



COUNTY OF WILL

Equal Employment Opportunity Plan

Utilization Reports

(Short Forms)

2018

TABLE OF CONTENTS
EEOP Utilization Reports
(Short Form)

Equal Employment Opportunity Plan 2018 (EEOP)

EEOP Utilization Report Policy Statement.....3

EEOP Utilization Reports (Short Forms)

EEOP Short Form – Sheriff (Dated: Nov. 8, 2018) 1-9
U.S. Department of Justice Letter (Dated: Nov. 13, 2018) 1

EEOP Short Form – State’s Attorney (Dated: Sept. 20, 2018) 1-7

EEOP Short Form – County Exec/Remaining Departments (Dated:
Nov. 8, 2018)..... 1-8

Exempt Certification Form – CAC (Dated: Sept. 24, 2018) 1

Appendix

Voluntary Survey

EEOP Mandatory Meeting

List of Departments

Will County Board Resolution



COUNTY OF WILL

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

III. Equal Employment Opportunity Statement

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Employee Complaint Procedures:

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EEO Coordinator

P: (815)774-6350

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)774-6350 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
P: (815)774-6350

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) 774-6350.

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 upload.

Following File has been uploaded:EEO Statements- August 2016a.docx

Step 4b: Narrative of Interpretation

Protective Services Sworn Officials: This is a slight improvement over 2016 utilization report as 2016 was -13% and 2018 is underutilized by -11% for the male (Black or African American) Sergeants and Lieutenants.

Protective Services: Sworn Patrol Officers: This category is underutilized by -21% female (White), -6% female (Hispanic), and -3% female (Black). All three of these categories slightly improved from the 2016 utilization report. This field is heavily dominated by males.

Administrative Support: Continue to increase the utilization of the male (White) category in administrative support. The male (White) category is underutilized by -14%. This category is highly dominated by females. There is no change from 2016 utilization report.

Step 5: Objectives and Steps

1. Continue to increase employee participation in the EEOP Survey within the Sheriff Department

- a. Resurvey entire department in 2020.
- b. Encourage supervisors to mention the EEOP survey during Roll Call.
- c. Send out email reminders to staff requesting them to complete the EEOP survey.
- d. Place a statement in the "Crime Alert" at least 3 times requesting employees to return the survey.

2. Our objective is to provide Equal Employment Opportunities to Males, Black or African American employees, when our organization fills vacancies that become available in the Sergeant and Lieutenant Job Category.

- a. Make available professional development training to prepare for Sergeant and Lieutenant promotion opportunities.
- b. Merit Commission: In addition to posting the open Sergeant and Lieutenant test for eligibility opportunity in the "Crime Alert", increase awareness with group email to ADF employees.

3. Our objective is to continue providing Equal Employment Opportunities to female employees/applicants of the White, Hispanic and Black/African American groups for our patrol and correctional officer divisions.

- a. Periodically advertise openings for patrol and correctional officers in Times Weekly, and Hoy.
- b. Continue to increase the applicant pool for female patrol and correctional officers by diversifying the recruitment process.
- c. Send job postings to female colleges and/or sororities.
- d. Continue to work with Veterans Assistance Commission (VAC), Illinois Department of Employment Securities (IDES), NAACP, Spanish Center, Workforce Services (Jobs4People.org) in order to reach out to the community to assure a diverse pool of candidates.

4. Our objective is to continue providing Equal Employment Opportunities to white male employees/applicants in the administrative support area

- a. Participate in Recruitment fairs at the University/College level to attract new male employees.
- b. Diversify recruitment when replacing positions or recruiting for new positions in the administrative support area.

5. Identify any barriers in recruitment that might deter White, Hispanic, or Black/African American females from applying for entry level sworn Deputy Sheriff or Deputy Correctional Officer positions.

- a. Sheriff Department and Merit Commission: Meet with female recruits to find out how they learned about the opportunity to become a sworn Deputy Sheriff or Deputy Correctional Officer.
- b. Identify any changes needed to encourage more females to become a sworn Deputy Sheriff or Deputy Correctional Officer.
- c. Use feedback provided by female recruits to re-examine and revise outreach programs prior to the next recruitment cycle.

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)

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

Place a 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.

