

**COUNTY OF WILL**

# **Equal Employment Opportunity Plan**

**Utilization Reports**

**2020**



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### **III. Equal Employment Opportunity Statement**

It is the policy of Will County to promote equal employment opportunities through positive, continuing procedures. This means that the County will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, sexual orientation, mental or physical disability, or veteran status. The County has taken, and will continue to take, positive steps to ensure that all employment practices are free of such discrimination. Pursuant to this policy the County seeks to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, creed, religion, national origin, sex, age, sexual orientation, mental or physical disability or veteran status.
2. Base employment decisions as a means of realizing the principles of equal employment.
3. Ensure that all personnel actions, including but not limited to, hiring, promotion, upgrading, demotion, transfer, recruitment, advertising, selection, layoff, discipline, termination, employee benefits, rates of pay, training, and social recreation programs are administered without regard to race, color, creed, religion, national origin, sex, age, sexual orientation, mental or physical disability or veteran status.
4. Ensure that only valid requirements are applied in promotion decisions in accordance with the principles of equal employment opportunity.

Integral to this EEO Statement, it is the County's policy and intent to automatically adopt and comply with any and all Federal, state and local laws, statutes, regulations and ordinances in support of equal employment opportunity of any recognized protected class whether or not specifically named in this policy statement.

The County Board and County Executive are committed to promoting the goal of providing equal employment opportunities. Each County employee is expected to cooperate in achieving this goal. The County Board has authorized the County Executive to designate an equal employment opportunity coordinator who shall provide support to all departments, elected officials and employees in this effort. The designated equal employment opportunity coordinator is the Will County Human Resources Director.

Employee Complaint Procedures:

#### **Filing of a Complaint**

Any individual who believes that there has been a violation of the provisions of the County's Equal Employment Opportunity Policy may file a complaint with the EEO Coordinator.

EEO Coordinator  
Ph: 815.774.7489

County of Will  
Will County Office Building  
302 North Chicago Street  
Joliet, IL 60432



#### **IV. Notice under the Americans with Disabilities Act**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§12101, et seq. (as amended), Will County (County) will not discriminate against qualified individuals with disabilities on the basis of disability in the County's services, programs, or activities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the County. Nor shall any qualified individual with a disability be discriminated against because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. The County will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.

The County will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the County's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity. The County will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden.

Will County has appointed as its ADA Coordinator, the Human Resources Director. The Coordinator will provide any individual with information regarding the County's compliance with the Act and its method of processing complaints or grievances alleging noncompliance of the ADA (*as amended*). A person who requires an accommodation or an auxiliary aid or service to participate in a County program, service, or activity, should contact the office of the ADA Coordinator, at (815) 774-7489 as far in advance as possible but no later than 48 hours before the scheduled event. The County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

#### **Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by Will County.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted

by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator  
Ph: 815.774.7489

County of Will  
Will County Office Building  
302 North Chicago Street  
Joliet, IL 60432

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, or audio tape. The response will explain the position of Will County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Chief Elected Official or his or her designee.

If the complainant appeals, the Chief Elected Official or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Chief Elected Official or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Chief Elected Official or his or her designee, and responses from the ADA coordinator and Chief Elected Official or his or her designee will be kept by Will County for at least three years.

## **Diversity**

Will County recognizes cultural workforce diversity and is committed to providing a work environment that promotes the professional and personal development of all employees. Recognizing workforce diversity is essential to the County's ability to recruit and retain qualified employees.

The County must ensure that all employees are treated equally, with dignity and respect and that all employees are valued for their contributions to the efficient functioning of County Government.

### **Equal Employment Opportunity Plan (EEOP)**

Will County files an Equal Employment Opportunity Plan (EEOP) with the U.S. Department of Justice - Office of Civil Rights bi-annually. In order to receive a copy, contact the Will County Human Resources Department, 302 N. Chicago Street, Joliet IL 60432 or call (815) 774-7489.



# EEO Utilization Report

## Organization Information

Name: County Of Will (Sheriff's Office)

City: Joliet

State: IL

Zip: 60432

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attached Statement.

## Step 4b: Narrative of Interpretation

Protective Services: Sworn Patrol Officers: This category of the utilization chart has remained nearly the same as the previous EEOP due to longevity of employees that fall under this category. Also, this category has seen an increase in the Asian male utilization from 2018 to 2020 being 0% to 1%.

Administrative Support: This section of the utilization report has stayed relatively the same since the prior Equal Employment Opportunity Plan. Overall, while the Administrative Support section of the Sheriff Utilization results show underutilization for White males; the section as a whole is diverse in its makeup when considering race.

## Step 5: Objectives and Steps

### 1. Provide Equal Employment Opportunities to minorities both male and female.

- a. Review and revise existing procedures within the recruitment and hiring process to better enhance hiring and promotional practices.
- b. Encourage all employees to utilize Will County programs and training such as department training on diversity, ethics etc. and tuition reimbursement for continuing education.

### 2. Continue to increase the utilization of the administrative support and protective services classifications in regards to male employees.

- a. Locate new ways of diversifying recruitment.
- b. Will County Sheriff and surrounding departments will continue to work with NAACP, Spanish Center, VAC and Workforce Services to reach out to the community. Furthermore, departments will more frequently utilize outreach platforms such as Indeed and Monster to provide larger pools of applicants.
- c. Within this spread of diversifying recruitment, those who fall in the underutilized portion of the Countys analysis will be targeted to increase overall utilization.

### 3. Diversify recruitment for entry level and newly created positions by encouraging college graduates and first time job seekers to apply.

