	
FT	20220405	F	Hispanic or Latino	06	Administrative Support	08/22/2022	11/07/2023
FT	20220023	F	White	02	Professionals	01/18/2022	07/14/2023
FT	20010022	F	White	06	Administrative Support	01/29/2001	10/27/2023
FT	20180046	F	White	06	Administrative Support	01/22/2024	
FT	20220561	M	Black	06	Administrative Support	10/24/2022	07/14/2023
FT	20140063	F	White	02	Professionals	08/21/2017	
FT	20240203	F	Hispanic or Latino	06	Administrative Support	05/06/2024	
FT	20230107	M	Hispanic or Latino	06	Administrative Support	04/17/2023	
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	
FT	20230117	M	White	02	Professionals	05/15/2023	
FT	20230157	F	White	06	Administrative Support	07/17/2023	08/01/2023
PT	19950014	F	White	06	Administrative Support	01/30/1995	
FT	20110018	F	White	02	Professionals	02/14/2011	
FT	20230036	F	Hispanic or Latino	06	Administrative Support	02/06/2023	
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	20220562	F	White	02	Professionals	10/24/2022	
FT	20240247	F	Hispanic or Latino	06	Administrative Support	06/17/2024	
FT	20230227	M	White	06	Administrative Support	09/11/2023	
FT	20220608	F	Black	06	Administrative Support	10/31/2022	
FT	20210243	F	White	02	Professionals	11/12/2021	09/27/2023



FT	20180167	F	Hispanic or Latino	06	Administrative Support	04/11/2018	
FT	20230271	M	White	06	Administrative Support	11/20/2023	
PT	20220422	F	White	06	Administrative Support	09/08/2022	
FT	19800002	F	White	06	Administrative Support	02/01/1980	
FT	19930055	F	White	06	Administrative Support	08/01/1993	
FT	20230181	F	White	02	Professionals	08/07/2023	
FT	20220144	M	White	02	Professionals	05/16/2022	
FT	20230158	M	White	06	Administrative Support	07/17/2023	11/01/2023
FT	19970092	F	White	06	Administrative Support	05/13/1997	
FT	20220410	F	White	06	Administrative Support	08/29/2022	
FT	20090005	F	White	06	Administrative Support	01/22/2009	
FT	20230134	F	White	06	Administrative Support	05/31/2023	
FT	20230047	M	White	02	Professionals	02/21/2023	
FT	20120108	M	White	02	Professionals	12/03/2012	
FT	20220003	M	White	02	Professionals	01/03/2022	
FT	20230204	F	White	06	Administrative Support	08/28/2023	
FT	20160074	F	White	02	Professionals	08/15/2016	07/28/2023
FT	20230011	F	Black	02	Professionals	01/09/2023	
PT	20240098	M	White	06	Administrative Support	02/21/2024	
FT	20230043	F	White	06	Administrative Support	02/14/2023	
FT	20220552	F	White	06	Administrative Support	10/17/2022	
FT	20000200	M	White	02	Professionals	09/14/2000	
FT	20240233	M	White	06	Administrative Support	06/03/2024	
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	20230172	M	White	02	Professionals	07/27/2023	
FT	20230228	M	Asian	02	Professionals	09/18/2023	
FT	20170671	F	White	02	Professionals	02/01/2021	
FT	20230186	M	White	02	Professionals	08/14/2023	
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	20220377	M	White	02	Professionals	07/06/2022	
FT	20230276	M	White	02	Professionals	11/27/2023	
FT	20230030	F	Two or More Races	06	Administrative Support	01/30/2023	09/11/2023

FT	20210174	F	White	02	Professionals	08/01/2022	
FT	20240212	M	White	02	Professionals	05/13/2024	
FT	20210152	F	White	02	Professionals	07/12/2021	
FT	20190151	F	Hispanic or Latino	06	Administrative Support	08/19/2019	
FT	20230270	F	White	06	Administrative Support	11/13/2023	
FT	20140119	M	White	02	Professionals	09/17/2014	
FT	20010059	F	White	06	Administrative Support	03/19/2001	
FT	20180646	M	White	02	Professionals	12/05/2018	
FT	20070079	F	White	02	Professionals	05/17/2021	
FT	20230257	M	White	02	Professionals	11/01/2023	
FT	20230073	F	Hispanic or Latino	06	Administrative Support	03/13/2023	09/29/2023
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	20230125	F	White	06	Administrative Support	05/22/2023	06/13/2024
FT	20220371	F	Hispanic or Latino	06	Administrative Support	06/27/2022	
PT	20220671	F	White	06	Administrative Support	12/15/2022	
FT	20160175	F	White	04	Protective Services: Sworn	12/19/2016	
FT	20220380	F	Asian	02	Professionals	07/11/2022	
FT	20070119	M	White	06	Administrative Support	06/16/2007	01/12/2024
FT	20220065	F	Hispanic or Latino	06	Administrative Support	03/28/2022	
FT	20230226	F	Hispanic or Latino	06	Administrative Support	09/05/2023	
FT	20200269	F	White	02	Professionals	05/12/2020	
FT	20230246	F	White	06	Administrative Support	10/10/2023	
FT	20160071	M	White	02	Professionals	07/11/2016	
FT	20230205	M	White	02	Professionals	08/28/2023	12/18/2023
FT	20210209	F	White	06	Administrative Support	10/04/2021	
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	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	20220426	M	White	02	Professionals	09/12/2022	
FT	20210240	M	White	02	Professionals	11/01/2021	
FT	20210024	F	White	06	Administrative Support	02/08/2021	
FT	20060032	F	White	06	Administrative Support	01/30/2006	
FT	20180243	M	White	02	Professionals	07/30/2018	
FT	20220033	F	White	06	Administrative Support	11/06/2023	
FT	20220411	F	White	06	Administrative Support	08/29/2022	
FT	20230038	F	White	06	Administrative Support	02/06/2023	
FT	20230060	M	White	04	Protective Services: Sworn	03/01/2023	
FT	20240047	F	Hispanic or Latino	06	Administrative Support	02/20/2024	
FT	19900017	F	White	06	Administrative Support	03/12/1990	06/10/2024
FT	20130121	M	White	02	Professionals	06/27/2016	
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	20240023	F	White	06	Administrative Support	01/29/2024	
FT	20230052	F	White	06	Administrative Support	02/27/2023	07/07/2023
FT	20230031	M	White	02	Professionals	02/02/2023	07/14/2023
FT	20220634	M	White	06	Administrative Support	11/07/2022	
FT	20240037	M	White	02	Professionals	02/07/2024	
FT	20130091	F	White	02	Professionals	08/12/2013	
FT	20170724	F	White	02	Professionals	08/21/2017	
FT	20230080	F	Two or More Races	06	Administrative Support	03/20/2023	
FT	19960191	M	White	02	Professionals	10/03/1996	
FT	20230074	F	White	06	Administrative Support	03/16/2023	
FT	20030077	F	White	06	Administrative Support	05/14/2003	
FT	20220400	M	White	02	Professionals	08/15/2022	
FT	20220421	F	White	02	Professionals	09/06/2022	
FT	20240237	F	American Indian or Alaska Native	06	Administrative Support	06/04/2024	
FT	20130031	F	Hispanic or Latino	06	Administrative Support	08/01/2023	
FT	19970247	M	White	02	Professionals	12/15/1997	
FT	20180236	M	White	06	Administrative Support	07/23/2018	
FT	20000161	M	White	02	Professionals	08/07/2000	
FT	20240232	F	Black	06	Administrative Support	06/04/2024	
FT	20180652	F	White	02	Professionals	12/27/2018	

FT	20190146	F	White	02	Professionals	10/03/2022	
FT	20050224	M	White	06	Administrative Support	02/22/2022	09/29/2023
FT	20230109	F	White	02	Professionals	04/25/2023	
FT	20220043	M	Black	06	Administrative Support	02/14/2022	
FT	20240178	M	White	02	Professionals	04/08/2024	
FT	20220477	F	White	02	Professionals	10/03/2022	
PT	20120100	F	White	02	Professionals	11/19/2012	
FT	20210188	M	Hispanic or Latino	02	Professionals	09/06/2021	01/02/2024
FT	20220358	F	Black	02	Professionals	06/13/2022	
FT	20220406	M	White	04	Protective Services: Sworn	08/22/2022	
FT	20180001	F	Hispanic or Latino	06	Administrative Support	12/12/2022	
FT	19970157	F	White	02	Professionals	08/18/1997	
FT	20210256	F	White	02	Professionals	12/06/2021	
PT	20060192	F	White	06	Administrative Support	10/04/2022	
FT	20140098	F	Hispanic or Latino	06	Administrative Support	08/25/2014	
FT	20200316	M	White	02	Professionals	09/14/2020	12/29/2023
FT	20230252	F	White	02	Professionals	10/23/2023	
FT	20220413	M	White	02	Professionals	08/30/2022	
FT	20240255	F	White	02	Professionals	06/24/2024	
FT	20130032	F	White	02	Professionals	04/15/2013	07/19/2023
FT	20190086	F	White	06	Administrative Support	04/15/2019	
FT	20230217	M	White	02	Professionals	09/05/2023	
FT	20220027	F	White	02	Professionals	01/24/2022	
FT	20200238	F	White	02	Professionals	03/23/2020	
FT	20220359	F	White	02	Professionals	06/13/2022	
FT	20230029	M	Two or More Races	06	Administrative Support	01/30/2023	
FT	20230268	F	White	02	Professionals	11/13/2023	
FT	20170683	F	Hispanic or Latino	06	Administrative Support	05/22/2017	
FT	20240005	M	White	02	Professionals	01/08/2024	

**PART I. COUNTY OF KANE – 2023-2024 STATE'S ATTORNEY UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
OFFICIAL/ADMINISTRATION No Employees for This Category														
PROFESSIONALS														
Workforce #%	42.57%	0.00%	1.98%	1.98%	0.00%	0.00%	0.00%	48.51%	1.98%	0.99%	1.98%	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 %	8.57%	-1.60%	-1.52%	-1.82%	-0.10%	0.00%	-0.70%	4.21%	-0.72%	-3.81%	-2.12%	0.00%	0.00%	-0.30%
TECHNICIANS No Employees for This Category														
PROTECTIVE SERVICES: SWORN														
Workforce #%	85.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 %	24.51%	-1.90%	-15.20%	-2.50%	0.00%	0.00%	-1.10%	5.29%	-4.20%	-4.70%	0.00%	0.00%	0.00%	0.00%
PROTECTIVE SERVICES: NON SWORN No Employees for This Category														
ADMINISTRATIVE SUPPORT														
Workforce #%	9.38%	2.08%	4.17%	0.00%	0.00%	0.00%	2.08%	44.79%	4.17%	29.17%	0.00%	1.04%	0.00%	3.13%
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 %	-15.13%	0.68%	-4.03%	-1.80%	-0.10%	0.00%	1.78%	3.69%	0.97%	13.07%	-2.10%	1.04%	0.00%	2.13%
SKILLED CRAFT No Employees for This Category														
SERVICE/MAINTENANCE No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 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	101	43	0	2	2	0	0	0	49	2	1	2	0	0	0
	±100%	42.57%	0.00%	1.98%	1.98%	0.00%	0.00%	0.00%	48.51%	1.98%	0.99%	1.98%	0.00%	0.00%	0.00%
03 - Technicians	State's Attorney does not have employees in this job category.														
04 - Protective Services: Sworn	7	6	0	0	0	0	0	0	1	0	0	0	0	0	0
	100%	85.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
05 - Protective Services: Non Sworn	State's Attorney does not have employees in this job category.														
06 - Administrative Support	96	9	2	4	0	0	0	2	43	4	28	0	1	0	3
	±100%	9.38%	2.08%	4.17%	0.00%	0.00%	0.00%	2.08%	44.79%	4.17%	29.17%	0.00%	1.04%	0.00%	3.13%
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

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# 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

[Assessments.KaneCountyil.gov](https://Assessments.KaneCountyil.gov)

**To: Jamie Loblillo, Executive Director of Human Resources**  
**From: Mark D. Armstrong, CIAO-M**  
**Date: July 22, 2024**  
**Re: EEOP Plan for County Assessment Office (July 1, 2023 to June 30, 2024)**

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Pursuant to your inquiry, I submit the following information regarding the EEOP Plat for my office.

