

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.

Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.

Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.

Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.

Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

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Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.

Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.

Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.

Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.

Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

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CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
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10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
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1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
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3/24/17	Summit of Hope – IDOC / CMS	Chicago
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3/28/17	University of Illinois Career Workshop / DHS	Springfield
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3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
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6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
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Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.

Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.

Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.

Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.

Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
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3/24/17	Summit of Hope – IDOC / CMS	Chicago
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The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

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CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

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There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any underutilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

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DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

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Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.
Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.
Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.
Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.
Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
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6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

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State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.
Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.
Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.
Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.
Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

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1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
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Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

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July 2016-July 2017



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Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
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Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

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Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

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SUMMARY OF DIRECTIVES

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CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

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Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

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Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

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7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
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7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.

Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.

Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.

Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.

Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

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CMS and DHR staff will continue to meet with other agencies on this issue.

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CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

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7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
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7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
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8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
3/09/17	MacMurry College Career Workshop / DHS	Jacksonville
3/13/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/16/17	State Employment Informational Workshop / CMS	Burbank
3/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.

Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.

Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.

Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.

Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.

Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.

Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.

DISABLED HIRING INITIATIVE REPORT

July 2016-July 2017



**In accordance with Public Act 96-0078, the Directors of the
Departments of Central Management Services and Human
Services submit this report to the members of the
Illinois General Assembly
September 1, 2017**

**Michael M. Hoffman
ACTING DIRECTOR**

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

Central Management Services and Department of Human Services
Joint Report Disabled Hiring Initiative 2016-2017
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2017

Mandate

Public Act 96-0078 (effective July 24, 2009) requires that the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES) and other agencies develop and implement programs to increase the number of qualified employees with disabilities working in state government.

Background

CMS administers the Successful Disability Opportunities (SD) Program which serves as a means to qualify individuals with disabilities for positions within state government. DHS is a partner with CMS in the certification of candidates for the SD Program. The program's name has been changed over the years and was initially implemented in 1976.

State agencies are not required to, but may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested.

Since 2003, CMS and DHS have been working to build the SD candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state. CMS, DHS and the Department of Human Rights (DHR) also have been working to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SD Program and encourage them to consider individuals with disabilities when making their hiring decisions.

Currently there are approximately 490 active participants in the SD Program with eligible Successful Disability grades for more than 170 different position titles/options.

Meeting the Challenge

Due to the continuing budgetary situation, limited hiring, absolute Veterans Preference and the large number of positions subject to collective bargaining agreements, it is a challenge to significantly increase the number of individuals with disabilities hired as new state employees.

Upon Senate Bill 40 becoming law (P.A. 96-0078), CMS formed a committee of state agencies to develop initiatives within their budgets and within the law to work toward increasing the number of qualified applicants with disabilities hired. The Disabled Hiring Initiative Committee is currently comprised of CMS, DHS, DES, DHR, Department of Veterans Affairs (DVA), Department of Commerce and Economic Opportunity (DCEO) and Department of Healthcare and Family Services (HFS).

Employees with disabilities currently comprise approximately 7% of the state workforce. State employees with disabilities are identified through self-disclosure of a disability.

SUMMARY OF DIRECTIVES

NETWORKING DIRECTIVES

CMS, DHS, DHR, DES, DCEO and DVA have made concerted efforts to continue to network with state Agency Personnel managers, Equal Employment Opportunity Officers and Recruitment Program staff to educate them on the Successful Disability Opportunities (SD) Program and the Disabled Hiring Initiative, and to distribute that information to potential candidates with disabilities. Below is a summary of those efforts.

Meetings with Equal Employment Opportunity Officers

Staff from the CMS Disabled Workers Program and DHR continue to conduct meetings with multiple agencies to educate them about the Successful Disability Opportunities Program (SD) and the Disabled Hiring Initiative. DHR identifies categories of underutilization, including employees with disabilities. Agencies who need to increase the number of employees with disabilities can utilize the SD candidate list as a way to address those underutilizations.

During the 2016-2017 report period, CMS Disabled Workers Program staff and DHR staff met with the following agencies to present information on the SD Program and discuss agency underutilization of employees with disabilities; Illinois State Police – October 17, 2016; Department on Human Services – April 10, 2017.

