

# EEOP Utilization Report



Thu Dec 08 11:58:20 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	SA SMART Prosecution	<b>Grant Number:</b>	2014-YX-BX-0003
<b>Grantee Name:</b>	Cook County	<b>Award Amount:</b>	\$435,253.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	118 N. Clark St. Chicago, Illinois 60602		
<b>Contact Person:</b>	Peter Kocerka	<b>Telephone #:</b>	312-603-1895
<b>Contact Address:</b>	69 W. Washington St., Ste. 3200 Chicago, Illinois 60602		
<b>DOJ Grant Manager:</b>	Gale Farquhar	<b>DOJ Telephone #:</b>	202-514-8525

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<b>Grant Title:</b>	SA VOICES Program	<b>Grant Number:</b>	2015-WE-AX-0046
<b>Grantee Name:</b>	Cook County	<b>Award Amount:</b>	\$900,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	118 N. Clark St. Chicago, Illinois 60602		
<b>Contact Person:</b>	Peter Kocerka	<b>Telephone #:</b>	312-603-1895
<b>Contact Address:</b>	69 W. Washington St., Ste. 3200 Chicago, Illinois 60602		
<b>DOJ Grant Manager:</b>	Rudelle Handy	<b>DOJ Telephone #:</b>	202-216-3294

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## Policy Statement:

Cook County Government is an Equal Employment Opportunity (EEO) employer. In accordance with applicable anti-discrimination laws and regulations, the purpose of this Equal Employment Opportunity Policy (Policy) is to ensure that the Offices under the Cook County Board President provide a workplace free from discrimination and harassment and provide an effective means for the resolution of discrimination and harassment complaints by County employees and applicants for employment. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status, gender identity, or genetic information. As an employer, Cook County conforms to the spirit and the letter of all applicable laws and regulations, prohibiting discrimination and harassment.

Cook County is committed to keeping its workplace free from discrimination and harassment and to maintaining an environment in which every person is treated with dignity and respect. Cook County encourages its employees and applicants to raise any concerns regarding this Policy with the Equal Employment Opportunity Office (EEO Office) within the Cook County Bureau of Human Resources (BHR).

Retaliation against any person who makes a report concerning potential violations of this Policy, is expressly forbidden pursuant to the terms of this Policy.

Please see attached document, "Cook County Equal Employment Opportunity Policy."

## Step 4b: Narrative Underutilization Analysis

The Cook County Equal Employment Opportunity Office has reviewed the current Utilization Analysis Chart and noted the following:

White Males were significantly under-represented in the following job categories: Officials and Administrators (-10%), Professionals (-6%), Protective Services: Non-Sworn (-9%), and Administrative Support (-16%).

Hispanic or Latino Males were significantly under-represented in the following job categories: Administrative Support (-5%), Skilled Craft (-20%), and Service/Maintenance (-17%).

White Females were significantly under-represented in the following job categories: Officials/Administrators (-14%), Professionals (-6%), Technicians (-15%), Protective Services: Non-Sworn (-12%), Administrative Support (-16%), and Skilled Craft (-2%).

Hispanic or Latino Females were significantly under-represented in the following job category: Service/Maintenance (-10%).

Black or African American Females were significantly under-represented in the following job category: Technicians (-5%).

Though White Males and White Females were generally under-utilized during this reporting period, we did see improvements for those groups in several job categories since the 2013 reporting period. The utilization of White Males in the Professional category increased by 7% during this reporting period, and the utilization of White Females in the Professional category increased by 5%. In the Technicians category, we increased the utilization of White Males by 16% and White Females by 1%. Finally, the representation of White Males and White Females in the Service/Maintenance Category increased by 16% and 5%, respectively.