### Hiring Practices

The Kane County Assessment Office includes two distinct subgroups: the Kane County Supervisor of Assessments, and the Kane County Board of Review, which for with the Supervisor of Assessments serves as Clerk.<sup>1</sup>

While the overall statistical profile combines these two units, there are significant structural differences in hiring processes:

- The Supervisor of Assessments utilizes the Kane County Human Resources Department for all hiring processes except for the Supervisor of Assessments, who must be appointed by the County Board to a four-year term of office.<sup>2</sup> No pre-employment testing is used other than that statutorily required for the Supervisor, which is administered by the Illinois Department of Revenue; all questions about the testing procedures is maintained by the Department of Revenue.<sup>3</sup>
- The Board of Review is appointed by the County Board.<sup>4</sup> Pre-appointment testing is a requirement of state law and administered by the Illinois Department of Revenue; all questions about the testing procedures is maintained by the Department of Revenue.<sup>5</sup>

### Promotions

As with hiring, there are structural differences in the procedures for promotions:

- For the Supervisor of Assessments, when a position (other than an entry level position) becomes vacant, the position is posted internally for two weeks and any interested current employee can be interviewed for the position. If no one applies for the position

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<sup>1</sup> 35 ILCS 200/3-30.

<sup>2</sup> 35 ILCS 200/3-35.

<sup>3</sup> *Id.*

<sup>4</sup> 35 ILCS 200/6-5, 35 ILCS 200/6-25.

<sup>5</sup> 35 ILCS 200/6-10

or no internal candidate qualifies), the position is then listed through HR. As with hiring, no pre-employment testing is used.

- The Board of Review is appointed by the County Board, and there are only two classes of members: full and additional.<sup>6</sup> It has been the practice of the County Board for at least 20 years to choose the Full board members from the Additional members, who together comprise of all persons statutorily eligible and willing to serve in these positions. As with hiring, pre-employment testing by the Illinois Department of Revenue is required by statute.

No promotions were requested during the period in question for either unit.

### Transfers

As with hiring and promotions, there are structural differences in the procedures for promotions:

- When a vacant position is publicized by the Kane County Human Resources Department, any county employee is eligible to apply for the position.
- Qualified members of the Board of Review would already be within the appointment processes above.

No transfers were requested during the period in question for either unit.

### Record of Disciplinary Actions

No disciplinary actions have been taken against any employee or official in either unit of the Kane County Assessment Office for the period between July 1, 2023 and June 30, 2024.

### Utilizations

The 2023-2024 analysis of my staff is attached; I offer the following narrative analysis of the underutilizations with a negative variance from the Community Labor Statistics:

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

- A. Black Males:** This 1.90% underutilization is attributable to the small sample size and limited turnover in this category.
- B. Hispanic or Latino Males:** This 6.70% underutilization is attributable to the small sample size and limited turnover in this category.
- C. Asian Males:** This 2.40% underutilization is attributable to the small sample size and limited turnover in this category.
- D. Two or More Races Males:** This 0.13% underutilization is attributable to the small sample size and limited turnover in this category.

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<sup>6</sup> 35 ILCS 200/6-5, 35 ILCS 200/6-25.



- E. **Black Females:** This 2.10% underutilization is attributable to the small sample size and limited turnover in this category.
- F. **Hispanic or Latino Females:** This 4.50% underutilization is attributable to the small sample size and limited turnover in this category.
- G. **Asian Females:** This 1.90% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Two or More Races Females:** This 0.30% underutilization is attributable to the small sample size and limited turnover in this category.

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.
- 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 Report (nine positions)**

- A. **White Males:** This 2.28% 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 4.99% underutilization is attributable to the small sample size and limited turnover in this category.
- H. **Two or More Races Females:** This 1.00% underutilization is attributable to the small sample size and limited turnover in this category.

**Publications and Website**

The Supervisor of Assessments solely uses the Kane County Human Resources Department to publicize openings.

\* \* \* \*

Please advise if you require anything further on this topic.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Mark D. Armstrong".

Mark D. Armstrong, CIAO-M

# Ethnic Detail for **Supervisor of Assessments** Employees between **07/01/2023** and **06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20110071	F	White	06	Administrative Support	09/12/2011	
FT	20040123	M	White	01	Official/Administration	06/08/2004	
FT	20220544	M	White	06	Administrative Support	10/17/2022	
FT	20230054	F	White	06	Administrative Support	03/06/2023	
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	19970112	M	White	01	Official/Administration	06/11/1997	
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	20230053	F	Asian	06	Administrative Support	03/06/2023	
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 – 2023-2024 SUPERVISOR OF ASSESSMENTS 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 #%	57.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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 %	5.84%	-1.90%	-6.70%	-2.40%	0.00%	0.00%	-0.13%	14.66%	-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 #%	22.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	55.56%	0.00%	11.11%	11.11%	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 %	-2.28%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	14.46%	-3.20%	-4.99%	9.01%	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 – 2023-2024 SUPERVISOR OF ASSESSMENTS 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	7 100%	4 57.14%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 42.86%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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%
03 - Technicians	Supervisors of Assessment does not have employees in this job category.														
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	9 100%	2 22.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	5 55.56%	0 0.00%	1 11.11%	1 11.11%	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

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## **Equal Employment Opportunity Plan Report July 1, 2023 to June 30, 2024**

### **1. Utilization Analysis Narrative**

The Kane County Division of Transportation (KDOT) workforce has been compared to the Community Labor Statistics (CLS) for Kane County. The current economic climate has led to a tight labor market driving up private sector wage growth and increasing turnover as workers generally enjoy more opportunities. Many public sector employers, including KDOT, have been simply unable to compete effectively in certain job categories. The result has been smaller applicant pools, less qualified candidates, and deterioration of job quality for remaining employees. In addition, KDOT acknowledges some challenges exist for filling positions in certain job categories due to non-traditional occupations for Males (36.3% underutilization in Administrative Support) and Females (5.9% underutilization in Skilled Craft).

The following paragraphs provide an analysis based on cross-classification of job category, gender, and race/ethnicity.

- **Officials/Administrators** – The Director of Transportation/County Engineer is the only position included in this category and is currently filled by a White Male. Females are under-represented (-37.0%) solely due to the inclusion of only one position. The requirements and qualifications for this position are in accordance with the State of Illinois Highway Code (605 ILCS 5/Article 5).
- **Professionals** – The positions within this category generally require a Bachelor's Degree or above and many require certification and/or licensure by the State of Illinois. There is a total of 26 employees in the Professionals job category consisting of 11 Males (9 White, 1 Asian, and 1 Hispanic or Latino) and 15 Females (13 White, 1 Asian, and 1 Hispanic or Latino). The representation within the Professionals job category corresponds well with the CLS for Kane County.
- **Technicians** – The positions within this category require a combination of technical knowledge and manual skills. There is a total of 5 employees in the Technicians job category consisting of 4 Males (3 White and 1 Two or More Races) and 1 Female (White). Although White Males are still over-represented, the percentage decreased from 58.0% to 38.0% with the addition of a Male who identifies with Two or More Races during the current reporting period (previously -0.9% under-represented to current 19.1% over-represented). The under-representation of Hispanic or Latino Males (-27.7%) and Females (-22.3%) is consistent with the prior report.
- **Administrative Support** – The positions within this category generally work in an office setting where activities are predominantly non-manual and non-managerial in nature. There is a total of 5 employees in the Administrative Support job category consisting of 5 Females (3 White and 2 Hispanic or Latino). Although White Females are still over-represented, the percentage decreased from 38.9% to 18.9% after the addition of a Hispanic or Latino Female during the current reporting period (previously 3.9% over-represented to current 23.9% over-represented).



- **Skilled Craft** – The positions within this category generally work outdoors in a variety of adverse conditions where activities are predominantly manual in nature. The positions are considered hard work as defined by the US Department of Labor (20 CFR 404.1567 (c)). There is a total of 34 employees in the Skilled Craft job category consisting of 34 Males (31 White, 1 Black, and 2 Hispanic or Latino). The over-representation of White Males (38.2%) and under-representation of Hispanic or Latino Males (-32.5%) are consistent with the prior report. The main contributing factor is most employees in this category have stayed in their positions (average tenure of 11.8 years vs. US Bureau of Labor Statistics average of 4.1 years). KDOT has hired 7 Males (5 White and 2 Hispanic or Latino) over the last 3 years which reflects an under-representation of Hispanic or Latino Males of only 9.8%.

## **2. Promotions**

Please see page 4 of this report.

## **3. Transfers**

Please see page 5 of this report.

## **4. Disciplinary Actions**

There were none during the current reporting period.

## **5. Employment Policies and Practices**

KDOT employment policies and practices can be effectively divided into two broad groups based on job class category.

- **Officials/Administrators, Professionals, Technicians, and Administrative Support** – KDOT follows the employment policies and practices set forth by the Kane County Human Resources Management Department, as well as those included in the Kane County Personnel Policy Handbook.
  - KDOT does not require any tests for applicants.
  - KDOT promotes from within when possible.
- **Skilled Craft** – The large majority of positions within this category are governed by the Collective Bargaining Agreement (CBA) between Kane County and the International Brotherhood of Teamsters, on behalf of and with Local No. 330. According to Article 1, Section 2, "Expressly excluded from the aforesaid bargaining unit are seasonal, part-time, office clerical, professional/technician, supervisory, confidential, and management classifications and employees as defined by the Labor Act."
  - KDOT follows the same policies and practices set forth above for applicants and initial employment.
  - Highway Maintainer and Mechanic promotions are governed by the CBA noted above and include a tiered system in which two distinct promotions may take place (Level I, II, and III) after taking exams administered by certain third-party organizations.
  - Tech I (crew leader) promotions are also governed by the CBA, but require posting and interviews for open positions.



## **6. Posting of Vacant Positions**

KDOT follows the employment policies and practices set forth by the Kane County Human Resources Management Department, as well as those included in the Kane County Personnel Policy Handbook. Accordingly, all positions are posted on the Kane County website ([www.kanecountyil.gov](http://www.kanecountyil.gov)).

In addition, KDOT uses outside organizations such as industry associations and technical societies for recruiting of Professionals and Technicians. These organizations include, but are not limited to, the following:

- American Society of Civil Engineers ([www.asce.org](http://www.asce.org))
- American Public Works Association ([www.apwa.net](http://www.apwa.net))
- American Planning Association ([www.planning.org](http://www.planning.org))
- Illinois Association of County Engineers ([www.iaceng.org](http://www.iaceng.org))
- Illinois Department of Transportation ([idot.illinois.gov](http://idot.illinois.gov))
- National Society of Professional Engineer ([www.nspe.org](http://www.nspe.org))



**Kane County Division of Transportation**  
**7/1/2023 and 6/30/2024**  
**Promotions**

<b>Gender</b>	<b>Race</b>	<b>Prior Job Title</b>	<b>Prior Job Category</b>	<b>New Job Title</b>	<b>New Job Category</b>
M	White	Highway Maintainer I	Skilled Craft	Highway Maintainer II	Skilled Craft
M	White	Highway Maintiner II	Skilled Craft	Highway Maintiner III	Skilled Craft
M	White	Tech I	Skilled Craft	Maintenance Supervisor - Safety Training	Skilled Craft
F	White	Regional Planning Liaison	Professionals	Director of Council of Mayors Planning Liaison	Professionals
M	White	Mechanic I	Skilled Craft	Mechanic II	Skilled Craft
M	White	Highway Maintainer I	Skilled Craft	Highway Maintainer II	Skilled Craft
M	Hispanic or Latino	Highway Maintainer I	Skilled Craft	Highway Maintainer II	Skilled Craft
M	White	Maintenance Supervisor - Safety Training	Skilled Craft	Maintenance Superintendent	Skilled Craft
F	Asian	Traffic Operations Engineer - CE V	Professionals	Chief of Traffic Operations - CE VI	Professionals

**Kane County Division of Transportation**  
**7/1/2023 and 6/30/2024**  
**Transfers**

<b>Gender</b>	<b>Race</b>	<b>Prior Job Title</b>	<b>Prior Job Category</b>	<b>New Job Title</b>	<b>New Job Category</b>
F	White	KDOT - Chief Financial Officer	Professionals	Kane County Executive Director of Finance	Official/Administration