- a. Continue to utilize tools that are already in place along with: Indeed.com, Handshake.com, local minority newspapers, Spanish centers and local colleges.
- b. Continue to review all applications to determine compliance with State and Federal Equal Employment Opportunity guidelines in order to ensure each qualified candidate is provided an equal opportunity at maximizing their capabilities.

### 4. Our objective is to recruit and provide Equal Employment Opportunities to Male and female Hispanic and Black or African American applicants when vacancies appear for positions within the: Protective Services and Administrative Support categories.

- a. Human Resources Department will attempt to assist the Sheriff's Office in posting jobs on job boards that target college graduates such as Handshake.com.
- b. Participate in recruitment in at job fairs for Colleges and Universities to attract new male and female employees.
- c. Continue to diversify recruitment by encouraging Hispanic/Latino and Black or African American both male and female populations to apply for underutilized fields.
- d. The Human Resources Department will attempt to implement more diverse forms of outreach such as, Indeed.com to reflect our pool of applicants to the surrounding demographic region.

### 5. Continue to increase employee participation in the EEOP survey within the Sheriff Department.

- a. Resurvey entire department in 2022.
- b. Send out email reminders to staff requesting them to complete the EEOP survey.
- c. Place a statement in the Crime Alert at least 3 times requesting employees to return the survey.

**Step 6: Internal Dissemination**

Conduct training with the EEO Coordinator, Executives, Department Directors, Supervisors and Managers to ensure they are familiar with the Equal Employment Opportunity Objectives identified within the Equal Employment Opportunity Plan.

Place link on the intranet (Will Web) to access the approved D.O.J. Sheriff's EEOP within 45 days pending receipt of the approval letter.

Distribute a hard copy of the EEOP Utilization Report to recipient's supervisors, department heads, and elected officials.

**Step 7: External Dissemination**

Place a link on the Internet, Will County Website, [www.willcountyillinois.com](http://www.willcountyillinois.com), to access the approved D.O.J. Sheriff's EEOP within 45 days pending receipt of the approval letter.



**Utilization Analysis Chart**  
**Relevant Labor Market: Will County, Illinois**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	7/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,925/54%	930/4%	695/3%	4/0%	410/2%	0/0%	115/0%	65/0%	6,785/28%	800/3%	900/4%	0/0%	320/1%	10/0%	85/0%	10/0%
Utilization #/%	10%	-4%	-3%	-0%	-2%	0%	-0%	-0%	8%	-3%	-4%	0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	8/73%	1/9%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,970/29%	710/2%	660/2%	0/0%	1,130/3%	0/0%	135/0%	35/0%	17,385/51%	1,070/3%	1,745/5%	0/0%	870/3%	0/0%	180/1%	110/0%
Utilization #/%	43%	7%	7%	0%	-3%	0%	-0%	-0%	-42%	-3%	-5%	0%	-3%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	7/78%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,535/32%	280/6%	245/5%	0/0%	170/4%	0/0%	4/0%	15/0%	1,990/42%	135/3%	340/7%	4/0%	75/2%	0/0%	0/0%	0/0%
Utilization #/%	46%	-6%	-5%	0%	8%	0%	-0%	-0%	-30%	-3%	-7%	-0%	-2%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	33/72%	2/4%	2/4%	0/0%	1/2%	0/0%	2/4%	0/0%	3/7%	1/2%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	3,075/67%	130/3%	675/15%	10/0%	50/1%	0/0%	45/1%	0/0%	430/9%	15/0%	165/4%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	2%	-10%	-0%	1%	0%	3%	0%	-3%	2%	-1%	0%	-0%	0%	2%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	241/72%	15/4%	11/3%	1/0%	6/2%	0/0%	10/3%	0/0%	34/10%	5/1%	8/2%	0/0%	0/0%	0/0%	5/1%	0/0%
Civilian Labor Force #/%	13,360/36%	2,745/7%	2,535/7%	0/0%	400/1%	0/0%	270/1%	100/0%	11,380/31%	2,850/8%	2,530/7%	19/0%	355/1%	0/0%	195/1%	90/0%
Utilization #/%	35%	-3%	-4%	0%	1%	0%	2%	-0%	-21%	-6%	-4%	-0%	-1%	0%	1%	-0%
<b>Protective Services: Non-sworn</b>																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	180/40%	20/4%	25/6%	0/0%	0/0%	0/0%	0/0%	0/0%	210/46%	0/0%	4/1%	0/0%	15/3%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	5/8%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	38/62%	9/15%	5/8%	0/0%	0/0%	0/0%	2/3%	0/0%
CLS #/%	17,250/26%	3,095/5%	2,040/3%	10/0%	830/1%	4/0%	225/0%	45/0%	31,965/48%	5,185/8%	4,305/6%	10/0%	1,360/2%	15/0%	345/1%	140/0%
Utilization #/%	-18%	-3%	-3%	-0%	-1%	-0%	1%	-0%	14%	7%	2%	-0%	-2%	-0%	3%	-0%
<b>Skilled Craft</b>																
Workforce #/%	8/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,925/74%	3,615/16%	905/4%	10/0%	165/1%	0/0%	109/0%	35/0%	760/3%	160/1%	140/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	-16%	-4%	-0%	-1%	0%	-0%	-0%	-3%	-1%	-1%	0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	9/60%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	5/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	22,605/33%	13,635/20%	4,665/7%	0/0%	580/1%	0/0%	314/0%	200/0%	15,630/22%	6,885/10%	4,135/6%	0/0%	545/1%	0/0%	180/0%	100/0%
Utilization #/%	27%	-20%	-7%	0%	-1%	0%	6%	-0%	11%	-10%	-6%	0%	-1%	0%	-0%	-0%