[Please see attached document titled "Cook County Narrative of Interpretation"]

## Step 5 & 6: Objectives and Steps

### **1. Ensure equal employment opportunities for Asian Females when Cook County fills vacancies that become available in the Professionals, Technicians, Administrative Support, and Service/Maintenance job categories.**

- a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on Asian Female applicants for positions in the Professionals, Technicians, Administrative Support, and Service/Maintenance job categories.
- b. The Cook County Equal Employment Opportunity Office will contact the Asian American Bar Association of Chicago, South Asian Bar Association of Chicago, the Chicago chapters of the National Asian Pacific American Women's Forum, the National Association of Asian American Professionals, and the Organization of Chinese Americans to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Professionals, Technicians, Administrative Support, and Service/Maintenance job categories.
- c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Asian American Bar Association of Chicago, South Asian Bar Association of Chicago, the Chicago chapters of the National Asian Pacific American Women's Forum, the National Association of Asian American Professionals, the Organization of Chinese Americans and other organizations devoted to the professional advancement of Asian Americans to notify them of vacancies that become available in the Professionals, Technicians, Administrative Support, and Service/Maintenance categories, in compliance with the Cook County Employment Plan.
- d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

### **2. Continue to improve recruitment practices to ensure that recruitment efforts are successful in attracting a diverse set of applicants for available positions.**

- a. Cook County is required by its federally-monitored Employment Plan to post the majority of its positions and require applicants to apply through its website. The County will continue to review its recruitment materials to ensure that the hiring process is clearly explained to potential applicants and that no technological barriers exist.

- b. The Cook County Equal Employment Office will work with the Manager of Recruitment for the County to determine whether opportunities exist for the Recruitment Department to attend community job fairs that will attract a diverse set of potential applicants for available positions.
- c. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**3. Ensure equal employment opportunities for White Males when Cook County fills vacancies that become available in the Officials/Administrators, Professionals, Protective Services: Non-Sworn, and Administrative Support job categories.**

- a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on White Male applicants for positions in the Officials/Administrators, Professionals, Protective Services: Non-Sworn, and Administrative Support job categories.
- b. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**4. Ensure equal employment opportunities for Hispanic/Latino Males when Cook County fills vacancies that become available in the Administrative Support, Skilled Craft, and Service/Maintenance job categories.**

- a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on Hispanic/Latino Male applicants for positions in the Administrative Support, Skilled Craft, and Service/Maintenance job categories.
- b. The Cook County Equal Employment Opportunity Office will contact the Chicago Latino Network, the Hispanic Alliance for Career Enhancement, and the Chicago Chapter of the Association of Latino Professionals for America to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Administrative Support, Skilled Craft, and Service/Maintenance job categories.
- c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Chicago Latino Network, the Hispanic Alliance for Career Enhancement, the Chicago Chapter of the Association of Latino Professionals for America, and other organizations devoted to the professional advancement of Hispanic/Latino Americans to notify them of vacancies that become available in the Administrative Support, Skilled Craft, and Service/Maintenance categories, in compliance with the Cook County Employment Plan.
- d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**5. Ensure equal employment opportunities for Asian Males when Cook County fills vacancies that become available in the Technicians job category.**

- a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on Asian Male applicants for positions in the Technicians job category.
- b. The Cook County Equal Employment Opportunity Office will contact the Chicago chapters of the National Association of Asian American Professionals and the Organization of Chinese Americans to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Technicians job category.
- c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Chicago chapters of the National Association of Asian American Professionals, the Organization of Chinese Americans and other organizations devoted to the professional advancement of Asian Americans to notify them of vacancies that become available in the Technicians job category, in compliance with the Cook County Employment Plan.
- d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**6. Ensure equal employment opportunities for White Females when Cook County fills vacancies that become available in the Officials/Administrators, Professionals, Technicians, Protective Services: Non-Sworn, Administrative Support, and Skilled Craft job categories.**

- a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on White Female applicants for positions in the Officials/Administrators, Professionals, Technicians, Protective Services:

Non-Sworn, Administrative Support, and Skilled Craft job categories.

b. The Cook County Equal Employment Opportunity Office will contact the Professional Women's Club of Chicago, the Chicago Network, the Illinois Women's Bar Association, the Chicago Bar Association's Alliance for Women, the Chicago chapter of the National Association of Professional Women, and the Chicago chapter of the Coalition of Labor Union Women to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Officials/Administrators, Professionals, Technicians, Protective Services: Non-Sworn, Administrative Support, and Skilled Craft job categories.