**Kane County Division of Transportation**

**7/1/2023 and 6/30/2024**

**Employee Detail**

<b>Employee No.</b>	<b>Type</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Description</b>	<b>Hire Date</b>	<b>Termination Date</b>
20230149	FT	F	White	02	Professionals	07/10/2023	09/06/2023
20220074	FT	F	Hispanic or Latino	06	Administrative Support	04/11/2022	12/14/2023
20100094	FT	M	White	07	Skilled Craft	12/20/2010	
20120090	FT	F	White	02	Professionals	03/14/2019	10/13/2023
20010154	FT	M	White	02	Professionals	07/09/2021	
20220665	FT	M	Hispanic or Latino	07	Skilled Craft	12/01/2022	
20050109	FT	M	White	02	Professionals	06/01/2005	
20010089	FT	M	Black	07	Skilled Craft	12/01/2020	
20240204	FT	M	White	07	Skilled Craft	05/01/2024	
19890017	FT	M	White	07	Skilled Craft	04/01/1989	1/5/2024
20100073	FT	F	White	02	Professionals	11/15/2010	
20150053	FT	M	White	07	Skilled Craft	06/01/2015	
20210248	FT	M	White	07	Skilled Craft	11/29/2021	
20220119	FT	F	Hispanic or Latino	02	Professionals	04/25/2022	
20230191	FT	F	White	02	Professionals	08/09/2023	08/23/2023
20190215	FT	M	White	07	Skilled Craft	06/01/2020	
20020178	FT	M	White	07	Skilled Craft	11/04/2002	
20170548	FT	M	White	07	Skilled Craft	04/03/2017	
20200266	FT	F	White	03	Professionals	05/04/2020	
20210034	FT	F	White	02	Professionals	03/01/2021	
20200270	FT	M	Hispanic or Latino	02	Professionals	05/26/2020	
19990135	FT	M	White	03	Technicians	07/12/1999	
20240012	FT	M	Asian	02	Professionals	01/10/2024	
20200321	FT	M	White	07	Skilled Craft	10/01/2020	
20240254	FT	F	White	02	Professionals	06/24/2024	
20230175	FT	M	Two or More Races	03	Technicians	07/31/2023	
20110088	FT	M	White	07	Skilled Craft	12/01/2016	

**Kane County Division of Transportation****7/1/2023 and 6/30/2024****Employee Detail**

<b>Employee No.</b>	<b>Type</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Description</b>	<b>Hire Date</b>	<b>Termination Date</b>
20200457	FT	M	White	07	Skilled Craft	11/02/2020	
20180176	FT	M	White	07	Skilled Craft	05/01/2018	
20160169	FT	F	White	02	Professionals	12/13/2016	
20210183	FT	F	White	02	Professionals	08/23/2021	
20240036	FT	F	Hispanic or Latino	06	Administrative Support	02/05/2024	
19980110	FT	F	White	03	Technicians	07/01/1998	
20010255	FT	M	White	07	Skilled Craft	11/01/2001	
20090053	FT	M	White	02	Professionals	09/14/2009	
20220480	FT	M	White	07	Skilled Craft	10/03/2022	
20230153	FT	F	White	06	Administrative Support	07/17/2023	
20180181	FT	M	White	07	Skilled Craft	06/01/2018	
19980164	FT	M	White	02	Professionals	08/17/1998	
20140039	FT	F	White	02	Professionals	03/25/2014	
20130023	FT	M	White	07	Skilled Craft	03/04/2013	
20180251	FT	F	White	06	Administrative Support	09/04/2018	
19960233	FT	M	White	07	Skilled Craft	12/01/1996	
19880031	FT	M	White	02	Professionals	09/01/1988	
20220553	FT	M	White	03	Technicians	10/17/2022	
20230202	FT	M	White	07	Skilled Craft	09/01/2023	
19970090	FT	M	White	01	Officials/ Administrators	05/01/1997	
19950216	FT	M	White	07	Skilled Craft	12/04/1995	
20170549	FT	M	White	07	Skilled Craft	04/03/2017	
20220481	FT	M	White	07	Skilled Craft	10/03/2022	
20130124	FT	M	White	02	Professionals	10/07/2013	
20140095	FT	F	White	06	Administrative Support	08/18/2014	
20170624	FT	M	White	03	Technicians	04/03/2017	
20090036	FT	M	White	07	Skilled Craft	11/02/2009	

**Kane County Division of Transportation**  
**7/1/2023 and 6/30/2024**  
**Employee Detail**

<b>Employee No.</b>	<b>Type</b>	<b>Gender</b>	<b>Race</b>	<b>EEO Category</b>	<b>EEO Description</b>	<b>Hire Date</b>	<b>Termination Date</b>
20180175	FT	M	White	07	Skilled Craft	05/01/2018	
20150049	FT	F	White	02	Professionals	06/01/2015	
20180629	FT	M	White	07	Skilled Craft	12/03/2018	
20100081	FT	M	White	07	Skilled Craft	12/01/2016	
20210246	FT	M	Hispanic or Latino	07	Skilled Craft	11/22/2021	
20050078	FT	M	White	07	Skilled Craft	05/01/2005	
20230244	FT	M	White	02	Professionals	10/02/2023	
19880024	FT	M	White	07	Skilled Craft	08/01/1998	
20100079	FT	M	White	07	Skilled Craft	05/02/2011	
19990247	FT	M	White	07	Skilled Craft	11/01/1999	
19950068	FT	M	White	07	Skilled Craft	05/01/1995	
20160007	FT	M	White	07	Skilled Craft	06/03/2019	
20210204	FT	F	Asian	02	Professionals	09/27/2021	
20060014	FT	F	White	02	Professionals	01/03/2006	
20180207	FT	F	White	02	Professionals	06/18/2018	
19980167	FT	M	White	02	Professionals	08/25/1998	
20070080	FT	M	White	02	Professionals	10/14/2014	2/15/2024

**Kane County Division of Transportation**  
**7/1/2023 and 6/30/2024**  
**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 - Officials/Administrators	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	100.00%	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%	0.00%
02 - Professionals	26	9	-	1	1	-	-	-	13	-	1	1	-	-	-
	100.00%	34.62%	0.00%	3.85%	3.85%	0.00%	0.00%	0.00%	50.00%	0.00%	3.85%	3.85%	0.00%	0.00%	0.00%
03 - Technicians	5	3	-	-	-	-	-	1	1	-	-	-	-	-	-
	100.00%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	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	5	-	-	-	-	-	-	-	3	-	2	-	-	-	-
	100.00%	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%
07 - Skilled Craft	34	31	1	2	-	-	-	-	-	-	-	-	-	-	-
	100.00%	91.18%	2.94%	5.88%	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	Transportation does not have employees in this job category.														

**Key**

W - White  
B - Black  
H - Hispanic  
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**  
**7/1/2023 and 6/30/2024**  
**Utilization Analysis**

JOB 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
OFFICIALS/ADMINISTRATORS														
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 #%	34.62%	0.00%	3.85%	3.85%	0.00%	0.00%	0.00%	50.00%	0.00%	3.85%	3.85%	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 %	0.62%	-1.60%	0.35%	0.05%	-0.10%	0.00%	-0.70%	5.70%	-2.70%	-0.95%	-0.25%	0.00%	0.00%	-0.30%
TECHNICIANS														
Workforce #%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	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 %	38.00%	-2.90%	-27.70%	-2.30%	-0.10%	-0.10%	19.10%	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%	60.00%	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 %	-24.50%	-1.40%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	18.90%	-3.20%	23.90%	-2.10%	0.00%	0.00%	-1.00%
SKILLED CRAFT														
Workforce #%	91.18%	2.94%	5.88%	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 %	38.18%	2.14%	-32.52%	-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														

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

**TO:** Jamie Loblillo

**FROM:** Christopher J. Lauzen

**DATE:** July 30, 2024

**SUBJECT:** Response to the Equal Employment Opportunity Plan  
for July 1, 2023 to June 30, 2024

---

Dear Ms. Loblillo,

I am providing the information requested on July 15, 2024 regarding to the Equal Employment Opportunity Plan.

Sincerely,

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

There was one male 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 and/or Customer Service Manager are forwarded to the Treasurer. Treasurer then reviews and conducts interviews of applicants with the assistance of the Chief Deputy and Customer Service Manager. Treasurer, Chief Deputy and Customer Service Manager evaluate applicants based on job experience, interview skills, three standard Comprehensive Accounting Corporation tests' scores, and suitability for position in question.

The three standard tests are a timed and graded "Numeric Computability Test" (computational math without calculator), a graded standard "Accounting Proficiency Test" (bookkeeping nomenclature, debits/credits, sample journal entries, etc.), and a graded clerical categorization/concentration exam. An acceptable grade for the first test is under 22 for combined minutes to complete plus number of errors. Acceptable grade (pass/fail) on the second test is

approximately 80% accurate within under 90 minutes. And, acceptable grade on the third test is less than four errors within 10 minutes. Weighting of exams is binary, i.e. pass/acceptable scores or fail/disqualified.

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 07/01/2023 and 06/30/2024**

Type	Employee No.	Gender	Race	EEO Category	EEO Description	Hire Date	Termination Date
FT	20140026	M	White	01	Official/Administration	07/24/2023	
FT	20230124	F	White	02	Professionals	05/25/2023	
FT	20220009	F	White	06	Administrative Support	01/03/2022	
FT	20210176	M	Two or More Races	01	Official/Administration	08/23/2021	07/26/2023
FT	19960075	F	Hispanic or Latino	01	Official/Administration	05/01/1996	
FT	20230183	M	White	06	Administrative Support	08/07/2023	
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 – 2023-2024 TREASURER UTILIZATION ANALYSIS**

**MALE**

**FEMALE**

<b>JOB GROUP CATEGORY (CLS = Community Labor Statistics)*</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>	<b>White</b>	<b>Black</b>	<b>Hispanic or Latino</b>	<b>Asian</b>	<b>American Indian or Alaska Native</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Two or More Races</b>
<b>OFFICIAL/ADMINISTRATION</b>														
Workforce #%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	33.33%	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%	33.20%	-28.20%	-2.10%	28.83%	-1.90%	0.00%	0.00%	-0.30%
<b>PROFESSIONALS</b>														
Workforce #%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS #%	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%
<b>TECHNICIANS</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: SWORN</b>														
No Employees for This Category														
<b>PROTECTIVE SERVICES: NON SWORN</b>														
No Employees for This Category														
<b>ADMINISTRATIVE SUPPORT</b>														
Workforce #%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%	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%	-8.20%	-1.80%	-0.10%	0.00%	-0.30%	-1.10%	-3.20%	23.90%	-2.10%	0.00%	0.00%	-1.00%
<b>SKILLED CRAFT</b>														
No Employees for This Category														
<b>SERVICE/MAINTENANCE</b>														
No Employees for This Category														

**PART I. COUNTY OF KANE – 2023-2024 TREASURER 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	3 ±100%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	1 33.33%	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	5 100%	1 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 40.00%	0 0.00%	2 40.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
07 - Skilled Craft	Treasurer does not have employees in this job category.														
08 - Service/Maintenance	Treasurer does not have employees in this job category.														