During the 2015-2016 report period, the following meetings were conducted; Department of Veteran Affairs – November 19, 2015; Department of Public Health – May 4, 2016.

During the 2014-2015 reporting period, the following meetings were conducted: Illinois State Police – September 11, 2014; Department of Corrections – May 28, 2015.

CMS and DHR staff will continue to meet with other agencies on this issue.

State Employment Webinars / Teleconferences for Persons with Disabilities

Interagency Committee on Employees with Disabilities (ICED) hosted a webinar on state employment. The webinar was conducted on November 2, 2016. A Teleconference was also hosted by DHS on April 10, 2016, and approximately 30 individuals participated in receiving information regarding the process for the Successful Disability Opportunities Program.

Veterans Outreach Program and Diversity Enrichment Program

CMS has programs for veterans, minorities, women and individuals with disabilities seeking employment with the state. Program staff have been educated about the SD Program and the Disabled Hiring Initiative, and are instructed to provide information about opportunities for their clients with disabilities through the SD Program. Staff from the CMS Veterans Outreach Program, schedule permitting, and CMS Diversity Enrichment Program (DEP) attend job fairs and recruiting events on a regular basis around the state.

The Veterans Outreach Program conducts job fairs and Employment Workshops in coordination with DES, DVA, DOT and other outside organizations. Information about the Successful Disability Opportunities Program is presented at each workshop and job fair. DES Veteran Employment Representatives have been briefed about the Successful Disability Opportunities Program and provide this information to their clients as well.

Career Counseling by Mail or Email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 329 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

Diversity Enrichment Program (DEP) staff attended 97 minority targeted job fairs between July 2016 – July 2017 and handed out 8848 informational packets (disabled and not disabled), with 820 of these individuals being veterans. DEP staff also provided career counseling for approximately 574 individuals from July 2016 through July 2017.

Career Counseling Services for Individuals with Disabilities

Career Counseling is offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SD Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and also provides information on available accommodations for testing. From July 2016 through July 2017, 72 applicants with disabilities were provided career counseling services and given information on over 500 possible job titles.

Consult & Coordination with CMS Division of Risk Management

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents of state employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program provides assistance with these efforts.

In many situations, workers who are no longer able to perform their current job duties are able to perform other work. Workers may be eligible for re-employment through the SD Program or the Alternative Employment Program (AEP), which are administered through the CMS Disabled Workers Program.

CMS Disabled Workers Program staff and CMS Legal staff continue to be available to Risk Assessment Staff to provide information about these programs and to explain how they can assist with meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SD Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensations claims to

these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program.

Job Fairs/Conferences

CMS, DHS, DES and other agencies have attended multiple job fairs and other events. When CMS and DHS did not attend, materials regarding the SD Program were provided to those attending. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SD Program at as many employment and disability-related events as possible.

