

**MACON COUNTY BOARD RESOLUTION  
APPROVING AN EQUAL EMPLOYMENT  
OPPORTUNITY PLAN FOR THE COUNTY OF MACON**

**RESOLUTION NO. G-4518-08-16**

**WHEREAS**, the Finance Committee (OP) met on August 1, 2016 and was presented with an Equal Employment Opportunity Plan for the County of Macon; and

**WHEREAS**, the Macon County Board desires that employment practices shall be carried out in accordance with federal, state, and local laws and ordinances; and

**WHEREAS**, as the attached plan states, Macon County is an Equal Employment Opportunity Employer; and

**WHEREAS**, the Finance Committee has reviewed this policy and recommended it to the County Board for approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Macon County Board that it approves the attached Equal Employment Opportunity Plan for the County of Macon, Illinois.

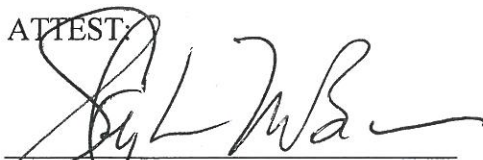
**BE IT FURTHER RESOLVED** that this resolution shall become effective upon the adoption thereof.

**PRESENTED, PASSED, APPROVED** this 11th day of August, 2016

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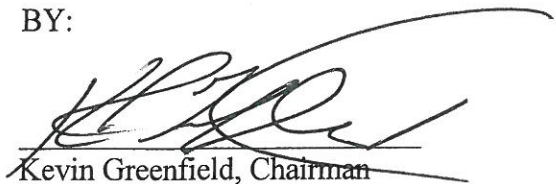
MACON COUNTY BOARD  
MACON COUNTY, ILLINOIS

ATTEST:



Stephen M. Bean, Clerk for the  
County of Macon, State of Illinois

BY:



Kevin Greenfield, Chairman  
Macon County Board

FILED

AUG 12 2016

STEPHEN M. BEAN  
COUNTY CLERK MACON COUNTY

# EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR THE COUNTY OF MACON, ILLINOIS

## STEP 1: INTRODUCTORY INFORMATION

Grantee Name: Macon County, Illinois

Address: 141 S. Main Street, Room 501  
Decatur, IL 62523

Telephone Number: (217) 424-1472

Contact Person: Kevin Greenfield, Chairman of Macon County Board

Date and effective duration of EEOP:  
August, 11, 2016 to August 11, 2018

Policy Statement:

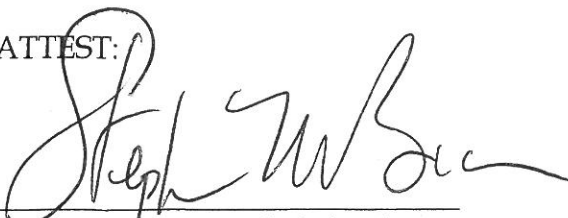
Macon County is an Equal Opportunity Employer. Employment practices shall be carried out in accordance with federal, state and local laws and ordinances. Equal Employment Opportunity has been, and will continue to be, a fundamental principal of Macon County, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

(Additional Steps are contained on next pages.)

Presented, Passed and Approved this 11th of August, 2016


MACON COUNTY BOARD  
MACON COUNTY, ILLINOIS

ATTEST:



Stephen M. Bean, Clerk for the  
County of Macon, State of Illinois

BY:



Kevin Greenfield, Chairman  
Macon County Board

## **STEP 2: AGENCY'S WORKFORCE**

See Utilization Chart attached hereto

## **STEP 3: COMMUNITY LABOR STATISTICS**

See Utilization Chart attached hereto

## **STEP 4a: UTILIZATION ANALYSIS**

See Utilization Chart attached hereto

## **STEP 4b: NARRATIVE UNDERUTILIZATION ANALYSIS**

The Utilization Chart was prepared based on employment information as of April 30, 2016. At that time, Macon County had 520 employees. There are seven categories of jobs contained in the attached Utilization Chart, with 14 race/sex categories, making 98 different utilization determinations. Macon County appears to be underutilized in 4 of the 98 categories. 2 of the underutilization areas are in the white male category and accordingly should be disregarded as a non-protected group.

The other categories of underutilization are as follows:

White female protective services -non sworn  
Hispanic or Latino female protective services - non sworn

Therefore, Macon County is underutilized by one or more employees in 2 of the 96 categories.