Step 7: External Dissemination

Place a link on the Internet, Will County website, 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
Officials/Administrators																
Workforce #/%	6/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	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 #/%	1%	-4%	-3%	-0%	-2%	0%	-0%	-0%	17%	-3%	-4%	0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	8/80%	1/10%	1/10%	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 #/%	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 #/%	51%	8%	8%	0%	-3%	0%	-0%	-0%	-51%	-3%	-5%	0%	-3%	0%	-1%	-0%
Technicians																
Workforce #/%	13/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	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 #/%	61%	-6%	-5%	0%	-4%	0%	-0%	-0%	-34%	-3%	-7%	-0%	-2%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	37/70%	2/4%	2/4%	0/0%	1/2%	0/0%	2/4%	0/0%	8/15%	0/0%	1/2%	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 #/%	3%	1%	-11%	-0%	1%	0%	3%	0%	6%	-0%	-2%	0%	-0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	252/68%	27/7%	16/4%	0/0%	4/1%	1/0%	10/3%	0/0%	37/10%	5/1%	13/4%	1/0%	0/0%	0/0%	4/1%	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 #/%	32%	-0%	-3%	0%	-0%	0%	2%	-0%	-21%	-6%	-3%	0%	-1%	0%	1%	-0%
Protective Services: Non-sworn																

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 #/%																
Administrative Support																
Workforce #/%	9/12%	2/3%	1/1%	0/0%	0/0%	0/0%	3/4%	0/0%	44/58%	10/13%	4/5%	0/0%	0/0%	0/0%	3/4%	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%
Utilization #/%	-14%	-2%	-2%	-0%	-1%	-0%	4%	-0%	10%	5%	-1%	-0%	-2%	-0%	3%	-0%
Skilled Craft																
Workforce #/%	9/100%	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%
Service/Maintenance																
Workforce #/%	11/61%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/22%	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 #/%	29%	-3%	-7%	0%	-1%	0%	-0%	-0%	-0%	-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
Protective Services: Sworn-Officials			✓													
Protective Services: Sworn-Patrol Officers								✓		✓	✓					
Administrative Support	✓															

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
Lieutenants																
Workforce #/%	7/64%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeants																
Workforce #/%	30/71%	2/5%	1/2%	0/2%	1/2%	0/0%	2/5%	0/0%	6/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	252/68%	27/7%	16/4%	0/1%	4/1%	1/0%	10/3%	0/0%	37/10%	5/1%	13/4%	1/0%	0/0%	0/0%	4/1%	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: Lawrence M Walsh

Will County Executive

11-08-2018

[signature]

[title]

[date]



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

November 13, 2018

Lawrence M. Walsh
Will County Executive
County Of Will - Sheriff's Office
302 N. Chicago Street
Joliet, IL 60432

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for County Of Will - Sheriff's Office

Dear Mr. Walsh,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON

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 document.

Following File has been uploaded:EEO Statements- August 2016a.docx

Step 4b: Narrative of Interpretation

The Utilization Analysis Chart indicates an under utilization of White Males in the Administrative Support job category of - 20%. This is an improvement over the 2016 EEOP. This job category contains positions that are predominantly held by females.

Step 5: Objectives and Steps

1. Our objective is to continue providing Equal Employment Opportunities to minorities both male and female and provide Equal Employment Opportunities to white male employees in the administrative support area

- a. Advertise job opportunities using the Will County website, and internal job postings. Increase the use of local minority newspapers, the Illinois Department of Employment Services (IL Job Link), Workforce Services (jobs4people.org), VAC, Local NAACP, Spanish Center, Colleges and Community agencies.
- b. Diversify recruitment when replacing positions or creating new positions.
- c. To continue to recruit for minorities both male and female and increase recruiting efforts for white male employees to fill the entry level positions in the administrative support area with our employment partners.

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 a 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 a 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, to access the approved State's Attorney 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
Officials/Administrators																
Workforce #/%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	1/17%	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 #/%	-4%	-4%	-3%	-0%	-2%	0%	-0%	-0%	5%	-3%	13%	0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	26/39%	2/3%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	31/47%	0/0%	2/3%	0/0%	1/2%	0/0%	2/3%	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 #/%	10%	1%	-2%	0%	-3%	0%	3%	-0%	-4%	-3%	-2%	0%	-1%	0%	3%	-0%
Technicians																
Workforce #/%	0/	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%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	3/75%	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%	1/25%	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 #/%	8%	-3%	-15%	-0%	-1%	0%	-1%	0%	-9%	-0%	-4%	0%	-0%	0%	25%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	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 #/%																
Administrative Support																
Workforce #/%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	45/83%	4/7%	1/2%	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%	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%	-5%	-1%	-0%	-1%	-0%	-0%	-0%	35%	-0%	-5%	-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 #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	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 #/%	17%	-20%	-7%	0%	-1%	0%	-0%	-0%	28%	-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
Administrative Support	✓															

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

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

Certified As Final By: Lawrence M. Walsh

Will County Executive

09-20-2018

[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.