7/06/16	IDES Veteran/Disabilities workshop / DHS	Belleville
7/06/16	IDES Reemployment workshop / CMS	Chicago
7/07/16	IDES Reemployment workshop / CMS	Chicago
7/13/16	Veterans Career Fair – Scott Airforce Base / DHS	Belleville
7/15/16	Veterans Career Fair – PC Convention Center / DHS, CMS	Springfield
7/19/16	IDES Reemployment workshop / CMS	Chicago
7/22/16	IDES Veteran/Disabilities workshop / DHS	Springfield
7/26/16	IDES Reemployment workshop / CMS	Chicago
7/26/16	Pilsen Alliance State employment workshop / CMS	Chicago
7/27/16	Congressman Bob Dold Job Fair / CMS	Wheeling
7/28/16	IDES Reemployment workshop / CMS	Chicago
7/28/16	State Rep Rita Mayfield workshop / CMS	North Chicago
8/03/16	Job Fair hosted by Sheri Jesiel (elected official) / CMS	Lake Villa
8/04/16	IDES, Senator Silverstein job fair / CMS	Chicago
8/18/16	IDES Veteran/Disabilities workshop / DHS	Danville
8/18/16	IDES Veteran/Disabilities workshop / DHS	Champaign
8/23/16	Veterans Job Club workshop / CMS	Hines
8/25/16	City of Markham, Mayor David Webb District Job Fair / CMS	Markham
8/26/16	Apostolic Church of God Career Development / CMS	Chicago
8/31/16	Senator C. Radogno, Rep J. Durkin Job Fair / CMS	Lemont
8/31/16	Alderman Moreno State employment info session / CMS	Chicago
9/01/16	IDOC Recruitment / CMS	Chicago
9/09/16	Hispanic National Bar Association Career Fair / CMS	Chicago
9/10/16	American Legion Veteran Expo / CMS	Downers Grove
9/15/16	Washington Heights Workforce Info Session / CMS	Chicago
9/16/16	IDES Employment Workshop / CMS	Chicago
9/21/16	Illinois Institute of Tech Fall Career Fair / CMS	Chicago
9/23/16	IDES Veteran/Disabilities workshop / DHS	Springfield
9/27/16	Wright College Hispanic Heritage Event / CMS	Chicago
10/11/16	MacMurry College Career Fair / DHS	Jacksonville
10/12/16	Ability Link Career Fair for the Disabled / DHS	Belleville
10/14/16	Congresswoman Robin Kelly Hiring Event / CMS	South Holland

10/15/16	Congressman Gutierrez Job Fair / CMS	Chicago
10/17/16	IDES Hiring Event / CMS	Joliet
10/18/16	IDES Veterans Hiring Resource Fair / CMS	Kankakee
10/19/16	Northern Illinois University Job Fair / CMS	DeKalb
10/21/16	St. Xavier University Job Fair / CMS	Chicago
10/27/16	Wilbur Wright College Job & Internship Fair / CMS	Chicago
10/27/16	The Professional & Diversity Job Fair / CMS	Oak Brook
11/01/16	Illinois Tollway Career Expo / CMS	Rockford
11/03/16	Job Club work net – DuPage – Veterans / CMS	Lisle
11/09/16	Veterans Job Fair / CMS	Chicago
11/10/16	Southwestern Illinois College Job Fair / DHS	Belleville
11/15/16	Veterans State Employment Workshop / CMS	Chicago
11/15/16	IDES State Employment Workshop / CMS	Waukegan
11/18/16	Illinois Latinos Legislative Caucus / CMS	Rosemont
11/30/16	CMS Employment Workshop / CMS	Chicago
12/07/16	IDES Veterans Employment Workshop / CMS	Arlington Hts.
12/13/16	State Employment Workshop / CMS	DeKalb
12/16/16	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
12/22/16	CMS Employment Workshop / CMS	Chicago
1/17/17	State Employment Workshop / CMS	Lombard
1/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/02/17	Annual Career Event & Hiring Expo / CMS	Belvidere
2/07/17	State Employment Workshop / Lake City Veterans / CMS	Waukegan
2/09/17	Job/Career Fair for Black America / CMS	Chicago Heights
2/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
2/22/17	IL Institute of Tech Spring Career Fair / CMS	Chicago
2/22/17	State Employment Workshop / CMS	Maywood
2/23/17	Job Fair of Oak Brook / CMS	Oak Brook
2/28/17	State Employment Informational Workshop / CMS	Woodstock
3/03/17	State Employment Informational Workshop / CMS	Lisle
3/07/17	IDES Veterans Employment Workshop / CMS	Arlington Hts.
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3/21/17	State Employment Informational Workshop / CMS	Chicago
3/21/17	State Employment Informational Workshop / CMS	Hoffman Estates
3/22/17	Jacksonville College & Community Career Fair / DHS	Jacksonville
3/23/17	State Employment Informational Workshop / CMS	McHenry
3/24/17	State Employment Informational Workshop / CMS	Chicago
3/24/17	Summit of Hope – IDOC / CMS	Chicago
3/27/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
3/28/17	University of Illinois Career Workshop / DHS	Springfield
3/28/17	State Employment Informational Workshop / CMS	River Forest
3/29/17	Milikin University Career Fair / DHS	Decatur