**Key**

W - White

B - Black

H - Hispanic or Latino

A - Asian

AI/AN - American Indian or Alaska Native

NH/PI - Native Hawaiian or Other Pacific Islander

T - Two or More Races

Printed on

# New Hire Report

## from 07/01/2023 - 06/30/2024

Department	Employee ID	Job Title	Employee Status	Hire Date
Animal Control	20230178	Kennel Assistant	ACTIVE	08/01/2023
		Lead Kennel Assistant	ACTIVE	08/01/2023
	20240231	Kennel Assistant	ACTIVE	06/10/2024
	20230289	Shelter Prog and Operations Mgr	ACTIVE	12/12/2023
Building Management	20240042	Custodial Building Supervisor	ACTIVE	03/04/2024
		Janitor	ACTIVE	03/04/2024
		Janitor I	ACTIVE	03/04/2024
		Maintenance Worker	ACTIVE	03/04/2024
	20230292	Painter	ACTIVE	12/28/2023
	20240167	Janitor	ACTIVE	04/01/2024
	20240025	Janitor	ACTIVE	02/05/2024
	20240182	Janitor	ACTIVE	04/22/2024
	20240020	Janitorial Manager	ACTIVE	02/05/2024
	20240165	Janitor	ACTIVE	04/01/2024
	20240024	Janitor	ACTIVE	02/05/2024
	20240168	Janitor	ACTIVE	04/08/2024
	20240039	Painter	ACTIVE	02/20/2024
	20240175	Janitor	ACTIVE	04/08/2024
	20240045	Janitor I	ACTIVE	02/20/2024
	20240166	Janitor	ACTIVE	04/01/2024
	20230192	Office Assistant I	ACTIVE	08/21/2023
	20230223	Chief Building Engineer	ACTIVE	09/15/2023
	20230291	Painter	ACTIVE	12/27/2023
	20240169	Janitor	ACTIVE	04/03/2024
	20240172	Maintenance Tech I	ACTIVE	04/01/2024
		Maintenance Worker	ACTIVE	04/01/2024
	20240207	Janitor	ACTIVE	05/13/2024
	20230224	Maintenance Tech I	ACTIVE	09/18/2023
		Maintenance Tech II	ACTIVE	09/18/2023

# New Hire Report

## from 07/01/2023 - 06/30/2024

		Maintenance Worker	ACTIVE	09/18/2023
		Stockroom/Buyer	ACTIVE	09/18/2023
	20240208	Janitor	ACTIVE	05/13/2024
<b>Circuit Clerk</b>				
	20230160	Deputy Clerk	INACTIVE	07/31/2023
	20230187	Deputy Clerk	ACTIVE	08/14/2023
	20230148	Deputy Clerk	ACTIVE	07/10/2023
	20240189	Deputy Clerk	ACTIVE	05/06/2024
		Financial Office Support	ACTIVE	05/06/2024
	20230240	Deputy Clerk	INACTIVE	10/10/2023
	20230161	Deputy Clerk	INACTIVE	07/31/2023
	20050181	CPR Coordinator	ACTIVE	10/10/2023
		Deputy Clerk	ACTIVE	10/10/2023
		Information Specialist	ACTIVE	10/10/2023
	20240195	Deputy Clerk	ACTIVE	05/06/2024
	20230249	Deputy Clerk	ACTIVE	10/23/2023
	20240228	Deputy Clerk	ACTIVE	06/10/2024
	20240188	Deputy Clerk	ACTIVE	05/06/2024
	20230195	Deputy Clerk	ACTIVE	08/28/2023
	20240196	Deputy Clerk	ACTIVE	05/06/2024
	20240171	Deputy Clerk	INACTIVE	04/02/2024
	20240170	Deputy Clerk	ACTIVE	04/02/2024
	20230179	Deputy Clerk	ACTIVE	08/07/2023
	20230182	Deputy Clerk	INACTIVE	08/13/2023
	20240194	Deputy Clerk	INACTIVE	05/01/2024
	20230196	Deputy Clerk	ACTIVE	08/28/2023
	20240241	Deputy Clerk	ACTIVE	06/17/2024
	20230262	Deputy Clerk	ACTIVE	11/13/2023
	20240187	Deputy Clerk	ACTIVE	04/22/2024
	20240206	Deputy Clerk	ACTIVE	05/13/2024
<b>Community Reinvestment</b>				
	20240217	Program Assistant	ACTIVE	05/30/2024
	20240224	Program Assistant	ACTIVE	05/30/2024
	20230235	Career Navigator	ACTIVE	09/18/2023
	20240021	Program Assistant	ACTIVE	01/22/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

	20080122	Housing Specialist	ACTIVE	02/13/2024
	20240243	Career Navigator	ACTIVE	06/10/2024
	20240144	Career Navigator	INACTIVE	03/04/2024
	20070142	Assistant Director of Finance	ACTIVE	01/22/2024
		Asst Dir Finance&Administration	ACTIVE	01/22/2024
		Director of Fiscal Services	ACTIVE	01/22/2024
		Interim Executive Director	ACTIVE	01/22/2024
		Staff Accountant	ACTIVE	01/22/2024
		WIA Fiscal Manager	ACTIVE	01/22/2024
<hr/>				
<b>Coroner</b>				
	20230264	Para Deputy Coroner	ACTIVE	11/12/2023
	20240227	Para Deputy Coroner	ACTIVE	06/09/2024
	20230265	Deputy Coroner	ACTIVE	11/12/2023
		Office Manager	ACTIVE	11/12/2023
		Para Deputy Coroner	ACTIVE	11/12/2023
	20240205	Intern	ACTIVE	05/12/2024
	20240155	Community Liaison	ACTIVE	03/17/2024
	20230266	Para Deputy Coroner	INACTIVE	11/12/2023
	20240219	Para Deputy Coroner	ACTIVE	05/26/2024
<hr/>				
<b>County Auditor</b>				
	20240242	Staff Auditor	ACTIVE	06/10/2024
	20240210	Intern	ACTIVE	05/13/2024
<hr/>				
<b>County Board</b>				
	20230250	ARPA Program Coordinator	INACTIVE	10/16/2023
	20230279	ARPA Program Coordinator	INACTIVE	11/27/2023
	20230247	ARPA Program Coordinator	INACTIVE	10/10/2023
	20200287	Admin Coordinator ARPA Program	ACTIVE	01/08/2024
		Recording Secretary	ACTIVE	01/08/2024
		Senior Recording Secretary	ACTIVE	01/08/2024
	20240234	ARPA Program Coordinator	ACTIVE	06/03/2024
	20230209	Recording Secretary	ACTIVE	09/01/2023
	20240235	ARPA Program Coordinator	ACTIVE	06/03/2024
<hr/>				
<b>County Clerk</b>				
	20140109	Admin Officer Code Enforcement	ACTIVE	12/04/2023
		Administrative Officer	ACTIVE	12/04/2023



# New Hire Report

## from 07/01/2023 - 06/30/2024

	Building Inspector	ACTIVE	12/04/2023
	Clerk V	ACTIVE	12/04/2023
	Clerk VI	ACTIVE	12/04/2023
	Executive Assistant	ACTIVE	12/04/2023
	Recording Secretary	ACTIVE	12/04/2023
20230216	Clerk I	ACTIVE	09/05/2023
	Clerk V	ACTIVE	09/05/2023
<b>County Clerk Elections-PR Only/County Clerk Elections - PR</b>			
20240133	Election Worker or Judge	ACTIVE	03/19/2024
20240105	Election Worker or Judge	ACTIVE	03/19/2024
20240032	Election Worker or Judge	ACTIVE	03/19/2024
20240033	Election Worker or Judge	ACTIVE	03/14/2024
20240065	Election Worker or Judge	ACTIVE	03/01/2024
20240083	Election Worker or Judge	ACTIVE	03/19/2024
20230281	Election Worker or Judge	ACTIVE	12/04/2023
20240093	Election Worker or Judge	ACTIVE	03/19/2024
20240031	Election Worker or Judge	ACTIVE	03/19/2024
20240132	Election Worker or Judge	ACTIVE	03/19/2024
20230296	Election Worker or Judge	ACTIVE	12/22/2023
20240064	Election Worker or Judge	ACTIVE	03/01/2024
20240067	Election Worker or Judge	ACTIVE	03/19/2024
20240100	Election Worker or Judge	ACTIVE	03/19/2024
20240040	Election Worker or Judge	ACTIVE	03/19/2024
20240104	Election Worker or Judge	ACTIVE	03/19/2024
20240072	Election Worker or Judge	ACTIVE	03/19/2024
20240130	Election Worker or Judge	ACTIVE	03/19/2024
20240152	Election Worker or Judge	ACTIVE	03/19/2024
20240099	Election Worker or Judge	ACTIVE	03/19/2024
20240164	Election Worker or Judge	ACTIVE	03/19/2024
20240123	Election Worker or Judge	ACTIVE	03/19/2024
20240128	Election Worker or Judge	ACTIVE	03/11/2024
20240124	Election Worker or Judge	ACTIVE	03/19/2024
20240092	Election Worker or Judge	ACTIVE	03/19/2024
20240066	Election Worker or Judge	ACTIVE	03/04/2024
20240068	Election Worker or Judge	ACTIVE	03/19/2024

# **New Hire Report** **from 07/01/2023 - 06/30/2024**

20240103	Election Worker or Judge	ACTIVE	03/19/2024
20240125	Election Worker or Judge	ACTIVE	03/19/2024
20240082	Election Worker or Judge	ACTIVE	03/19/2024
20240038	Election Worker or Judge	ACTIVE	03/19/2024
20240063	Election Worker or Judge	ACTIVE	03/01/2024
20240091	Election Worker or Judge	ACTIVE	03/19/2024
20240113	Election Worker or Judge	ACTIVE	03/19/2024
20240117	Election Worker or Judge	ACTIVE	03/19/2024
20240126	Election Worker or Judge	ACTIVE	03/19/2024
20240101	Election Worker or Judge	ACTIVE	03/19/2024
20240090	Election Worker or Judge	ACTIVE	03/19/2024
20240081	Election Worker or Judge	ACTIVE	03/11/2024
20240061	Election Worker or Judge	ACTIVE	03/01/2024
20230280	Election Worker or Judge	ACTIVE	12/04/2023
20120110	Board Member	ACTIVE	03/19/2024
	Election Worker or Judge	ACTIVE	03/19/2024
20240029	Election Worker or Judge	ACTIVE	01/29/2024
20240154	Election Worker or Judge	ACTIVE	03/19/2024
20240089	Election Worker or Judge	ACTIVE	03/19/2024
20240153	Election Worker or Judge	ACTIVE	03/19/2024
20240131	Election Worker or Judge	ACTIVE	03/19/2024
20240069	Election Worker or Judge	ACTIVE	03/19/2024
20240030	Election Worker or Judge	ACTIVE	03/19/2024
20240107	Election Worker or Judge	ACTIVE	03/19/2024
20240108	Election Worker or Judge	ACTIVE	03/19/2024
20240136	Election Worker or Judge	ACTIVE	03/19/2024
20230283	Election Worker or Judge	ACTIVE	12/04/2023
20240071	Election Worker or Judge	ACTIVE	03/19/2024
20240137	Election Worker or Judge	ACTIVE	03/19/2024
20240138	Election Worker or Judge	ACTIVE	03/19/2024
20240109	Election Worker or Judge	ACTIVE	03/19/2024
20040253	Board Member	ACTIVE	03/14/2024
	Election Worker or Judge	ACTIVE	03/14/2024
20240161	Election Worker or Judge	ACTIVE	03/17/2024
20240139	Election Worker or Judge	ACTIVE	03/19/2024

# **New Hire Report** **from 07/01/2023 - 06/30/2024**

20240088	Election Worker or Judge	ACTIVE	03/19/2024
20240073	Election Worker or Judge	ACTIVE	03/19/2024
20240120	Election Worker or Judge	ACTIVE	03/19/2024
20230284	Election Worker or Judge	ACTIVE	12/04/2023
20240147	Election Worker or Judge	ACTIVE	03/19/2024
20240096	Election Worker or Judge	ACTIVE	03/19/2024
20240121	Election Worker or Judge	ACTIVE	03/04/2024
20240080	Election Worker or Judge	ACTIVE	03/19/2024
19990256	Correctional Officer	ACTIVE	03/19/2024
	Election Worker or Judge	ACTIVE	03/19/2024
20240114	Election Worker or Judge	ACTIVE	03/19/2024
20240087	Election Worker or Judge	ACTIVE	03/19/2024
20240140	Election Worker or Judge	ACTIVE	03/19/2024
20240129	Election Worker or Judge	ACTIVE	03/19/2024
20240112	Election Worker or Judge	ACTIVE	03/19/2024
20240119	Election Worker or Judge	ACTIVE	03/19/2024
20240118	Election Worker or Judge	ACTIVE	03/19/2024
20240115	Election Worker or Judge	ACTIVE	03/19/2024
20240116	Election Worker or Judge	ACTIVE	03/19/2024
20240041	Election Worker or Judge	ACTIVE	03/19/2024
20240074	Election Worker or Judge	ACTIVE	03/19/2024
20240028	Election Worker or Judge	ACTIVE	01/29/2024
20240102	Election Worker or Judge	ACTIVE	03/19/2024
20240075	Election Worker or Judge	ACTIVE	03/19/2024
20230282	Election Worker or Judge	ACTIVE	12/04/2023
20240134	Election Worker or Judge	ACTIVE	03/19/2024
20230285	Election Worker or Judge	ACTIVE	12/04/2023
20240110	Election Worker or Judge	ACTIVE	03/01/2024
20240141	Election Worker or Judge	ACTIVE	03/19/2024
20240086	Election Worker or Judge	ACTIVE	03/19/2024
20240145	Election Worker or Judge	ACTIVE	03/19/2024
20240095	Election Worker or Judge	ACTIVE	03/19/2024
20240127	Election Worker or Judge	ACTIVE	03/19/2024
20240085	Election Worker or Judge	ACTIVE	03/19/2024
20240122	Election Worker or Judge	ACTIVE	03/19/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