**Significant Underutilization Chart**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Protective Services: Sworn-Patrol Officers</b>		✓	✓						✓	✓	✓					
<b>Administrative Support</b>	✓															

**Law Enforcement Category Rank Chart**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Lieutenant</b>																
Workforce #/%	6/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	27/71%	2/5%	2/5%	0/3%	1/3%	0/0%	2/5%	0/0%	2/5%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	241/72%	15/4%	11/3%	1/2%	6/2%	0/0%	10/3%	0/0%	34/10%	5/1%	8/2%	0/0%	0/0%	0/0%	5/1%	0/0%

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

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

Certified As Final By: Denise E. Winfrey

county executive

10-15-2020

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[signature]

[title]

[date]



# EEO Utilization Report

## Organization Information

Name: County Of Will (State's Attorney's Office)

City: Joliet

State: IL

Zip: 60432

Type: County Attorney General or Prosecutor's Office

## **Step 1: Introductory Information**

### **Policy Statement:**

See attached statement.



## Step 4b: Narrative of Interpretation

Narrative:

For all other departments excluding service and maintenance, there has been an increase in diversity in some areas and other areas have stayed the same. Overall, these areas are not flagged as underutilized showing a diverse workforce.

Service/Maintenance: In this section, both White males and Hispanic males are underutilized due to the fact that this section has a large female population. Furthermore, the amount of White males and Hispanic males has stayed the same since the previous EEOP was filed.

## Step 5: Objectives and Steps

### 1. Provide Equal Employment Opportunities to minorities both male and female.

- a. Encourage all employees to utilize Will County programs and training such as department training on diversity, ethics etc. and tuition reimbursement for continuing education.
- b. Review and revise existing procedures within the recruitment and hiring process to better enhance hiring and promotional practices.

### 2. Continue to increase the utilization of the administrative support, service/maintenance and technicians classifications in regards to male employees.

- a. Locate new ways of diversifying recruitment.
- b. Will County Executive and surrounding departments will continue to work with NAACP, Spanish Center, VAC and Workforce Services to reach out to the community. Furthermore, departments will more frequently utilize outreach platforms such as Indeed and Monster to provide larger pools of applicants.
- c. Within this spread of diversifying recruitment, those who fall in the underutilized portion of the Countys analysis will be targeted to increase overall utilization.

### 3. Diversify recruitment for entry level positions by encouraging college graduates and first time job seekers.

- a. Continue to utilize tools that are already in place along with: Indeed.com, Handshake.com, local minority newspapers, Spanish centers and local colleges.
- b. Continue to review all applications to determine compliance with State and Federal Equal Employment Opportunity guidelines in order to ensure each qualified candidate is provided an equal opportunity at maximizing their capabilities.

### 4. Our objective is to recruit and provide Equal Employment Opportunities to Male Hispanic and White applicants when vacancies appear for positions within the: Service Maintenance, Administrative Support, Technicians, and Skilled Craft fields.

- a. Continue to diversify recruitment by encouraging Hispanic/Latino and White male populations to apply for underutilized fields.
- b. Utilize more diverse forms of outreach such as, LinkedIn, Ziprecruiter.com, DICE.com to broaden and reflect our pool of applicants to the surrounding demographic region.

## Step 6: Internal Dissemination

Conduct training with the EEO Coordinator, Executives, Department Directors, Supervisors and Managers to ensure they are familiar with the Equal Employment Opportunity objectives identified within the Equal Employment Opportunity Plan (EEOP).

Place link on the intranet (Will Web) to access the approved State's Attorney EEOP within 45 days pending receipt of County Board Approval.

### **Step 7: External Dissemination**

Post memo explaining how applicants and members of the public may obtain a copy of the Equal Employment Opportunity Plan (EEOP).

Place a link on the internet, Will County's website, [www.willcountyillinois.com](http://www.willcountyillinois.com), to access the approved State's Attorney EEOP within 45 days pending receipt of County Board approval.