c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Professional Women's Club of Chicago, the Chicago Network, the Illinois Women's Bar Association, the Chicago Bar Association's Alliance for Women, the Chicago chapter of the National Association of Professional Women, the Chicago chapter of the Coalition of Labor Union Women, and other organizations devoted to the professional advancement of women to notify them of vacancies that become available in the Officials/Administrators, Professionals, Technicians, Protective Services: Non-Sworn, Administrative Support, and Skilled Craft job categories, in compliance with the Cook County Employment Plan.

d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**7. Ensure equal employment opportunities for Hispanic or Latina Females when Cook County fills vacancies that become available in the Administrative Support and Service/Maintenance job categories.**

a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on Hispanic/Latina applicants for positions in the Administrative Support and Service/Maintenance job categories.

b. The Cook County Equal Employment Opportunity Office will contact the Chicago Latino Network, the Hispanic Alliance for Career Enhancement, and the Chicago Chapter of the Association of Latino Professionals for America to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Administrative Support and Service/Maintenance job categories.

c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Chicago Latino Network, the Hispanic Alliance for Career Enhancement, the Chicago Chapter of the Association of Latino Professionals for America, and other organizations devoted to the professional advancement of Hispanic/Latina Americans to notify them of vacancies that become available in the Administrative Support and Service/Maintenance job categories, in compliance with the Cook County Employment Plan.

d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**8. Ensure equal employment opportunities for Black or African-American Females when Cook County fills vacancies that become available in the Technicians job category.**

a. Cook County will review its recruitment practices to ensure that our processes do not have an adverse impact on Black or African-American Female applicants for positions in the Technicians job category.

b. The Cook County Equal Employment Opportunity Office will contact the Information Technology Senior Management Forum, the National Action Council for Minorities in Engineering, the Region IV chapter of the National Society of Black Engineers, and the Chicago chapter of the American Association of Blacks in Energy to notify them about the County's recruitment practices and direct them to the County's recruitment website, where their members will find information about vacancies that may become available in the Technicians job category.

c. The Cook County Equal Employment Opportunity Office will encourage County departments to contact the Information Technology Senior Management Forum, the National Action Council for Minorities in Engineering, the Region IV chapter of the National Society of Black Engineers, the Chicago chapter of the American Association of Blacks in Energy, and other organizations devoted to the professional advancement of Black Americans or African-Americans to notify them of vacancies that become available in the Technicians job category, in compliance with the Cook County Employment Plan.

d. Cook County will provide training on overcoming implicit biases in the hiring process to all of its supervisors and interviewers.

**Step 7a: Internal Dissemination**

Cook County will post a copy of its EEOP Utilization Report on its intranet site, which is accessible to all employees.

Cook County will distribute a copy of the EEOP Utilization report to all Bureau Chiefs, Department Heads, and elected officials.

Cook County will post notice in its employee break areas that the EEOP Utilization Report is available upon request at the County's Equal Employment Opportunity Office.

**Step 7b: External Dissemination**

Cook County will post the EEOP Utilization Report on its public-facing website.

Cook County will post the EEOP Utilization Report on its vendor resource webpage.