20240076	Election Worker or Judge	ACTIVE	03/19/2024
20240077	Election Worker or Judge	ACTIVE	03/19/2024
20240078	Election Worker or Judge	ACTIVE	03/19/2024
20240135	Election Worker or Judge	ACTIVE	03/19/2024
20240146	Election Worker or Judge	ACTIVE	03/19/2024
20240148	Election Worker or Judge	ACTIVE	03/19/2024
20240027	Election Worker or Judge	ACTIVE	01/24/2024
20240084	Election Worker or Judge	ACTIVE	03/19/2024
20240149	Election Worker or Judge	ACTIVE	03/19/2024
20240079	Election Worker or Judge	ACTIVE	03/19/2024
20240106	Election Worker or Judge	ACTIVE	03/19/2024
20240060	Election Worker or Judge	ACTIVE	03/01/2024
20240150	Election Worker or Judge	ACTIVE	03/17/2024
20240111	Election Worker or Judge	ACTIVE	03/19/2024
20240151	Election Worker or Judge	ACTIVE	03/18/2024
19910065	CHS III Comm Health Practitioner	ACTIVE	03/19/2024
	Election Worker or Judge	ACTIVE	03/19/2024
20240094	Election Worker or Judge	ACTIVE	03/19/2024
20240062	Election Worker or Judge	ACTIVE	03/01/2024
<b>Court Services/Adult Drug Court</b>			
20140084	Probation Officer	INACTIVE	11/27/2023
	Youth Counselor JJC	INACTIVE	11/27/2023
20240256	Adult Drug Court PO	ACTIVE	06/24/2024
	Senior Adult Drug Court PO	ACTIVE	06/24/2024
<b>Court Services/Court Services Administration</b>			
20230272	Probation Officer	ACTIVE	11/29/2023
20230171	Probation Officer	INACTIVE	07/24/2023
20240057	Probation Officer	ACTIVE	02/20/2024
20230273	Probation Officer	INACTIVE	11/27/2023
20240056	Probation Officer	ACTIVE	02/20/2024
20210166	Probation Officer	ACTIVE	07/24/2023
20240055	Probation Officer	ACTIVE	02/20/2024
	Senior Probation Officer	ACTIVE	02/20/2024
20240054	Probation Officer	ACTIVE	02/20/2024
20230229	Intern	INACTIVE	09/06/2023

## New Hire Report

### from 07/01/2023 - 06/30/2024

	20240157	Support Staff	ACTIVE	03/18/2024
	20230174	Probation Officer	ACTIVE	07/24/2023
<b>Court Services/Diagnostic Center</b>				
	20230207	Psychology Intern	ACTIVE	09/01/2023
<b>Court Services/Juvenile Justice Center</b>				
	20230243	Youth Counselor JJC	ACTIVE	10/10/2023
	20230242	Youth Counselor JJC	ACTIVE	10/10/2023
	20230210	Youth Counselor JJC	INACTIVE	09/05/2023
	20240163	Youth Counselor JJC	INACTIVE	03/26/2024
	20240192	Youth Counselor JJC	ACTIVE	04/30/2024
	20240003	Youth Counselor JJC	ACTIVE	01/08/2024
	20230211	Youth Counselor JJC	INACTIVE	09/05/2023
	20240201	Youth Counselor JJC	ACTIVE	05/07/2024
	20220676	Youth Counselor JJC	ACTIVE	04/23/2024
	20240193	Youth Counselor JJC	INACTIVE	04/30/2024
	20230241	Youth Counselor JJC	ACTIVE	10/10/2023
	20230212	Youth Counselor JJC	ACTIVE	09/05/2023
	20240202	Youth Counselor JJC	ACTIVE	05/07/2024
	20240004	Youth Counselor JJC	INACTIVE	01/08/2024
	20240190	Youth Counselor JJC	INACTIVE	04/23/2024
	20240048	Youth Counselor JJC	ACTIVE	02/26/2024
	20230185	Youth Counselor JJC	ACTIVE	08/14/2023
	20210106	Youth Counselor JJC	ACTIVE	07/24/2023
<b>Development/County Development</b>				
	20230154	Admin Officer Code Enforcement	INACTIVE	07/17/2023
		Building Inspector	INACTIVE	07/17/2023
	20240022	Farmland Preservation Adm	ACTIVE	01/29/2024
	20230239	Investigator	ACTIVE	10/02/2023
		Property Code Enforcement Inspec	ACTIVE	10/02/2023
		Property Code Inspector	ACTIVE	10/02/2023
	20230166	Property Code Admin Asst	ACTIVE	07/31/2023
	20240070	Admin Officer Code Enforcement	ACTIVE	02/26/2024
		Building Inspector	ACTIVE	02/26/2024
	20240026	Planner/GIS Specialist	ACTIVE	01/31/2024
<b>Emergency Management Services</b>				

## New Hire Report

### from 07/01/2023 - 06/30/2024

	20230290	Specialist Planner	ACTIVE	12/18/2023
	20230248	Director Office of Emergency Mgt	ACTIVE	10/16/2023
<b>Environmental Management</b>				
	20230201	Resource Management Coordinator	ACTIVE	08/28/2023
		Sustainability Manager	ACTIVE	08/28/2023
	20240250	Sustainability Coordinator	ACTIVE	06/20/2024
<b>Finance</b>				
	20230253	Sr Accountant/Budget Analyst	ACTIVE	10/23/2023
	20240199	Intern	ACTIVE	04/29/2024
	20140048	CHS II Environ Hlth Practitioner	ACTIVE	05/28/2024
		Environmental Health Practitione	ACTIVE	05/28/2024
		Grant Administrator	ACTIVE	05/28/2024
		Grants Management Specialist	ACTIVE	05/28/2024
		Kennel Assistant	ACTIVE	05/28/2024
<b>Health</b>				
	20230288	CHS II Public Health Nurse	INACTIVE	12/11/2023
	20230162	Deputy Executive Director	ACTIVE	07/24/2023
		Dir of Planning&Information Mgmt	ACTIVE	07/24/2023
	20240043	CHS II CD Surveillance Spec	ACTIVE	02/20/2024
		COVID19 Specialist	ACTIVE	02/20/2024
	20240044	Public Health Intern	ACTIVE	02/20/2024
	20240176	Early Childhood MH Consult	ACTIVE	04/01/2024
	20240143	CHS II Surveillance Practitioner	ACTIVE	03/11/2024
		Lead Surveillance Practitioner	ACTIVE	03/11/2024
		Public Health West Nile	ACTIVE	03/11/2024
		Public Health West Nile Intern	ACTIVE	03/11/2024
	20230150	Clinical Mgr Behavioral Health	ACTIVE	07/10/2023
		Collaborative Diversion ProgMgr	ACTIVE	07/10/2023
		Pre-Arrest Diversion Coordinator	ACTIVE	07/10/2023
	20230163	Finance Operation Specialist	ACTIVE	07/24/2023
	20240239	Early Childhood MH Consultant	ACTIVE	06/10/2024
		ZZZVacantEarlyChildhoodMHConsult	ACTIVE	06/10/2024
	20230287	CHS III Health Planner	ACTIVE	12/11/2023
	20240002	CHS II Environ Hlth Practitioner	INACTIVE	01/02/2024
	20240160	CHS II Environ Hlth Practitioner	ACTIVE	03/18/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

20220373	Public Health West Nile	ACTIVE	05/20/2024
	Public Health West Nile Intern	ACTIVE	05/20/2024
20230200	Grant Operation Specialist	ACTIVE	08/21/2023
20230225	Public Health West Nile	INACTIVE	09/11/2023
	Public Health West Nile Intern	INACTIVE	09/11/2023
20230214	CHS III Epidemiologist	ACTIVE	09/05/2023
20240177	Community Case Manager	ACTIVE	04/01/2024
20230151	Receptionist	INACTIVE	07/10/2023
20240240	Public Health Intern	ACTIVE	06/10/2024
20230267	Asst Dir Comm Health Resources	ACTIVE	11/13/2023
	Asst Dir Community Health	ACTIVE	11/13/2023
20240006	CHS II Environ Hlth Practitioner	ACTIVE	01/08/2024
20230256	CHS III Comm Health Init Coord	ACTIVE	10/30/2023
20240017	Public Health Intern	INACTIVE	01/18/2024
20230231	Communicable DiseaseSurveil Coor	ACTIVE	09/18/2023
20240016	Public Health Intern	INACTIVE	01/18/2024
20240015	Public Health Intern	INACTIVE	01/18/2024
20230215	CHS II Comm Health Practitioner	ACTIVE	09/05/2023
	CHS III Comm Health Init Coord	ACTIVE	09/05/2023
20240007	CHS II Comm Health Practitioner	ACTIVE	01/08/2024
	CHS III Initiative Coordinator	ACTIVE	01/08/2024
20240218	CHS III Initiative Coordinator	ACTIVE	05/28/2024
20240179	Environ Hlth Inspector	ACTIVE	04/15/2024
20240209	Receptionist	ACTIVE	05/13/2024
20230164	Finance Operation Specialist	ACTIVE	07/24/2023
20240013	Public Health Intern	INACTIVE	01/17/2024
20240014	Public Health Intern	INACTIVE	01/17/2024
20230165	Grant Operation Specialist	ACTIVE	07/24/2023

#### Information Technologies

20240173	Desktop Sup Analyst I	ACTIVE	04/22/2024
	Systems Administrator I	ACTIVE	04/22/2024
20240001	Desktop Support Analyst II	ACTIVE	01/08/2024
20230236	Administrative Assistant	ACTIVE	10/02/2023
	Payroll Analyst I	ACTIVE	10/02/2023
20240197	Systems Administrator	ACTIVE	05/06/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

		Systems Administrator Lead	ACTIVE	05/06/2024
	20240186	Web Developer I	ACTIVE	04/29/2024
	20240226	Web Developer I	ACTIVE	06/10/2024
	20230147	Desktop Support Analyst I	ACTIVE	07/10/2023
	20240174	Desktop Support Analyst I	ACTIVE	04/08/2024
		Desktop Support Analyst II	ACTIVE	04/08/2024
	20240198	Web Developer I	ACTIVE	05/06/2024
	20230208	Web Developer I	INACTIVE	08/28/2023
<b>Judiciary and Courts</b>				
	20240156	Court Bailiff	ACTIVE	03/13/2024
	20200192	Court Bailiff	ACTIVE	01/02/2024
		Election Worker or Judge	ACTIVE	01/02/2024
	20240252	Library Technical Assistant	ACTIVE	06/24/2024
	20230145	Family Court Admin Assistant	ACTIVE	07/06/2023
		Order of Protection Clerk	ACTIVE	07/06/2023
	20230255	Court Bailiff	ACTIVE	10/30/2023
	20230263	16th Judicial Circuit Judge	ACTIVE	10/10/2023
	20230269	Court Bailiff	INACTIVE	11/15/2023
	20230275	Library Technical Assistant	INACTIVE	11/27/2023
	20230254	Court Bailiff	ACTIVE	10/23/2023
	20240158	Staff Attorney	ACTIVE	03/18/2024
	20230146	Paralegal	ACTIVE	07/05/2023
	20020207	16th Judicial Circuit Judge	ACTIVE	01/27/2024
		Assistant Public Defender	ACTIVE	01/27/2024
<b>Kane Comm</b>				
	20240059	Telecommunicator	ACTIVE	02/26/2024
	20230213	Shift Manager	ACTIVE	09/05/2023
	20230176	Telecommunicator	ACTIVE	07/31/2023
	20230177	Training Manager	INACTIVE	07/31/2023
	20240230	Training Manager	ACTIVE	06/03/2024
	20240238	Telecommunicator	ACTIVE	06/10/2024
	20230230	Telecommunicator	ACTIVE	09/11/2023
<b>Merit Commission</b>				
	19960218	Correctional Officer	ACTIVE	08/08/2023
		Secretary Merit Commission	ACTIVE	08/08/2023