Following File has been uploaded:EEO Statements- August 2016a.docx

Step 4b: Narrative of Interpretation

Officials / Administrators: The White (male) category is underutilized by -13%. This is a positive trend over 2016 which was -22%. This number does not include Elected Officials and their Chief Deputy.

Professionals: The white (female) category is underutilized by -12%. This shows an increase over 2016 when the underutilization was -7%.

They are still the largest group in the job category.

Technicians: The Hispanic (male) group is underutilized by -6% in 2016 and 2018. There are no Hispanic (males) in this category.

Protective Services (Sworn): In 2016 the underutilization was -19% for white (male) category. In 2018 the underutilization slightly increased to -23%. The White (male) is still the largest group within this job category.

Administrative Support: White (male) category is underutilized by -18%. This is an improvement from 2016 when the underutilization was -21%. Hispanic (male) category is currently -3% underutilized. This is an improvement over 2016 when Hispanic (males) were underutilized by -4%. The Black (male) category is underutilized by -2%. In 2016 the underutilization was -1%. The administrative support category is still heavily dominated by females.

Skilled Craft: Hispanic (male) category is underutilized by -12%. This is the same as in 2016. This position is held by long term employees. Therefore, there is little turnover.

Service Maintenance: White (male) category is underutilized by -25%. In 2016 the underutilization was also -25%. Hispanic (male) is underutilized by -17% in 2016 Hispanic (male) category was underutilized by -19%. This is an improvement over the 2016 EEOP.

This category is heavily dominated by nursing home staff that has multiple female caregivers.

Step 5: Objectives and Steps

1. Provide Equal Employment Opportunities to minorities both male & female.

- a. Encourage employees to take advantage of department training offered by the county, and also training which provides reimbursement for college course work.
- b. Review recruitment, applicant screening, hiring, and promotional practices.

2. Continue to increase the utilization of the Male category in the Administrative Support, Protective Services (sworn) and Service Maintenance job categories.

- a. Diversify recruitment when replacing positions or creating new ones.
- b. Circuit Clerk and other departments will continue to work with Veterans Assistance Commission (VAC), Illinois Department of Employment Security (IDES), NAACP, Spanish Center, and Workforce Services (Jobs for People). To reach out to community to ensure diverse pool of candidates.
- c. Target male category for increased utilization in the Administrative Support, Protective Services (sworn) and Service Maintenance categories at job fairs and through trade associations.

3. Continue to diversify recruitment for entry level positions .

- a. Continue to advertise job opportunities using the Will County website and internal job postings. Increase the use of local minority newspapers, the Illinois Department of Employment Services (IL job link), Workforce Services (jobs4people.org), VAC, local NAACP, Spanish Center, colleges and community agencies.

b. Continue to review the employment application forms to determine compliance with the latest State and Federal Equal Employment Opportunity regulations in order to ensure that each applicant is provided the maximum opportunity to display their job related qualifications.

4. Continue to attract qualified applicants (female) for the Professionals job category

- a. River Valley and Will County Health Department to provide internships for a diverse pool of candidates to job shadow in the juvenile and health care professions.
- b. River Valley and Probation to continue to advertise position openings as an opportunity for careers within the juvenile detention and probation services department.
- c. River Valley will continue to monitor the male to female staff ratio on each shift relevant to the male to female juveniles housed within the detention center.
- d. Encourage staff to attend professional training and development programs

5. Our objective is to recruit and provide Equal Employment Opportunities to Male, Hispanic applicants, when our organization fills vacancies that become available in the Technician, Administrative Support, Skilled Craft, and Service Maintenance categories. .

- a. Utilize internet recruiting sites, such as Indeed.com, ziprecruiter.com, to broaden our community outreach for job postings.
- b. Encourage Hispanic/Latino applicants to apply for Technician, Administrative Support, Skilled Craft and Service Maintenance positions through our job posting advertisements at the Spanish Center of Joliet.

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)

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

Place a link on the Intranet "Will Web" to access the approved County Executive EEOP within 45 days pending receipt of County Board Approval.