# Utilization Analysis Chart

## Relevant Labor Market: Will County, Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
	Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/80%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	12,925/54%	930/4%	695/3%	4/0%	410/2%	0/0%	115/0%	65/0%	6,785/28%	800/3%	900/4%	0/0%	320/1%	10/0%	10/0%
Utilization #/%	-54%	-4%	-3%	-0%	-2%	0%	-0%	-0%	52%	-3%	16%	0%	-1%	-0%	-0%	-0%
Professionals																
	Workforce #/%	30/42%	0/0%	0/0%	0/0%	0/0%	0/0%	3/4%	0/0%	35/49%	0/0%	2/3%	0/0%	1/1%	0/0%	0/0%
	CLS #/%	9,970/29%	710/2%	660/2%	0/0%	1,130/3%	0/0%	135/0%	35/0%	17,385/51%	1,070/3%	1,745/5%	0/0%	870/3%	180/1%	110/0%
Utilization #/%	12%	-2%	-2%	0%	-3%	0%	4%	-0%	-3%	-3%	-2%	0%	-1%	0%	1%	-0%
Technicians																
	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	CLS #/%	1,535/32%	280/6%	245/5%	0/0%	170/4%	0/0%	4/0%	15/0%	1,990/42%	135/3%	340/7%	4/0%	75/2%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
	Workforce #/%	3/75%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	3,075/67%	130/3%	675/15%	10/0%	50/1%	0/0%	45/1%	0/0%	430/9%	15/0%	165/4%	0/0%	15/0%	0/0%	0/0%
Utilization #/%	8%	-3%	10%	-0%	-1%	0%	-1%	0%	-9%	-0%	-4%	0%	-0%	0%	0%	0%
Protective Services: Non-sworn																
	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	Civilian Labor Force #/%	180/40%	20/4%	25/6%	0/0%	0/0%	0/0%	0/0%	0/0%	210/46%	0/0%	4/1%	0/0%	15/3%	0/0%	0/0%
Utilization #/%																
Administrative Support																
	Workforce #/%	3/60%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	17,250/26%	3,095/5%	2,040/3%	10/0%	830/1%	4/0%	225/0%	45/0%	31,965/48%	5,185/8%	4,305/6%	10/0%	1,360/2%	15/0%	345/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	34%	-5%	17%	-0%	-1%	-0%	-0%	-0%	-28%	-8%	-6%	-0%	-2%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	16,925/74 %	3,615/16 %	905/4%	10/0%	165/1%	0/0%	109/0%	35/0%	760/3%	160/1%	140/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	43/83%	4/8%	2/4%	1/2%	0/0%	0/0%	1/2%	0/0%
CLS #/%	22,605/33 %	13,635/20 %	4,665/7%	0/0%	580/1%	0/0%	314/0%	200/0%	15,630/22 %	6,885/10 %	4,135/6%	0/0%	545/1%	0/0%	180/0%	100/0%
Utilization #/%	-31%	-20%	-7%	0%	-1%	0%	-0%	-0%	60%	-2%	-2%	2%	-1%	0%	2%	-0%

## Significant Underutilization Chart

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

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

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

Certified As Final By: Denise E. Winfrey

county executive

10-09-2020

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[signature]

[title]

[date]

# EEO Utilization Report

## Organization Information

Name: County Of Will (Executive Office.)

City: Joliet

State: IL

Zip: 60432

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attached Document.



## Step 4b: Narrative of Interpretation

Officials and Administrators: This category of the utilization chart in the previous report was listed as -13% underutilized compared to the current demographic statistics. The number this year has gone from -13% utilization to -12% utilization showing an upward movement toward the average utilization mark.

Professionals: The professional category from previous years to this year has decreased when compared to demographical statistics which now reflects a -11% utilization.

Technicians: While the white male category is underutilized by -11%, there is still a significant amount this groups staff that work within this position. Furthermore, the utilization of Hispanic males for this position title has stayed the same from the last EEO posting to now.

Administrative Support: This section of the utilization report has seen a -2% decrease in white males from the previous years EEO going from -18% to -16%. Also, the Hispanic male population within this position has seen a 1% change from last year showing a considerably stable rate of change. This category continues to be heavily dominated by females.

Skilled Craft: Both the White and Hispanic male categories for the skilled craft section of this utilization report have seen 4% and -2% changes respectively. These changes show a trend moving toward average utilizations within our local region.

Service/Maintenance: In this section, both White males and Hispanic males have stayed close to the same in terms of utilization. In 2018, White males and Hispanic males were at -25% and -17% respectively and are currently at -27% and -18% respectively. These current calculations reflect a job classification that is mostly occupied by females.

## Step 5: Objectives and Steps

### 1. 1. Provide Equal Employment Opportunities to minorities both male and female.

- a. Encourage employees to utilize Will County programs and training such as department training on diversity, ethics etc. and tuition reimbursement for continuing education.
- b. Review and revise existing procedures within the recruitment and hiring process to better enhance hiring and promotional practices.

### 2. 2. Continue to increase the utilization of the administrative support, service/maintenance and technicians classifications in regards to male employees.

- a. Locate new ways of diversifying recruitment.
- b. Will County Executive and surrounding departments will continue to work with NAACP, Spanish Center, VAC and Workforce Services (Jobs for People) to reach out to the community. Furthermore, departments will more frequently utilize outreach platforms such as Indeed and Monster to provide larger pools of applicants.

### 3. 3. Diversify recruitment for entry level positions by encouraging college graduates and first time job seekers to apply.

- a. Continue to utilize tools that are already in place along with: Indeed.com, Handshake.com, local minority newspapers, Spanish centers and local colleges.
- b. Continue to review all applications to determine compliance with State and Federal Equal Employment Opportunity guidelines in order to ensure each qualified candidate is provided an equal opportunity at maximizing their capabilities.

### 4. 4. Our objective is to recruit and provide Equal Employment Opportunities to Male Hispanic applicants when vacancies appear for positions within the: Service Maintenance, Administrative Support, Technicians, and Skilled Craft fields.

- a. Continue to diversify recruitment by encouraging Hispanic/Latino populations to apply for the above listed underutilized fields.
- b. Utilize more diverse forms of outreach such as, LinkedIn and DICE.com to broaden applicant pool and reflect opportunities to the Will County demographic region.

### **Step 6: Internal Dissemination**

Conduct regularly scheduled training with EEO Coordinator, Executives, Department Directors, Supervisors and Managers to explain the Equal Employment Opportunity Objectives identified by the Equal Employment Opportunity Plan.

Provide hard copy proof of EEOP Utilization Reports for the current year to supervisors, elected officials and department heads.

Place a link on the Will County Intranet (Will Web) for ease of access to the approved County Executive EEOP 45 days of pending County Board approval.

### **Step 7: External Dissemination**

This document will be placed on our internet website, ([Willcountyillinois.com](http://Willcountyillinois.com)) for ease of access. Furthermore, access to this information will be provided within 45 days pending receipt of County Board approval of the EEOP.