## New Hire Report

### from 07/01/2023 - 06/30/2024

#### Public Defender

20230206	Assistant Public Defender	ACTIVE	03/18/2024
	Trial Staff Service	ACTIVE	03/18/2024
20240225	Secretary Receptionist	ACTIVE	06/03/2024
20240009	Assistant Public Defender	ACTIVE	01/02/2024
20240211	Investigator	ACTIVE	05/13/2024
20230199	Assistant Public Defender	ACTIVE	03/04/2024
	Trial Service Staff	ACTIVE	03/04/2024
20240008	Assistant Public Defender	ACTIVE	12/27/2023
20240142	Assistant Public Defender	ACTIVE	03/11/2024
	Paralegal	ACTIVE	03/11/2024
20240058	Secretary Receptionist	INACTIVE	02/26/2024
20230184	Secretary Receptionist	INACTIVE	08/08/2023
20240244	Secretary Receptionist	ACTIVE	06/17/2024
20240251	Assistant Public Defender	ACTIVE	06/17/2024
	Trial Service Staff	ACTIVE	06/17/2024

#### Regional Office of Education

20230170	Professional Development Coor	ACTIVE	07/24/2023
20230237	Comm Youth LDR ROE	ACTIVE	09/26/2023
20230173	Communicators Coordinator	ACTIVE	07/24/2023
20230188	Family Counselor	INACTIVE	08/11/2023
20240097	Dir Communications & Marketing	ACTIVE	02/20/2024
20210211	JJC Teacher	ACTIVE	07/10/2023
20230274	Comm Youth LDR ROE	ACTIVE	11/28/2023
20230194	JJC Teacher	ACTIVE	08/17/2023
20240162	Licensure Specialist	ACTIVE	03/25/2024

#### Sheriff/Adult Corrections

20230251	Information Specialist	ACTIVE	10/16/2023
20240181	Correctional Officer	ACTIVE	04/15/2024
20230218	Correctional Officer	INACTIVE	09/11/2023
20230219	Correctional Officer	ACTIVE	09/11/2023
20240052	Correctional Officer	INACTIVE	02/20/2024
20230286	Case Manager	ACTIVE	12/04/2023
	Correctional Officer	ACTIVE	12/04/2023
20230169	Correctional Officer	ACTIVE	07/23/2023

## New Hire Report

### from 07/01/2023 - 06/30/2024

		Information Specialist	ACTIVE	07/23/2023
20240200		Sheriff Manager of Jail Medical	ACTIVE	04/22/2024
20230293		Executive Assistant	ACTIVE	12/11/2023
		Nurse	ACTIVE	12/11/2023
20240180		Correctional Officer	ACTIVE	04/15/2024
20230152		Correctional Officer	ACTIVE	07/09/2023
20240018		Accounts Payable Specialist	ACTIVE	01/22/2024
		Information Specialist	ACTIVE	01/22/2024
20230220		Correctional Officer	INACTIVE	09/11/2023
20230245		Correctional Officer	INACTIVE	10/10/2023
20230294		Correctional Officer	INACTIVE	12/11/2023
20240183		Correctional Officer	ACTIVE	04/15/2024
20240049		Correctional Officer	ACTIVE	02/20/2024
20240046		Correctional Officer	ACTIVE	02/20/2024
		Janitor I	ACTIVE	02/20/2024
<b>Sheriff/Court Security</b>				
20230260		Court Security Officer	INACTIVE	11/06/2023
20240053		Court Security Officer	ACTIVE	02/20/2024
20230221		Court Security Officer	ACTIVE	09/11/2023
20230258		Court Security Officer	ACTIVE	11/06/2023
20230193		Community Engagement Coordinator	ACTIVE	08/07/2023
		Community Engagement Specialist	ACTIVE	08/07/2023
20240011		Court Security Officer	ACTIVE	01/08/2024
20190148		Administrative Assistant	ACTIVE	08/30/2023
		Court Security Officer	ACTIVE	08/30/2023
20230259		Court Security Officer	ACTIVE	11/06/2023
20240051		Court Security Officer	ACTIVE	02/20/2024
20230222		Court Security Officer	ACTIVE	09/11/2023
20230232		Court Security Officer	ACTIVE	09/26/2023
		Process Server	ACTIVE	09/26/2023
<b>Sheriff/Sheriff</b>				
20230203		Information Specialist	ACTIVE	08/21/2023
20240185		Peace Officer	ACTIVE	04/15/2024
20240035		Peace Officer	ACTIVE	01/29/2024
20240010		Peace Officer	ACTIVE	01/08/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

	20240050	Peace Officer	ACTIVE	02/20/2024
	20230155	Commander	ACTIVE	07/09/2023
	20230261	Peace Officer	ACTIVE	11/06/2023
	20240184	Peace Officer	ACTIVE	04/15/2024
	20230168	Peace Officer	ACTIVE	07/24/2023
	20230167	Peace Officer	ACTIVE	07/24/2023
<b>State's Attorney</b>	20230233	Assistant States Attorney	INACTIVE	09/25/2023
	20230198	Assistant States Attorney	ACTIVE	08/21/2023
	20240223	ZZZ New Felony DUI Admin	ACTIVE	05/29/2024
	20230197	Assistant States Attorney	ACTIVE	08/21/2023
		Law Clerk	ACTIVE	08/21/2023
	20240248	Case Manager	ACTIVE	06/17/2024
	20220013	Administrative Assistant	INACTIVE	12/20/2023
		Intern	INACTIVE	12/20/2023
	20230238	Law Clerk	INACTIVE	10/02/2023
	20240249	Assistant States Attorney	ACTIVE	06/17/2024
	20240019	Administrative Assistant	ACTIVE	01/22/2024
	20240221	Law Clerk	ACTIVE	05/28/2024
	20240214	Law Clerk	ACTIVE	05/21/2024
	20230156	Assistant States Attorney	ACTIVE	07/10/2023
	20230277	Case Manager	ACTIVE	11/27/2023
	20230159	Assistant States Attorney	ACTIVE	07/17/2023
	20230180	Administrative Assistant	ACTIVE	08/07/2023
	20230007	Intern	INACTIVE	12/19/2023
	20230278	Administrative Assistant	INACTIVE	11/27/2023
		Victim Services Advocate	INACTIVE	11/27/2023
	202402445	Intern Non Attorney	ACTIVE	06/10/2024
	20240246	Intern Non Attorney	ACTIVE	06/10/2024
	20240191	Marketing Associate	ACTIVE	04/15/2024
	20180046	CAC Operations Manager	ACTIVE	01/22/2024
		Election Worker or Judge	ACTIVE	01/22/2024
	20240203	Administrative Assistant	ACTIVE	05/06/2024
	20230157	DPP Case Manager	INACTIVE	07/17/2023
	20240247	Bilingual Receptionist	ACTIVE	06/17/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

20230227	IT Tech Support Pretrial	ACTIVE	09/11/2023
20230271	Pre-Arrest Diversion Case Mgr	ACTIVE	11/20/2023
20240220	Intern	ACTIVE	05/28/2024
20230181	Assistant States Attorney	ACTIVE	08/07/2023
20230158	Collaborative Diversion Case Mgr	INACTIVE	07/17/2023
	Pre-Arrest Diversion Case Mgr	INACTIVE	07/17/2023
	PreArrest Diversion Case Mgr Sup	INACTIVE	07/17/2023
20230204	Forensic Interviewer	ACTIVE	08/28/2023
20240098	Public Information Officer	ACTIVE	02/21/2024
20230295	Intern	INACTIVE	12/21/2023
20240233	Collaborative Diversion ProgMgr	ACTIVE	06/03/2024
	Pre-Arrest Diversion Coordinator	ACTIVE	06/03/2024
20230172	Assistant States Attorney	ACTIVE	07/27/2023
	Law Clerk	ACTIVE	07/27/2023
20240215	Law Clerk	ACTIVE	05/21/2024
20230228	Assistant States Attorney	ACTIVE	09/18/2023
20230186	Assistant States Attorney	ACTIVE	08/14/2023
20230276	Assistant States Attorney	ACTIVE	11/27/2023
20240212	Assistant States Attorney	ACTIVE	05/13/2024
20240236	Law Clerk	ACTIVE	06/03/2024
20230270	Collaborative Diversion Case Mgr	ACTIVE	11/13/2023
	Pre-Arrest Diversion Case Mgr	ACTIVE	11/13/2023
	PreArrest Diversion Case Mgr Sup	ACTIVE	11/13/2023
20230257	Assistant States Attorney	ACTIVE	11/01/2023
	Law Clerk	ACTIVE	11/01/2023
20240034	Administrative Assistant	ACTIVE	01/29/2024
20230226	Support Staff Pretrial	ACTIVE	09/05/2023
20230246	Victim Advocate	ACTIVE	10/10/2023
	Victim Services Advocate	ACTIVE	10/10/2023
20230205	Assistant States Attorney	INACTIVE	08/28/2023
20240213	Law Clerk	ACTIVE	05/13/2024
20220033	Deferred Prosecution Case Mgr	ACTIVE	11/06/2023
	Program Assistant	ACTIVE	11/06/2023
20240047	Administrative Assistant	ACTIVE	02/20/2024
	Victim Services Advocate	ACTIVE	02/20/2024

## New Hire Report

### from 07/01/2023 - 06/30/2024

	20240222	Law Clerk	ACTIVE	05/28/2024
	20240023	Administrative Assistant	ACTIVE	01/29/2024
	20240037	Assistant States Attorney	ACTIVE	02/07/2024
	20240237	Administrative Assistant	ACTIVE	06/04/2024
		ZZZ New Felony DV Advocate	ACTIVE	06/04/2024
	20130031	Advocate Case Manager	ACTIVE	08/01/2023
		Bilingual Victim Advocate	ACTIVE	08/01/2023
		CAC MDT Intake Coordinator	ACTIVE	08/01/2023
		ZZZNew Bilingual Victim Advocat	ACTIVE	08/01/2023
	20240216	Law Clerk	ACTIVE	05/14/2024
	20240232	CAC Victim Advocate	ACTIVE	06/04/2024
	20240178	ASA Felony DUI	ACTIVE	04/08/2024
	20230131	Intern	ACTIVE	06/04/2024
		Intern Non Attorney	ACTIVE	06/04/2024
	20230252	Assistant States Attorney	ACTIVE	10/23/2023
	20240255	Assistant States Attorney	ACTIVE	06/24/2024
	20230217	Assistant States Attorney	ACTIVE	09/05/2023
	20230268	Assistant States Attorney	ACTIVE	11/13/2023
	20240005	ASA - Pretrial Fairness	INACTIVE	01/08/2024
<b>Supervisors of Assessment</b>				
	20230190	Board of Review Alternate	ACTIVE	07/26/2023
	19950100	Board of Review Alternate	ACTIVE	07/26/2023
		Board of Review Chairman	ACTIVE	07/26/2023
	20230189	Board of Review Alternate	ACTIVE	07/26/2023
<b>Transportation</b>				
	20230149	Reg Planning Liaison & Bike/Ped	INACTIVE	07/10/2023
		Regional Planning Liaison	INACTIVE	07/10/2023
		Transportation Planner II	INACTIVE	07/10/2023
	20240204	Highway Maintainer I	ACTIVE	05/01/2024
	20190214	Highway Maintainer I	INACTIVE	12/01/2023
		Snowbird	INACTIVE	12/01/2023
		ZZZ Vacant Snowbird	INACTIVE	12/01/2023
	20230181	TransportationPlanner/RegionalPL	INACTIVE	08/09/2023
	20240012	TransportationPlanner/RegionalPL	ACTIVE	01/10/2024
	20240254	Reg Planning Liaison & Bike/Ped	ACTIVE	06/24/2024

**New Hire Report**  
**from 07/01/2023 - 06/30/2024**

		Regional Planning Liaison	ACTIVE	06/24/2024
		Transportation Planner II	ACTIVE	06/24/2024
	20230175	Construction Technician	ACTIVE	07/31/2023
		Permit Engineering Technician	ACTIVE	07/31/2023
		Traffic/Permit Technician	ACTIVE	07/31/2023
	20240036	Admin Ofc I Receptionist	ACTIVE	02/05/2024
		Administrative Officer I	ACTIVE	02/05/2024
		Customer Service/Program Asst	ACTIVE	02/05/2024
		Office Administrator	ACTIVE	02/05/2024
	20230153	Permit Administrative Technician	ACTIVE	07/17/2023
		Permit&Administrative Technician	ACTIVE	07/17/2023
		Permit/Adopt-A-Highway Tech	ACTIVE	07/17/2023
	20230202	Highway Maintainer I	ACTIVE	09/01/2023
	20230244	Chief Financial Officer - CPA	ACTIVE	10/02/2023
		Chief of Finance	ACTIVE	10/02/2023
<hr/>				
<b>Treasurer/Collector</b>				
	20140026	Deputy Clerk	ACTIVE	07/24/2023
		Information System Professional	ACTIVE	07/24/2023
		Office and Court Trainer	ACTIVE	07/24/2023
		Staff Accountant	ACTIVE	07/24/2023
	20230183	Financial Analyst	ACTIVE	08/07/2023