Cook County will post a notice in the Bureau of Human Resources that its EEOP Utilization Report is available upon request from the Equal Employment Opportunity Office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Cook 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 #/%	43/34%	6/5%	21/17%	0/0%	4/3%	0/0%	0/0%	0/0%	17/13%	4/3%	28/22%	0/0%	3/2%	0/0%	0/0%	0/0%
CLS #/%	158,900/4 4%	18,075/5 %	17,610/5 %	180/0%	14,990/4 %	125/0%	1,190/0%	935/0%	99,985/27 %	14,565/4 %	26,540/7 %	150/0%	9,290/3%	35/0%	850/0%	460/0%
Utilization #/%	-10%	-0%	12%	-0%	-1%	-0%	-0%	-0%	-14%	-1%	15%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	298/26%	45/4%	112/10%	2/0%	69/6%	0/0%	0/0%	0/0%	324/28%	45/4%	245/21%	0/0%	24/2%	0/0%	0/0%	0/0%
CLS #/%	172,535/3 2%	17,940/3 %	24,365/5 %	130/0%	31,240/6 %	45/0%	1,705/0%	1,095/0%	183,630/3 4%	22,665/4 %	49,900/9 %	195/0%	30,665/6 %	30/0%	2,365/0%	1,035/0%
Utilization #/%	-6%	1%	5%	0%	0%	-0%	-0%	-0%	-6%	-0%	12%	-0%	-4%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	31/31%	9/9%	26/26%	0/0%	5/5%	0/0%	0/0%	0/0%	11/11%	4/4%	11/11%	0/0%	3/3%	0/0%	0/0%	0/0%
CLS #/%	15,910/26 %	3,385/5%	3,885/6%	40/0%	4,830/8%	0/0%	170/0%	155/0%	16,055/26 %	3,095/5%	9,600/16 %	55/0%	4,340/7%	15/0%	185/0%	135/0%
Utilization #/%	5%	4%	20%	-0%	-3%	0%	-0%	-0%	-15%	-1%	-5%	-0%	-4%	-0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	23,855/40 %	7,125/12 %	14,230/24 %	130/0%	855/1%	10/0%	390/1%	90/0%	3,685/6%	1,585/3%	7,685/13 %	35/0%	115/0%	0/0%	64/0%	50/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	20/18%	8/7%	36/32%	0/0%	0/0%	0/0%	0/0%	0/0%	17/15%	8/7%	24/21%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,445/27 %	415/8%	325/6%	35/1%	30/1%	0/0%	80/1%	0/0%	1,445/27 %	260/5%	1,335/25 %	0/0%	60/1%	0/0%	8/0%	0/0%
Utilization #/%	-9%	-1%	26%	-1%	-1%	0%	-1%	0%	-12%	2%	-3%	0%	-0%	0%	-0%	0%
<b>Administrative Support</b>																
Workforce #/%	19/7%	5/2%	26/10%	1/0%	3/1%	0/0%	0/0%	0/0%	45/17%	25/9%	140/52%	0/0%	3/1%	0/0%	0/0%	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
CLS #/%	155,925/23%	45,565/7%	40,425/6%	230/0%	17,910/3%	20/0%	1,445/0%	1,235/0%	222,095/33%	74,395/11%	98,925/14%	410/0%	20,130/3%	215/0%	2,325/0%	1,565/0%
Utilization #/%	-16%	-5%	4%	0%	-1%	-0%	-0%	-0%	-16%	-2%	38%	-0%	-2%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	320/76%	21/5%	56/13%	6/1%	6/1%	0/0%	0/0%	0/0%	4/1%	2/0%	5/1%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	106,800/56%	47,770/25%	18,540/10%	145/0%	4,020/2%	4/0%	625/0%	390/0%	5,240/3%	2,970/2%	2,800/1%	30/0%	1,165/1%	0/0%	80/0%	25/0%
Utilization #/%	20%	-20%	4%	1%	-1%	-0%	-0%	-0%	-2%	-1%	-0%	0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	72/35%	15/7%	60/29%	1/0%	3/1%	0/0%	0/0%	0/0%	29/14%	5/2%	22/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	138,780/21%	164,280/24%	75,385/11%	520/0%	17,170/3%	120/0%	1,985/0%	1,565/0%	102,195/15%	85,350/13%	68,730/10%	285/0%	16,505/2%	70/0%	1,955/0%	1,285/0%
Utilization #/%	14%	-17%	18%	0%	-1%	-0%	-0%	-0%	-1%	-10%	0%	-0%	-2%	-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>Officials/Administrators</b>	✓								✓							
<b>Professionals</b>	✓								✓				✓		✓	
<b>Technicians</b>									✓							
<b>Protective Services: Non-sworn</b>	✓								✓							
<b>Administrative Support</b>	✓	✓							✓							
<b>Skilled Craft</b>		✓							✓							
<b>Service/Maintenance</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 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.

Certified As Final By: Kathryn Perry Hopkins

EEO Officer

12-08-2016

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[signature]

[title]

[date]