Additionally, the largest areas of concern is in the white female category.

## **STEP 5: OBJECTIVES**

Macon County has as its goal to be fully utilized in all categories where possible. It particularly desires to increase utilization in the two categories as indicated above.

## **STEP 6: STEPS TO ACHIEVE OBJECTIVES**

The Macon County Chairman will appoint an Equal Employment Officer. The Equal Employment Officer will oversee the Equal Employment Opportunity policies and make assurances they are being followed. This Equal Employment Officer will attend training events and give training events to educate the employees. The Equal Employment Officer will actively recruit a more diverse workforce by sending letters to Veterans Administration, SAIL, Department of Rehabilitation, etc. when an opening is available.

### STEP 7: DISSEMINATION

Macon County's plan for dissemination of its Equal Employment Opportunity Policy requires that the EEO Policy be:

- Posted prominently, in reasonable numbers and places;
- Disseminated in internal memoranda and other written or electronic communications;
- Included in handbooks or manuals;
- Made available to each employee and made a part of the employee's file;
- Provided in appropriate formats to individuals with visual impairments; and
- Where notice has been given in an alternative format to a employee with a visual impairment, a record that such notice has been given is to be made a part of the employee's file.

# EEOP Utilization Report



Tue Jul 26 11:19:23 EDT 2016

## **Step 1: Introductory Information**

### **Policy Statement:**

Macon County is committed to providing equal employment opportunities to both applicants and employees, regardless of race, color, national origin, sex, religion, disability, and other state and local protected classes. In addition Macon County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Therefore, The County has taken, and will continue to take, positive steps to ensure that all employment practices are free of such discrimination.

#### **Step 4b: Narrative Underutilization Analysis**

The County's Human Resource Department, in consultation with the States Attorneys Office reviewed the Utilization Analysis (comparing the County;s workforce to the relevant labor market), and noted the following:

White males were significantly under-represented in the following categories: Professionals (-17), Administrative Support (-19).

White females were significantly under-represented in the following categories: Protective Services: Non Sworn

Hispanic or Latino were significantly under-represented in the following category: Protective Services Non Sworn (-19)

#### **Step 5 & 6: Objectives and Steps**

**1. The EEO Officer will review the composition of the applicant pool for all vacancies in the job categories in the last fiscal year to determine whether white male applicants were under-represented.**

a. The EEO Officer will enhance outreach efforts that target White male applicants. (eg;encourage recruiting on IDES (Illinois Job Link) website and Macon County Website.

**2. The EEO Officer will review the composition of the applicant pool for all vacancies in the job categories in the last fiscal year to determine whether white female applicants were under-represented.**

a. The EEO Officer will enhance outreach efforts that target White female applicants. (eg;encourage recruiting on IDES website, (Illinois Job Link) website and Macon County Website.

**3. The EEO Officer will review the composition of the applicant pool for all vacancies in the job categories in the last fiscal year to determine whether Hispanic or Latino female applicants were under-represented.**

a. The EEO Officer will enhance outreach efforts that target Hispanic or Latino female applicants. (eg;encourage recruiting on IDES website,(Illinois Job Link) website and Macon County Website. fairs.

#### **Step 7a: Internal Dissemination**

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Post a copy of the EEOP Utilization Report on the Macon County Employee website
3. Include a copy of the EEOP Utilization Report on the employee bulletin board.