**Total New Hires 433**

# New Hires EEO Report 07/01/23 - 6/30/24

## Gender



Total = 433 (100%)

Female = 259 (60 %)

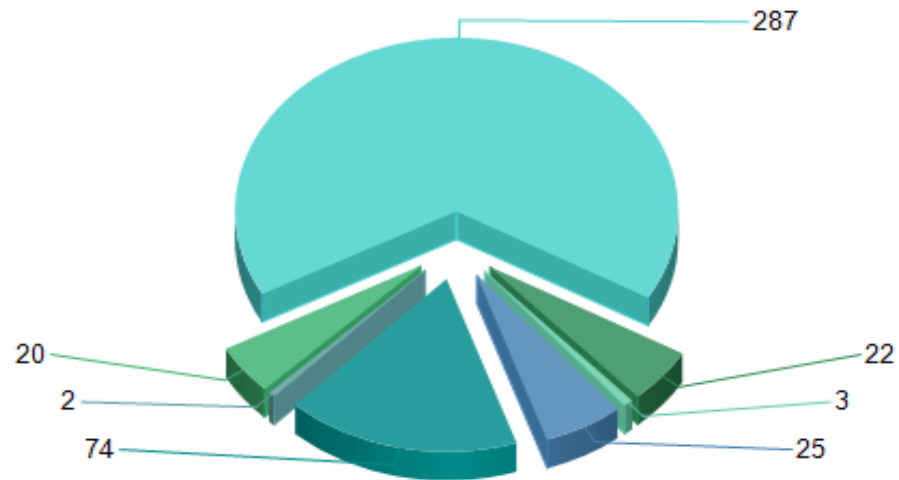
Male = 174 (40 %)

# New Hires EEO Report 07/01/23 - 6/30/24

## Race

Total = 433 (100%)

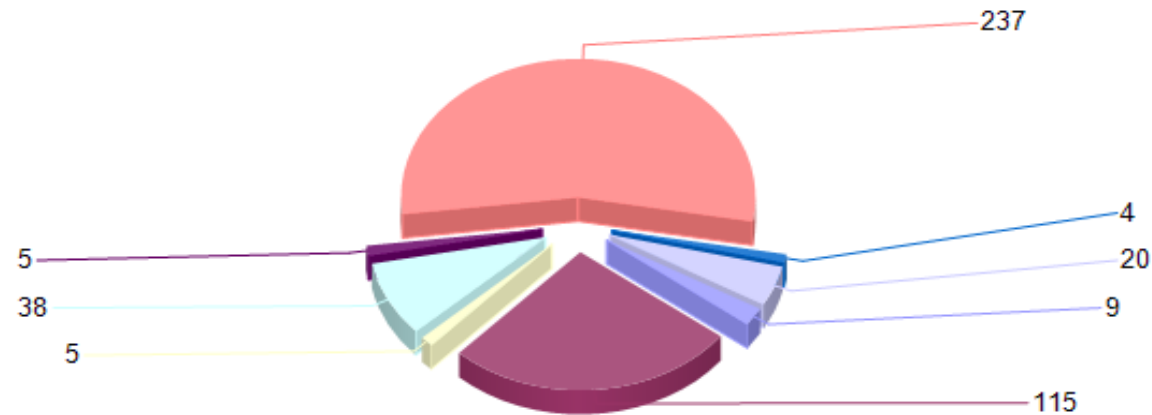
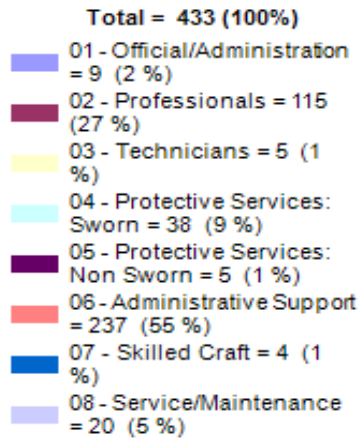
Asian = 22 (5 %)  
American Indian or Alaska Native = 3 (1 %)  
Black = 25 (6 %)  
Hispanic or Latino = 74 (17 %)  
Native Hawaiian or Other Pacific Islander = 2 (0 %)  
Two or More Races = 20 (5 %)  
White = 287 (66 %)





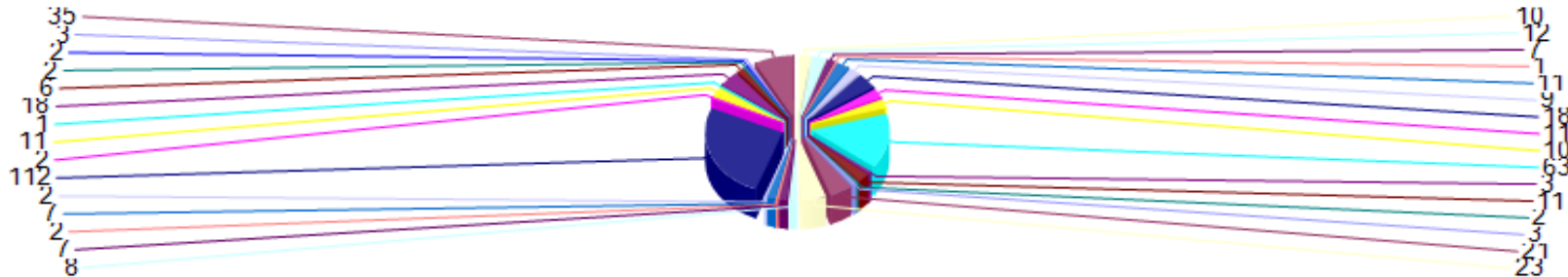
# New Hires EEO Report 07/01/23 - 6/30/24

## EEOC Category



# New Hires EEO Report 07/01/23 - 6/30/24

## Department



Total = 433 (100%)

Animal Control = 3 (1 %)	Court Services/Adult Drug Court = 2 (0 %)	Finance = 3 (1 %)	Sheriff/Adult Corrections = 18 (4 %)
Building Management = 21 (5 %)	Court Services/Court Services Administration = 11 (3 %)	Health = 35 (8 %)	Sheriff/Court Security = 11 (3 %)
Circuit Clerk = 23 (5 %)	Court Services/Diagnostic Center = 1 (0 %)	Information Technologies = 10 (2 %)	Sheriff/Sheriff = 10 (2 %)
Community Reinvestment = 8 (2 %)	Court Services/Juvenile Justice Center = 18 (4 %)	Judiciary and Courts = 12 (3 %)	State's Attorney = 63 (15 %)
Coroner = 7 (2 %)	Development/County Development = 6 (1 %)	Kane Comm = 7 (2 %)	Supervisors of Assessment = 3 (1 %)
County Auditor = 2 (0 %)	Emergency Management Services = 2 (0 %)	Merit Commission = 1 (0 %)	Transportation = 11 (3 %)
County Board = 7 (2 %)	Environmental Management = 2 (0 %)	Public Defender = 11 (3 %)	Treasurer/Collector = 2 (0 %)
County Clerk = 2 (0 %)		Regional Office of Education = 9 (2 %)	
County Clerk Elections-PR Only/County Clerk Elections - PR Only = 112 (26 %)			

# Termination Report

## from 07/01/2023 - 06/30/2024

Department	Employee ID	Termination Date
<b>Animal Control</b>		
	20200265	06/26/24
	20190006	11/03/23
	20220496	06/07/24
<b>Building Management</b>		
	20140110	08/16/23
	20230114	06/10/24
	20220418	02/09/24
	20220390	06/21/24
<b>Circuit Clerk</b>		
	20230160	09/08/23
	20210080	06/18/24
	19950202	04/01/24
	20010221	04/01/24
	20210089	09/08/23
	20230240	02/05/24
	20230161	06/24/24
	20180180	01/19/24
	20230077	07/11/23
	20050255	12/01/23
	20220110	05/10/24
	20230133	08/31/23
	20070061	04/01/24
	20220666	05/09/24
	20210195	09/16/23
	20230078	07/24/23
	20240171	04/12/24
	20230182	01/30/24
	20240194	05/15/24
	20210108	04/09/24
	20220025	12/29/23
	19870013	12/01/23
<b>Community Reinvestment</b>		
	20230113	01/25/24
	20230116	12/08/23
	20230037	07/03/23
	19890046	01/05/24
	20240144	05/24/24
	20210212	12/19/23
<b>Coroner</b>		
	20170699	05/30/24

# Termination Report

## from 07/01/2023 - 06/30/2024

	20230266	02/16/24
	20220479	06/14/24
<hr/>		
<b>County Auditor</b>		
	20220439	02/02/24
	20230015	11/08/23
<hr/>		
<b>County Board</b>		
	20230250	04/01/24
	20230279	12/22/23
	20230247	10/24/23
	20220101	01/05/24
<hr/>		
<b>County Clerk</b>		
	20230092	01/04/24
	20150062	08/24/23
	20120114	12/11/23
<hr/>		
<b>County Clerk Elections-PR Only/County Clerk Elections - PR Only</b>		
	20200476	08/30/23
	20170506	08/30/23
	20200214	09/25/23
	20180447	09/25/23
	20200398	09/25/23
	20180460	09/25/23
	20180423	09/25/23
	20170237	09/25/23
	20200188	09/25/23
	20180030	09/25/23
	20180155	09/25/23
	20170579	09/25/23
	20180092	09/25/23
	20200563	09/25/23
	20200560	09/25/23
	20200402	09/25/23
	20200622	09/25/23
	20200602	09/25/23
	20200059	09/25/23
	20200408	09/25/23
	20200534	09/25/23
	20200596	09/25/23
	20200617	09/25/23
	20200194	09/25/23
	20170167	09/25/23
	20170553	09/25/23
	20170424	09/25/23
	20200326	09/25/23

# Termination Report

## from 07/01/2023 - 06/30/2024

20150027	09/25/23
20200050	11/01/23
20170149	11/01/23
20200401	11/01/23
20160185	11/01/23
20180340	11/01/23
20200648	11/01/23
20200117	11/01/23
20170087	11/01/23
20170108	11/01/23
20170586	11/01/23
20200506	03/12/24
20200599	03/12/24
20200135	03/12/24
20200153	03/12/24
20210084	03/12/24
20200620	03/12/24
20200551	03/12/24
20200576	03/12/24
20170342	03/12/24
20170336	03/12/24
20200404	03/12/24
20200554	03/12/24
20200556	03/12/24
20200418	03/12/24
20170242	03/12/24
20200532	03/14/24
20170607	03/14/24
20180371	03/14/24
20200523	03/14/24
20170364	03/14/24
20190059	03/14/24
20200325	03/14/24
20170284	03/14/24
20200489	03/14/24
20200542	03/15/24
20180127	03/15/24
20180624	03/15/24
20200052	03/15/24
20190011	03/15/24
20180272	03/15/24

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### Court Services/Adult Drug Court

20220052	08/22/23
20140084	03/18/24

# Termination Report

## from 07/01/2023 - 06/30/2024

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### Court Services/Court Services Administration

20230040	08/01/23
20230063	11/02/23
20230171	08/02/23
20230065	10/12/23
20230273	03/21/24
20070145	06/03/24
19890042	06/04/24
20230229	01/01/24
20230066	10/06/23
20230110	09/18/23
20230055	08/18/23

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### Court Services/Diagnostic Center

20220416	03/08/24
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### Court Services/Juvenile Justice Center

20220072	07/21/23
20230081	03/30/24
20230210	12/30/23
20210157	12/20/23
20220642	02/09/24
20240163	03/26/24
20230057	08/23/23
20220395	12/02/23
20230211	01/20/24
20240193	06/30/24
20240004	03/02/24
20240190	05/24/24
20220042	04/27/24

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### Development/County Development

20230154	12/01/23
19990109	06/20/24
20230041	02/23/24
20190028	12/29/23

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### Emergency Management Services