Step 7: External Dissemination

Place a link on the Internet, Will County website, www.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
Officials/Administrators																
Workforce #/%	52/40%	3/2%	3/2%	0/0%	0/0%	0/0%	1/1%	0/0%	60/47%	3/2%	3/2%	0/0%	0/0%	0/0%	4/3%	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 #/%	-13%	-2%	-1%	-0%	-2%	0%	0%	-0%	18%	-1%	-1%	0%	-1%	-0%	3%	-0%
Professionals																
Workforce #/%	99/27%	10/3%	17/5%	0/0%	6/2%	0/0%	6/2%	0/0%	145/39%	21/6%	33/9%	0/0%	22/6%	0/0%	9/2%	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 #/%	-2%	1%	3%	0%	-2%	0%	1%	-0%	-12%	3%	4%	0%	3%	0%	2%	-0%
Technicians																
Workforce #/%	16/24%	0/0%	4/6%	0/0%	3/4%	0/0%	0/0%	0/0%	30/44%	1/1%	6/9%	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 #/%	-8%	-6%	1%	0%	1%	0%	-0%	-0%	3%	-1%	2%	-0%	4%	0%	6%	0%
Protective Services:																
Sworn																
Workforce #/%	21/44%	1/2%	3/6%	0/0%	0/0%	0/0%	1/2%	0/0%	15/31%	3/6%	2/4%	1/2%	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 #/%	-23%	-1%	-8%	-0%	-1%	0%	1%	0%	22%	6%	1%	2%	-0%	0%	2%	0%
Protective Services: Non-sworn																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	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 #/%	35%	-4%	-6%	0%	0%	0%	0%	0%	-21%	0%	-1%	0%	-3%	0%	0%	0%
Administrative Support																
Workforce #/%	34/8%	6/1%	5/1%	0/0%	1/0%	0/0%	1/0%	0/0%	276/61%	68/15%	37/8%	0/0%	4/1%	0/0%	18/4%	0/0%
CLS #/%	17,250/26%	3,095/5%	2,040/3%	10/0%	830/1%	0/0%	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 #/%	-18%	-3%	-2%	-0%	-1%	-0%	-0%	-0%	13%	7%	2%	-0%	-1%	-0%	3%	-0%
Skilled Craft																
Workforce #/%	57/76%	3/4%	8/11%	0/0%	1/1%	0/0%	2/3%	0/0%	1/1%	1/1%	2/3%	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 #/%	2%	-12%	7%	-0%	1%	0%	2%	-0%	-2%	1%	2%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	13/7%	4/2%	6/3%	0/0%	1/1%	0/0%	1/1%	0/0%	52/30%	29/17%	55/32%	0/0%	7/4%	0/0%	6/3%	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 #/%	-25%	-17%	-3%	0%	-0%	0%	0%	-0%	7%	7%	26%	0%	3%	0%	3%	-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		✓														
Protective Services: Sworn	✓															
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: Lawrence M. Walsh

Will County Executive

11-08-2018

[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		
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I, **Lawrence M. Walsh** (*authorized official*), certify that **County Of Will (Children's Advocacy Center)** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2018** (*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.

Lawrence M. Walsh, Will County Executive
9/24/2018

Lawrence M. Walsh

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

April 23, 2018

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 (EEOP 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, 2018. 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 Friday, May 4, 2018.** 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 Friday, May 4, 2018:**

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

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 15, 2018

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 meeting.

The meeting will be held at the:

Will County Office Building
County Board Room – 2nd Floor
302 North Chicago Street
Joliet, IL 60432

9:00 AM - 10:00 AM
October 31, 2018

Please notify Roxanne at rslocum@willcountyillinois.com 815-774-6350 by October 25, 2018 indicating who will be attending. Handouts will be available for those who rsvp.

We look forward to seeing you.

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 = 10 or less employees within their individual department



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

Adopting the Equal Employment Opportunity Plan 2018

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* 2018 Equal Employment Opportunity Plan be recognized and adopted by this board and it be hereby continued and updated as follows:

Equal Employment Opportunity Plan 2018

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 20th day of December, 2018.

AYES:	Ogalla, Summers, Koch, Moustis, Moran, Rice, Harris, Traynere, Fritz, Mueller, Gould, VanDuyne, Balich, Fricilone, Brooks Jr., Winfrey, Parker, Ventura, Dollinger, Marcum, Berkowicz, Cowan, Tuminello, Weigel, Ferry, Kraulidis
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Result: Approved - [Unanimous]

Approved this 20th day of December, 2018.

Lauren Staley Ferry
 Lauren Staley Ferry (SEAL)
 Will County Clerk

Lawrence M. Walsh
 Lawrence M. Walsh
 Will County Executive