**Utilization Analysis Chart**  
**Relevant Labor Market: Will County, Illinois**

Job Categories	Male								Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	
Officials/Administrators																	
	Workforce #/%	38/41%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	47/51%	1/1%	4/4%	0/0%	0/0%	0/0%	1/1%	0/0%
	CLS #/%	12,925/54%	930/4%	695/3%	4/0%	410/2%	0/0%	115/0%	65/0%	6,785/28%	800/3%	900/4%	0/0%	320/1%	10/0%	85/0%	10/0%
	Utilization #/%	-12%	-4%	-3%	-0%	-2%	0%	1%	-0%	23%	-2%	1%	0%	-1%	-0%	1%	-0%
Professionals																	
	Workforce #/%	35/19%	3/2%	5/3%	0/0%	4/2%	0/0%	2/1%	0/0%	87/46%	10/5%	21/11%	0/0%	19/10%	0/0%	2/1%	0/0%
	CLS #/%	9,970/29%	710/2%	660/2%	0/0%	1,130/3%	0/0%	135/0%	35/0%	17,385/51%	1,070/3%	1,745/5%	0/0%	870/3%	0/0%	180/1%	110/0%
	Utilization #/%	-11%	-0%	1%	0%	-1%	0%	1%	-0%	-5%	2%	6%	0%	8%	0%	1%	-0%
Technicians																	
	Workforce #/%	13/19%	0/0%	5/7%	0/0%	3/4%	0/0%	0/0%	0/0%	33/48%	0/0%	7/10%	0/0%	4/6%	0/0%	4/6%	0/0%
	CLS #/%	1,535/32%	280/6%	245/5%	0/0%	170/4%	0/0%	4/0%	15/0%	1,990/42%	135/3%	340/7%	4/0%	75/2%	0/0%	0/0%	0/0%
	Utilization #/%	-13%	-6%	2%	0%	1%	0%	-0%	-0%	6%	-3%	3%	-0%	4%	0%	6%	0%
Protective Services: Sworn																	
	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	CLS #/%	3,075/67%	130/3%	675/15%	10/0%	50/1%	0/0%	45/1%	0/0%	430/9%	15/0%	165/4%	0/0%	15/0%	0/0%	0/0%	0/0%
	Utilization #/%																
Protective Services: Non-sworn																	
	Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	Civilian Labor Force #/%	180/40%	20/4%	25/6%	0/0%	0/0%	0/0%	0/0%	0/0%	210/46%	0/0%	4/1%	0/0%	15/3%	0/0%	0/0%	0/0%
	Utilization #/%	10%	-4%	-6%	0%	0%	0%	0%	0%	4%	0%	-1%	0%	-3%	0%	0%	0%
Administrative Support																	
	Workforce #/%	21/10%	1/0%	3/1%	0/0%	2/1%	0/0%	1/0%	0/0%	114/53%	41/19%	23/11%	0/0%	2/1%	0/0%	7/3%	0/0%
	CLS #/%	17,250/26%	3,095/5%	2,040/3%	10/0%	830/1%	4/0%	225/0%	45/0%	31,965/48%	5,185/8%	4,305/6%	10/0%	1,360/2%	15/0%	345/1%	140/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-16%	-4%	-2%	-0%	-0%	-0%	0%	-0%	5%	11%	4%	-0%	-1%	-0%	3%	-0%
Skilled Craft																
Workforce #/%	60/80%	4/5%	4/5%	0/0%	1/1%	0/0%	3/4%	0/0%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,925/74%	3,615/16%	905/4%	10/0%	165/1%	0/0%	109/0%	35/0%	760/3%	160/1%	140/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	-10%	1%	-0%	1%	0%	4%	-0%	-2%	1%	1%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	9/6%	2/1%	8/5%	0/0%	1/1%	0/0%	1/1%	0/0%	46/29%	25/16%	54/34%	0/0%	7/4%	0/0%	4/3%	0/0%
CLS #/%	22,605/33%	13,635/20%	4,665/7%	0/0%	580/1%	0/0%	314/0%	200/0%	15,630/22%	6,885/10%	4,135/6%	0/0%	545/1%	0/0%	180/0%	100/0%
Utilization #/%	-27%	-18%	-2%	0%	-0%	0%	0%	-0%	7%	6%	28%	0%	4%	0%	2%	-0%

**Significant Underutilization Chart**

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Professionals	✓															
Technicians	✓	✓														
Administrative Support	✓	✓														
Skilled Craft		✓														
Service/Maintenance	✓	✓														

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

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

Certified As Final By: Denise E. Winfrey

county executive

10-09-2020

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[signature]

[title]

[date]

# EEO Utilization Report

## Organization Information

Name: County Of Will (Remaining Departments)

City: Joliet

State: IL

Zip: 60432

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

See attached document.



## Step 4b: Narrative of Interpretation

Officials and Administrators: This category of the utilization chart has remained nearly the same as the previous EEOP due to longevity of employees that fall under this category.

Professionals: This section of the utilization report has stayed relatively the same since the prior Equal Employment Opportunity Plan. Overall, the Professional category has seen an increase in utilization in areas such as Male: White, Hispanic or Latino and Black or African American.

Protective Services: Sworn Patrol Officers: This category of the utilization chart has remained nearly the same as the previous EEOP due to longevity of employees that fall under this category.