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

Post a copy of the EEOP Utilization Report on the Macon County Public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Macon 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 #/%                         | 12/39%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 18/58%    | 1/3%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 2,875/56% | 35/1%              | 190/4%                    | 15/0%                            | 10/0%  | 0/0%                                      | 25/0%             | 0/0%   | 1,680/33% | 40/1%              | 180/4%                    | 0/0%                             | 10/0% | 0/0%                                      | 34/1%             | 0/0%  |
| Utilization #/%                       | -18%      | -1%                | -4%                       | -0%                              | -0%    | 0%  | -0%               | 0%     | 25%       | 2%                 | -4%                       | 0%                               | -0%   | 0%  | -1%               | 0%    |
| <b>Professionals</b>                  |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 19/22%    | 0/0%               | 2/2%                      | 0/0%                             | 1/1%   | 0/0%                                      | 0/0%              | 0/0%   | 59/69%    | 0/0%               | 3/4%                      | 0/0%                             | 1/1%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 3,665/40% | 95/1%              | 150/2%                    | 20/0%                            | 235/3% | 0/0%                                      | 25/0%             | 20/0%  | 4,435/48% | 85/1%              | 435/5%                    | 15/0%                            | 55/1% | 0/0%                                      | 20/0%             | 0/0%  |
| Utilization #/%                       | -17%      | -1%                | 1%                        | -0%                              | -1%    | 0%  | -0%               | -0%    | 21%       | -1%                | -1%                       | -0%                              | 1%    | 0%  | -0%               | 0%    |
| <b>Technicians</b>                    |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 6/43%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 8/57%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 555/32%   | 0/0%               | 0/0%                      | 10/1%                            | 0/0%   | 0/0%                                      | 4/0%              | 0/0%   | 1,055/60% | 10/1%              | 60/3%                     | 0/0%                             | 60/3% | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 11%       | 0%                 | 0%                        | -1%                              | 0%     | 0%  | -0%               | 0%     | -3%       | -1%                | -3%                       | 0%                               | -3%   | 0%  | 0%                | 0%    |
| <b>Protective Services:</b>           |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| <b>Sworn</b>                          |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 58/72%    | 0/0%               | 4/5%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 13/16%    | 0/0%               | 5/6%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 680/78%   | 0/0%               | 65/7%                     | 0/0%                             | 15/2%  | 0/0%                                      | 4/0%              | 0/0%   | 75/9%     | 4/0%               | 30/3%                     | 0/0%                             | 0/0%  | 0/0%                                      | 4/0%              | 0/0%  |
| Utilization #/%                       | -5%       | 0%                 | -2%                       | 0%                               | -2%    | 0%  | -0%               | 0%     | 8%        | -0%                | 3%                        | 0%                               | 0%    | 0%  | -0%               | 0%    |
| <b>Protective Services: Non-sworn</b> |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 44/59%    | 1/1%               | 4/5%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 21/28%    | 1/1%               | 4/5%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%              | 20/40%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 20/40%    | 10/20%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 19%       | 1%                 | 5%                        | 0%                               | 0%     | 0%  | 0%                | 0%     | -12%      | -19%               | 5%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Administrative Support</b>         |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 17/9%     | 1/1%               | 3/2%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 160/82%   | 2/1%               | 11/6%                     | 0/0%                             | 1/1%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 3,650/27% | 75/1%              | 290/2%                    | 0/0%                             | 40/0%  | 0/0%                                      | 55/0%             | 0/0%   | 7,930/60% | 180/1%             | 955/7%                    | 0/0%                             | 10/0% | 0/0%                                      | 109/1%            | 0/0%  |



| 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 #/%            | -19%      | -0%                | -1%                       | 0%                               | -0%   | 0%  | -0%               | 0%        | 22%   | -0%                | -2%                       | 0%                               | 0%    | 0%  | -1%               | 0%    |
| <b>Skilled Craft</b>       |           |                    |                           |                                  |       |   |                   |           |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%              | 18/90%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 2/10%     | 0/0%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 5,075/88% | 170/3%             | 110/2%                    | 35/1%                            | 4/0%  | 0/0%                                      | 115/2%            | 205/4%    | 0/0%  | 40/1%              | 0/0%                      | 20/0%                            | 20/0% | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            | 2%        | -3%                | -2%                       | -1%                              | -0%   | 0%  | -2%               | 6%        | 0%    | 0%                 | -1%                       | 0%                               | -0%   | 0%  | 0%                | 0%    |
| <b>Service/Maintenance</b> |           |                    |                           |                                  |       |   |                   |           |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%              | 15/75%    | 0/0%               | 1/5%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 4/20%     | 0/0%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 8,815/50% | 160/1%             | 1,505/8%                  | 0/0%                             | 20/0% | 0/0%                                      | 200/1%            | 5,270/30% | 50/0% | 1,535/9%           | 4/0%                      | 70/0%                            | 0/0%  | 0/0%                                      | 75/0%             | 15/0% |
| Utilization #/%            | 25%       | -1%                | -3%                       | 0%                               | -0%   | 0%  | -1%               | -10%      | -0%   | -9%                | -0%                       | -0%                              | -0%   | 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 |
| Professionals                  | ✓     |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Protective Services: Non-sworn |       |                    |                           |                                  |       |   |                   |        | ✓     |                    |                           |                                  |       |   |                   |       |
| Administrative Support         | ✓     |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |

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

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

  
[signature] \_\_\_\_\_ [title]

8-11-16  
\_\_\_\_\_ [date]