3/29/17	Jesse White Foundation Career Fair / CMS	Chicago
3/29/17	Hanover Township Career Fair / CMS	Bartlett
3/29/2017	Lewis University Student Veterans Employment / CMS	Romeoville
3/29/17	The Daily Herald Career Fair / CMS	Rolling Meadows
3/30/17	DHS Rehab Services State Employment Workshop / CMS	Downers Grove
3/30/17	Richland Community College Career Fair / DHS	Decatur
3/30/17	Chicago State University Spring Job Fair / CMS	Chicago
4/04/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Peoria
4/04/17	Springfield Chamber of Commerce Career Fair / DHS	Springfield
4/06/17	National Latino Education Institute Career Fair / CMS	Chicago
4/07/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/12/17	State Employment Workshop / CMS	Arlington Hghts
4/12/17	Hiring Heroes – Veterans Job Fair / CMS	Chicago
4/13/17	Southwestern Illinois College Career Fair / DHS	Belleville
4/18/17	Chicago State University Community Job Fair / CMS	Chicago
4/19/17	Veteran Bridges to Employment 2017 / CMS	Chicago
4/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
4/21/17	Human Services Job Fair / CMS	Chicago
4/21/17	2017 Career Fair – St Joseph’s Business School / CMS	Forest Park
4/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
4/25/17	Professional & Diversity Job Fair of Chicago / CMS	Chicago
4/25/17	State Employment Workshop – Indo American Center / CMS	Chicago
4/26/17	State Employment Workshop – Chinese American League / CMS	Chicago
4/27/17	State Employment Workshop – Arrupi College / CMS	Chicago
4/27/17	Wright College Spring Career Fair / CMS	Chicago
4/28/17	Human Services Workshop / CMS	Rolling Meadow
5/04/17	Veterans Resource Fair / CMS	River Grove
5/05/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
5/16/17	Veterans Career Fair – Rock Island Arsenal / DHS	Rock Island
5/17/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Decatur
5/19/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield
5/19/17	IDES State Employment Workshop / CMS	North Aurora
5/19/17	Human Rights Asian American Celebration – JRTC / CMS	Chicago
5/25/17	Memorial Day Veterans Hiring and Resource Fair / CMS	Chicago
5/31/17	IDES/Maywood Workforce Center Job Fair / CMS	Maywood
6/03/17	State Rep Emanuel Welch Career Fair / CMS	Forrest Park
6/14/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Belleville
6/15/17	Triton College 2 nd chance Job Fair / CMS	River Forest
6/16/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Danville
6/21/17	Chicago Urban League Career Fair / CMS	Chicago
6/21/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Champaign
6/22/17	State Employment Career Fair / DHS	Quincy
6/23/17	Rep Mark Batinick & Rep David Welter Career Fair / CMS	Plainfield
6/30/17	IDES Disabilities / Veterans Disabilities Workshop / DHS	Springfield

Every Tuesday throughout the year, DHS, Division of Rehabilitation Services (DRS), conducts a weekly orientation with Land of Lincoln Workforce Alliance, Illinois Work-net Center, Springfield.

PROCEDURAL DIRECTIVES

Disability Survey – Department of Human Rights

DHR conducts an annual survey of state employees to determine the number of state employees with disabilities and thus to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to increase the number of employees with disabilities to address any underutilization within each agency.

The disability survey is conducted online via a dedicated web site. The web site enables all state agencies to track and sort data, as well as generate a variety of informational and statistical reports. It also automates the transaction process between the state agency and CMS when an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability.

The web site is an efficient, far-reaching survey tool used to gather more complete data than its predecessor paper copy survey form. Better data establishes a solid base of knowledge to work from to more effectively target disabled hires. Employees are asked to voluntarily respond to the survey.

The survey web site is available year round and is accessible for new hires to complete and for current employees to update their disability status. Also, another important feature of the survey is for employees to indicate their need for assistance during an emergency evacuation.