Administrative Support: This section of the utilization chart has remained relatively consistent in regards to having a diverse workforce. Furthermore, this category is predominantly filled with Female occupants of the White, Hispanic or Latino and Black or African American. Lastly, the most underutilized area of this function is the White Male category which was calculated at 8% of the Administrative Support role in 2018 and is now at 6%.

## Step 5: Objectives and Steps

### 1. Provide Equal Employment Opportunities to minorities both male and female.

- a. Encourage all employees to utilize Will County programs and training such as department training on diversity, ethics etc. and tuition reimbursement for continuing education.
- b. Review and revise existing procedures within the recruitment and hiring process to better enhance hiring and promotional practices.

### 2. Continue to increase the utilization of the: Administrative Support, Officials and Administrators, Professionals, Protective Services classifications in regards to male employees.

- a. Will County Executive and its surrounding departments will continue to work with NAACP, Spanish Center, VAC and Workforce Services to reach out to the community.
- b. Furthermore, departments will more frequently utilize outreach platforms such as Indeed to provide larger pools of applicants.
- c. Within this spread of diversifying recruitment, those who fall in the underutilized portion of the Countys analysis will be targeted to increase overall utilization.

### 3. Diversify recruitment for entry level and newly created positions by encouraging college graduates and first time job seekers to apply.

- a. Continue to utilize tools that are already in place along with: Indeed.com, Handshake.com, local minority newspapers, Spanish centers and local colleges.
- b. Continue to review all applications to determine compliance with State and Federal Equal Employment Opportunity guidelines in order to ensure each qualified candidate is provided an equal opportunity at maximizing their capabilities.

### 4. 4. Our objective is to recruit and provide Equal Employment Opportunities to Male or female White and Asian applicants categories when vacancies appear for positions within the: Officials and Administrators, Professionals, Protective Services and Administrative Support categories which are currently underutilized.

- a. Continue to diversify recruitment by encouraging White and Asian both male and female populations to apply for underutilized fields.
- b. The Human Resources Department will attempt to implement more diverse forms of outreach such as, Indeed.com to reflect our pool of applicants to the surrounding demographic region.
- c. Human Resources Department will attempt to assist Other Departments in posting jobs on job boards that target college graduates such as Handshake.com.

d. Participate in recruitment in at job fairs for Colleges and Universities to attract new male and female employees.

**5. Continue to increase employee participation in the EEOP survey throughout all Will County Departments.**

a. Resurvey all departments in 2022.

b. Send out email reminders to staff requesting them to complete the EEOP survey.

**Step 6: Internal Dissemination**

Conduct training with the EEO Coordinator, Executives, Department Directors, Supervisors and Managers to ensure they are familiar with the Equal Employment Opportunity Objectives identified within the Equal Employment Opportunity Plan.

Place link on (Will.web) to access the approved County Executive EEOP within 45 days pending receipt of County Board approval.

Distribute a hard copy of the EEOP Utilization Report to the recipient's Supervisors, Department Heads and Elected Officials.

**Step 7: External Dissemination**

Place link on the Internet, Will County website, [willcountyillinois.com](http://willcountyillinois.com), to access the approved County Executive EEOP within 45 days pending receipt of the County Board approval.

**Utilization Analysis Chart**  
**Relevant Labor Market: Will County, Illinois**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	9/26%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	17/50%	3/9%	1/3%	0/0%	0/0%	0/0%	2/6%	0/0%
CLS #/%	12,925/54%	930/4%	695/3%	4/0%	410/2%	0/0%	115/0%	65/0%	6,785/28%	800/3%	900/4%	0/0%	320/1%	10/0%	85/0%	10/0%
Utilization #/%	-27%	-1%	0%	-0%	-2%	0%	-0%	-0%	22%	5%	-1%	0%	-1%	-0%	6%	-0%
<b>Professionals</b>																
Workforce #/%	68/34%	8/4%	13/7%	0/0%	0/0%	1/1%	3/2%	0/0%	77/39%	13/7%	10/5%	0/0%	1/1%	0/0%	4/2%	0/0%
CLS #/%	9,970/29%	710/2%	660/2%	0/0%	1,130/3%	0/0%	135/0%	35/0%	17,385/51%	1,070/3%	1,745/5%	0/0%	870/3%	0/0%	180/1%	110/0%
Utilization #/%	5%	2%	5%	0%	-3%	1%	1%	-0%	-12%	3%	-0%	0%	-2%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,535/32%	280/6%	245/5%	0/0%	170/4%	0/0%	4/0%	15/0%	1,990/42%	135/3%	340/7%	4/0%	75/2%	0/0%	0/0%	0/0%
Utilization #/%	8%	-6%	-5%	0%	-4%	0%	-0%	-0%	18%	-3%	-7%	-0%	-2%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	20/42%	3/6%	3/6%	0/0%	0/0%	0/0%	1/2%	0/0%	14/29%	4/8%	2/4%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	3,075/67%	130/3%	675/15%	10/0%	50/1%	0/0%	45/1%	0/0%	430/9%	15/0%	165/4%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	-25%	3%	-8%	-0%	-1%	0%	1%	0%	20%	8%	1%	0%	-0%	0%	2%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	180/40%	20/4%	25/6%	0/0%	0/0%	0/0%	0/0%	0/0%	210/46%	0/0%	4/1%	0/0%	15/3%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	13/6%	4/2%	3/1%	0/0%	0/0%	0/0%	1/0%	0/0%	138/63%	38/17%	13/6%	1/0%	0/0%	0/0%	8/4%	0/0%
CLS #/%	17,250/26%	3,095/5%	2,040/3%	10/0%	830/1%	4/0%	225/0%	45/0%	31,965/48%	5,185/8%	4,305/6%	10/0%	1,360/2%	15/0%	345/1%	140/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-20%	-3%	-2%	-0%	-1%	-0%	0%	-0%	15%	10%	-1%	0%	-2%	-0%	3%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	16,925/74 %	3,615/16 %	905/4%	10/0%	165/1%	0/0%	109/0%	35/0%	760/3%	160/1%	140/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	22,605/33 %	13,635/20 %	4,665/7%	0/0%	580/1%	0/0%	314/0%	200/0%	15,630/22 %	6,885/10 %	4,135/6%	0/0%	545/1%	0/0%	180/0%	100/0%
Utilization #/%																