20220363	09/08/23
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### Finance

20130084	12/15/23
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### Health

20230288	05/31/24
20230128	08/09/23
20210262	11/09/23
20230123	08/08/23
20200244	04/03/24

# Termination Report

## from 07/01/2023 - 06/30/2024

20240002	04/24/24
20190150	07/10/23
20230225	10/27/23
20190026	03/01/24
20230151	03/15/24
20240017	05/15/24
20220638	09/12/23
20240016	05/30/24
20230023	08/09/23
20240015	04/22/24
20150143	10/27/23
20220476	03/08/24
20240013	04/25/24
20240014	05/13/24
20170686	11/01/23

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### Information Technologies

20050150	08/04/23
20190122	11/30/23
20230208	05/13/24

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### Judiciary and Courts

20230083	07/07/23
20180208	01/08/24
20130140	12/01/23
20070131	09/29/23
20210117	10/13/23
20080170	10/16/23
20190093	03/11/24
20230269	11/20/23
20230275	04/19/24
20230003	10/02/23
19900039	07/17/23

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### Kane Comm

20230177	10/11/23
20230144	01/16/24

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### Public Defender

20130167	06/14/24
20130024	09/01/23
20210095	06/26/24
20220673	07/10/23
20240058	06/05/24
20230184	01/19/24

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### Regional Office of Education

20220443	02/14/24
20220554	06/10/24

# Termination Report

## from 07/01/2023 - 06/30/2024

20200327	09/23/23
20230188	08/24/23
20190004	09/29/23
20210149	07/20/23

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### Sheriff/Adult Corrections

20230103	10/05/23
20230135	04/26/24
20210005	08/13/23
20230218	10/27/23
20040028	03/02/24
20240052	05/21/24
20080050	02/08/24
20190039	04/08/24
19940089	02/02/24
19980124	08/01/23
20220035	08/20/23
20000001	10/30/23
20030123	07/03/23
20210238	07/18/23
20000139	10/23/23
20230220	12/31/23
20230245	10/12/23
20230294	12/22/23
20220047	08/19/23
20030124	07/14/23

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### Sheriff/Court Security

20230260	05/03/24
20190171	11/13/23
20210006	07/21/23
20130144	05/28/24
20220382	06/03/24
20220026	08/11/23
20220404	05/29/24

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### Sheriff/Sheriff

19960175	06/03/24
20030110	05/10/24
20200311	12/19/23
19990201	05/02/24
20010183	08/01/23
19950002	05/16/24
19970024	02/14/24
20010147	05/10/24
20210215	08/29/23
19980175	09/01/23



# Termination Report

## from 07/01/2023 - 06/30/2024

	20220378	07/28/23
<hr/>		
<b>State's Attorney</b>		
	20230233	03/15/24
	20230033	09/29/23
	20220013	01/17/24
	20230238	05/31/24
	20220368	08/31/23
	20230142	08/18/23
	20230007	01/19/24
	20230278	12/04/23
	20190140	08/02/23
	20220405	11/07/23
	20220023	07/14/23
	20010022	10/27/23
	20220561	07/14/23
	20230157	08/01/23
	20230118	05/11/24
	20210243	09/27/23
	20230158	11/01/23
	20160074	07/28/23
	20230295	01/05/24
	20230030	09/11/23
	20230073	09/29/23
	20230125	06/13/24
	20070119	01/12/24
	20230205	12/18/23
	19900017	06/10/24
	20230052	07/07/23
	20230031	07/14/23
	20050224	09/29/23
	20210188	01/02/24
	20050025	06/14/24
	20200316	12/29/23
	20130032	07/19/23
	20220142	08/04/23
	20240005	06/28/24
<hr/>		
<b>Supervisors of Assessment</b>		
	20110072	07/25/23
	20090047	07/25/23
<hr/>		
<b>Transportation</b>		
	20230149	09/06/23
	20220074	12/14/23
	20120090	10/13/23
	19890017	01/05/24

**Termination Report**  
**from 07/01/2023 - 06/30/2024**

20190214	03/28/24
20230191	08/23/23
20220283	08/08/23
20070080	02/15/24

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**Treasurer/Collector**

20210176	07/26/23
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**Total Terminations 280**

# Termination EEO Report 07/01/23 - 6/30/24

## Gender



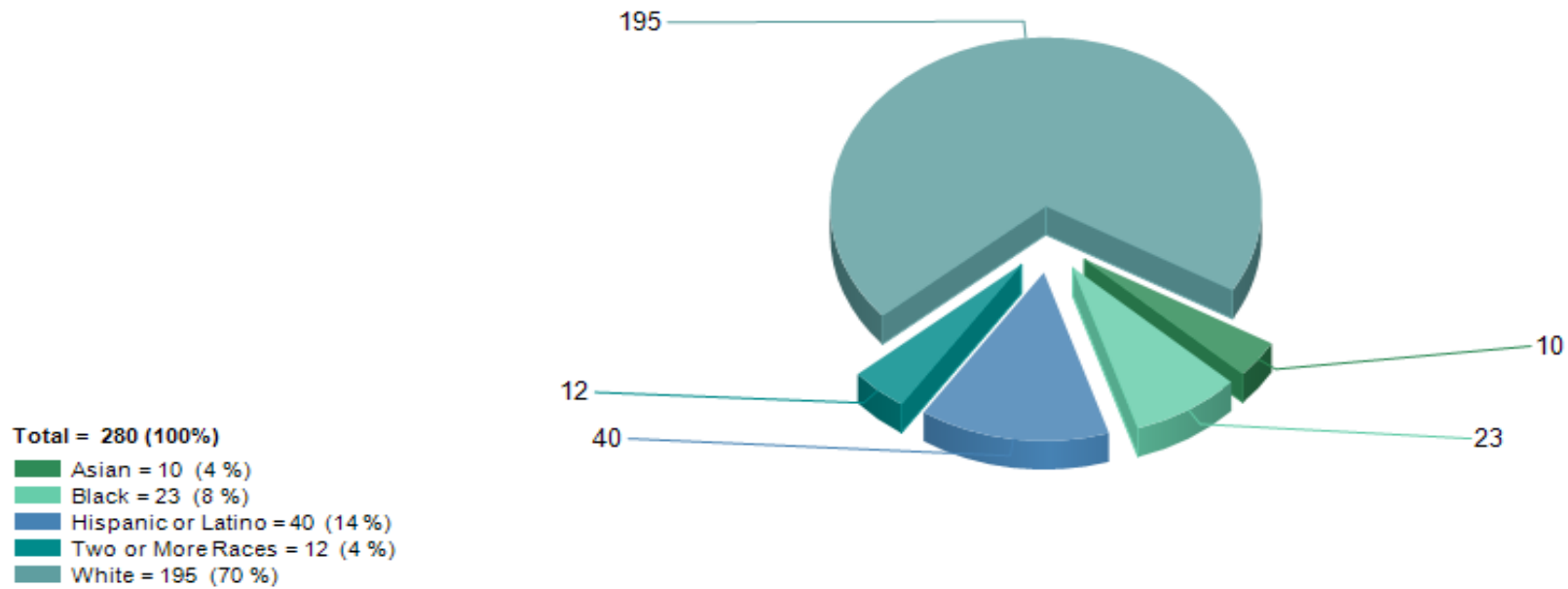
Total = 280 (100%)

Female = 152 (54 %)

Male = 128 (46 %)

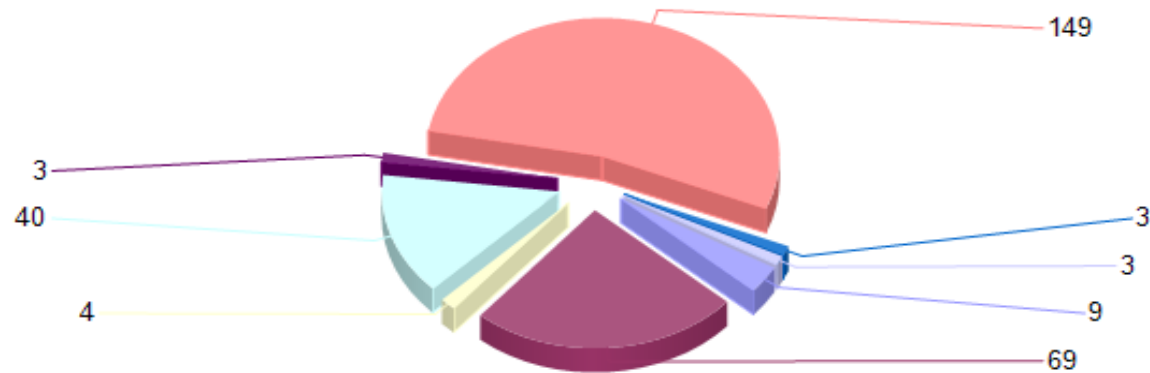
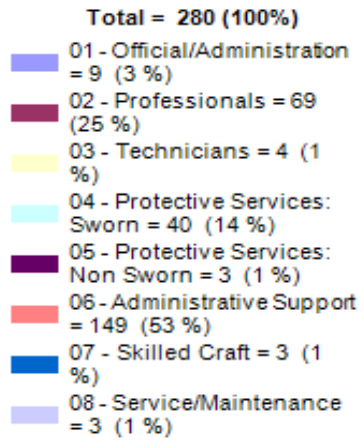
# Termination EEO Report 07/01/23 - 6/30/24

## Race



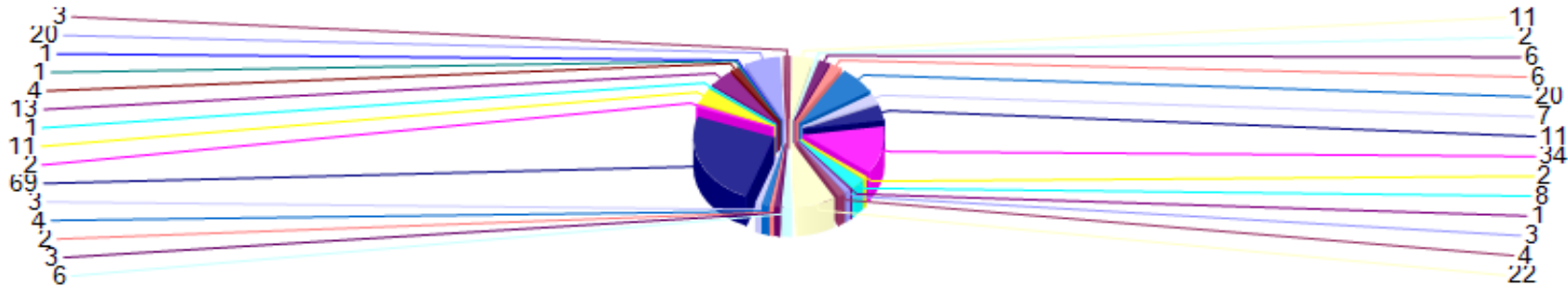
# Termination EEO Report 07/01/23 - 6/30/24

## EEOC Category



# Termination EEO Report 07/01/23 - 6/30/24

## Department



Total = 280 (100%)

Animal Control = 3 (1 %)	Court Services/Adult Drug Court = 2 (1 %)	Finance = 1 (0 %)	Sheriff/Court Security = 7 (3 %)
Building Management = 4 (1 %)	Court Services/Court Services Administration = 11 (4 %)	Health = 20 (7 %)	Sheriff/Sheriff = 11 (4 %)
Circuit Clerk = 22 (8 %)	Court Services/Diagnostic Center = 1 (0 %)	Information Technologies = 3 (1 %)	State's Attorney = 34 (12 %)
Community Reinvestment = 6 (2 %)	Court Services/Juvenile Justice Center = 13 (5 %)	Judiciary and Courts = 11 (4 %)	Supervisors of Assessment = 2 (1 %)
Coroner = 3 (1 %)	Development/County Development = 4 (1 %)	Kane Comm = 2 (1 %)	Transportation = 8 (3 %)
County Auditor = 2 (1 %)	Emergency Management Services = 1 (0 %)	Public Defender = 6 (2 %)	Treasurer/Collector = 1 (0 %)
County Board = 4 (1 %)		Regional Office of Education = 6 (2 %)	
County Clerk = 3 (1 %)		Sheriff/Adult Corrections = 20 (7 %)	
County Clerk Elections-PR Only/County Clerk Elections - PR Only = 69 (25 %)			