**Significant Underutilization Chart**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>	✓															
<b>Professionals</b>					✓				✓							
<b>Protective Services: Sworn</b>	✓															
<b>Administrative Support</b>	✓												✓			

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

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

Certified As Final By: Denise E. Winfrey	county executive	10-15-2020
_____	_____	_____
[signature]	[title]	[date]

## CERTIFICATION FORM

### Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	County Of Will (Children's Advocacy Center)		
Address:	304 N. Scott Street, Joliet, IL, 60432		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:	830016353	Vendor Number (only if direct recipient):	
Name of Contact Person:	Beth Kasper	Title of Contact Person:	Operations Manager
Telephone Number:	(815) 774-4564	E-Mail Address:	bkasper@willcountyillinois.com
Subrecipients:	No		

### Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

*The following exemptions apply:*

Less than fifty employees		
---------------------------	--	--

I, **Regina Malone** (*authorized official*), certify that **County Of Will (Children's Advocacy Center)** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2020** (*fiscal year*) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that **County Of Will (Children's Advocacy Center)** (*recipient organization*), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Regina Malone, Assistant Director, HR     *Regina Malone*

9/25/2020

Print or Type Name and Title

Signature

Date

## **APPENDIX**

VOLUNTARY SURVEY

EEOP MANDATORY MEETING

LIST OF DEPARTMENTS

WILL COUNTY BOARD RESOLUTION





**COUNTY OF WILL**  
**OFFICE OF THE COUNTY EXECUTIVE**  
**Human Resources Department**

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

**Bruce Tidwell, HRCI-SPHR**  
Director

**Regina Malone, HRCI-SPHR, SHRM-SCP**  
Assistant Director, Human Resources

**IMPORTANT ~ YOUR ACTION IS REQUIRED**

February 3, 2020

Dear Will County Employee:

It is the policy of Will County to promote equal employment opportunities for public service positions within County government by considering job applicants for hiring and employees for advancement on the basis of their knowledge, skills, abilities, and organizational fit for Will County and not on the basis of extraneous factors such as race, color, creed, religion, national origin, sex, age, veteran status, sexual orientation, mental or physical disability.

The County, through its various departments, receives significant revenue from State and Federal grants. These grant dollars help pay for important programs and services that would otherwise not be possible. The U.S. Department of Justice Office for Civil Rights requires public entities who receive grant dollars over a certain threshold to develop and adopt an Equal Employment Opportunity Plan (EEO Plan or PLAN). This Plan must be updated every two years and resubmitted for approval as deemed necessary in order to continue to receive Federal and State grant dollars. It is in the best interest of all our people that government be a leader in demonstrating equal employment opportunity by establishing and updating our Equal Employment Opportunity Plan to promote the principle of equal employment opportunity.

The County's current Plan will expire November, 2020. The U.S. Department of Justice ("DOJ") has issued guidelines that require us to resurvey our workforce regarding their race. They do NOT permit us to make a visual observation. Previously there were five (5) standard race categories. The DOJ has added two (2) new categories, and **REQUIRES** us to gather updated information from our employees.

The categories are as follows:

WHITE (W)  
HISPANIC (H) or Latino (L)  
BLACK or AFRICAN AMERICAN (B)  
ASIAN (A)  
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NH/OPI)  
AMERICAN (*native*) INDIAN or ALASKAN NATIVE (AI/AN)  
MIXED RACE (MR) \*

\*"Mixed Race" is from two or more of the above categories.

The document on the reverse side reflects your current race as we have it in our system. Please confirm and/or update as appropriate and **return to Human Resources NO LATER THAN Thursday, February 27, 2020.** Thank you for your anticipated cooperation.

(Turn Over) ⇨



**IMPORTANT ~ YOUR ACTION IS REQUIRED**

Department Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Race: \_\_\_\_\_

Please check the appropriate race category listed in the below box and return to the Will County Human Resources Department by Thursday, February 27, 2020:

- ☐ White (W)
- ☐ Hispanic (H) or Latino (L)
- ☐ Black or African American (B)
- ☐ Asian (A)
- ☐ Native Hawaiian or Other Pacific Islander (NH or OPI)
- ☐ American (*native*) Indian or Alaska Native (AI or AN)
- ☐ Mixed Race (MR – is two or more of the above categories)

Employee Initials: \_\_\_\_\_

**For Office Use Only**

Department Name:

Employee Name:

EEOC Function:

EEOC Category:

Gender:

Employee Number:

**Check Appropriate Box:**

- \_\_\_\_\_ Employee Refused
- \_\_\_\_\_ Employee failed to return

Department Initials: \_\_\_\_\_

County HR Representative Initials: \_\_\_\_\_



## HUMAN RESOURCES DEPARTMENT MEMORANDUM

**TO:** Elected Official, Department Director, and Judiciary Official

**FROM:** Bruce Tidwell, HRCI-SPHR and Regina Malone, HRCI-SPHR, SHRM-SCP  
Director, Human Resources Assistant Director, Human Resources

**RE:** Equal Employment Opportunity Plan (EEOP)

**DATE:** October 22, 2020

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The Human Resources Department is having a mandatory meeting to discuss the County's proposed Equal Employment Opportunity Plan. We suggest each department require compulsory attendance from one of their hiring managers.

Adherence to this plan is required in order to continue receiving grant dollars from the federal and state government. We would request that the Human Resources Representative, Department Hiring Manager (s), and the Grant Writer within your Department be present for this virtual meeting.

The virtual meeting will be held by WebEx. Date and Time follows:

October 29, 2020  
10:00 AM - 11:00 AM

Please accept this invitation and/or notify another hiring manager to attend by forwarding this WebEx invitation. The hiring manager should accept by October 27, 2020. Please call 815-774-7470 if you have questions. Handouts will be available for those who RSVP.

We look forward to your participation, and our apologies in advance for the short notice.

C: HR Representatives

## List of Departments

911	Small
Animal Control	Small
Auditor	Small
Child Advocacy Center	Small
Circuit Clerk	
Circuit Court	
Coroners	Small
County Board	Small
County Clerk	
County Executive	
Division of Transportation	
EMA	Small
GIS	Small
Health Department	
ICT	
Jury Commission	Small
Land use	
LCC-911	
Maintenance - County Executive	
Merit Commission	Small
Parking Lot	Small
Probation Department	
Public Defender	
Recorder of Deeds	
Records Management	Small
River Valley Justice Center (Juvenile Detention)	
Sheriff's	
State's Attorney	
Sunny Hill Nursing Home	
Sunny Hill T.B. Clinic	Small
Superintendent of Schools	Small
Supv of Assessments	
Treasurer	
Veteran's Assistance Commission	Small
Workforce Investment Board	Small
Workforce Services	

\*Small department = 25 or less employees within their individual department



**RESOLUTION OF THE COUNTY BOARD  
WILL COUNTY, ILLINOIS**

***Adopting the Equal Employment Opportunity Plan 2020***

**WHEREAS**, it is the policy of Will County to promote equal employment opportunities for public service positions within County government by considering job applicants for hiring and employees for advancement on the basis of their knowledge, skills, abilities, and organizational fit for Will County and not on the basis of extraneous factors such as race, color, religion, gender, sexual orientation, marital status, age, national origin, ancestry, physical or mental disability, veteran's status (as defined in the Illinois Human Rights Act), citizenship status (consistent with Title 8, U.S. Code, Section 1324A), arrest record, or any other non-merit factor, except bona fide occupational qualification (BFOQ), will be excluded from any employment decision or service provided by the County; and

**WHEREAS**, the County is committed to the principles of equal employment opportunity in all areas of its employment process, including but not limited to recruitment, hiring, promotion, discipline, discharge, and the awarding of benefits for all qualified applicants; and

**WHEREAS**, the County of Will seeks a diverse workforce and posts job vacancies in alternative locations including publications and websites to encourage diversity in the applicant pool; and

**WHEREAS**, the County of Will currently has an Equal Employment Opportunity Policy; and

**WHEREAS**, the County of Will, through its various departments and agencies, receives numerous federal and state grants, which requires the establishment of an Equal Employment Opportunity Plan as a condition of receiving the grant(s); and

**WHEREAS**, the U.S. Department of Justice, Office of Civil Rights requires that the Equal Employment Opportunity Plan be updated bi-annually and as deemed necessary submitted to their office for review and approval; and

**WHEREAS**, it is in the best interests of all our people that government be a leader in demonstrating equal employment opportunity by the establishment and continuance of our Equal Employment Opportunity Plan to promote the principles of equal employment opportunity.

**NOW, THEREFORE, BE IT RESOLVED**, that the Will County Board hereby authorizes the attached *revised and updated* 2020 Equal Employment Opportunity Plan be recognized and adopted by this board and it be hereby continued and updated as follows:

County of Will

## Equal Employment Opportunity Plan 2020

**BE IT FURTHER RESOLVED**, that the Will County Board hereby authorizes the Will County Executive to execute the Equal Employment Opportunity Plan.

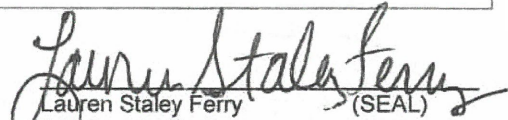
**BE IT FURTHER RESOLVED**, that the Will County Executive is hereby authorized and directed to take such other and further action as necessary to effectuate the intent of the foregoing Resolution.

**BE IT FURTHER RESOLVED**, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

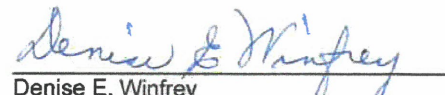
Adopted by the Will County Board this 19th day of November, 2020.

<b>AYES:</b>	Newquist, Ogalla, Koch, Moustis, Tyson, Harris, Traynere, Fritz, Mueller, Gould, VanDuyne, Balich, Fricione, Brass, Brooks Jr., Parker, Ventura, Dollinger, Marcum, Berkowicz, Cowan, Tuminello, Weigel, Ferry
<b>ABSENT:</b>	Rice
<b>LEFT MEETING:</b>	Kraulidis

Result: Approved - [Unanimous]

  
Lauren Staley Ferry (SEAL)  
Will County Clerk

Approved this 20 day of November, 2020.

  
Denise E. Winfrey  
Will County Executive