As of the end of June 2017, participation in the 2017 survey was 80%, up from last year's 74.65%. Efforts made by DHR and CMS to encourage agency EEO staff and Personnel Managers to remind employees to participate in the survey are important for agency affirmative action efforts.

Transactions Statement

CMS Disabled Workers Program Coordinator sends information on a quarterly basis to Personnel Managers and EEO staff about the titles and work locations where SD Program candidates are available. Hiring agencies can then use this information to specifically request the SD Program candidate list if they are filling a vacancy from an Open Competitive eligible list. Also, throughout the year, DHR staff monitors the state job postings. When positions are posted at agencies that are underutilized in employees with disabilities, DHR consults with the CMS Disabled Workers Program and alerts the hiring agency when there are SD Program candidates available to consider if the position is able to be filled by other means.

State agencies may request the SD candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel

Rules, including Veterans' Preference provisions, are applied to the SD list as with other eligible lists.

SD Re-grades

In April 2010, CMS Examining and Counseling began allowing SD Program candidates to “re-grade” current passing scores from an open competitive exam to an SD grade upon receipt of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SD grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam. During this reporting period, 194 re-grades have been processed. As the DHS Vocational Rehabilitation Counselors gain a better understanding of the Successful Disabilities Program guidelines, they are providing CMS with the needed documentation prior to the applicant testing, which generally lowers the need for the re-grades.

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS). However, CMS and DHR continue to set up procedures by which disabled candidates may learn about opportunities for employment in non-code positions.

There are nearly 10,000 non-code positions in governmental entities monitored by DHR. DHR has contacted several of these entities to determine their interest in accessing qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated interest. DHR meets regularly with these governmental entities in regard to underutilization in employees with disabilities and other minority categories and seeks to provide resource referrals to resolve any under utilizations.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures have been established. These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office where the position is located is contacted so that DRS Rehabilitation Counselors may alert clients who may qualify for the position.

Also, in 2016, PA 99-0314, which expands the Interagency Committee on Employees with Disabilities to include State Constitutional Officers, the Council on Developmental Disabilities, and three additional employees with disabilities, was signed by the Governor in August 2016 and continues its efforts to date.

TRAINING INITIATIVES

Illinois Association of Hispanic State Employees Training Event

The Illinois Association of Hispanic State Employees held a training event on October 7, 2016, in Tinley Park. The agenda included a workshop for the public regarding the state application process. CMS Diversity Enrichment Program staff presented information about the SD Program at this event. There were approximately 500 participants with 400 informational packets distributed.

Disability Awareness Training

The DHS Bureau of Accessibility and Job Accommodation (BAJA) developed and now delivers a “Communication Access” curriculum that provides DHS personnel with information on effective communication strategies for persons who are deaf and/or hard of hearing. Reference materials on “Communication Access” also are posted on the DHS web site and DHS Intranet.

A PowerPoint training was developed by BAJA on “Evaluating Physical Accessibility” and an at-a-glance site accessibility guide was shared with appropriate DHS and CMS staff.

DHS BAJA staff periodically review and revise the “Meeting the Challenge of Inclusion” curriculum that is made available as a Computer Based Learning (CBL) module. This training encompasses the goal of reinstituting uniform Americans with Disabilities Act (ADA) training for supervisors that includes on-line and face-to-face strategies.

DHS BAJA staff hosts a monthly ADA Teleconference in conjunction with the Illinois ADA Project to provide updated information on various ADA and disability-related topics presented by prominent guest speakers. In addition, DHS hosts a bi-annual ADA Celebration events in Chicago and Springfield. The events feature ADA workshops, an employment and resource fair, various exhibitors demonstrating implementation of the ADA, and a variety of other activities.

DISABILITY HIRES

All Agency Total Disability New Hires 7/1/2016 – 7/1/2017

This data is based on a report using the processed date for new hires. Please note that there is a lag between individuals being hired and the transaction being processed. The data reported is the most consistent and reliable way to report these figures. The

Children & Family Services	6
Corrections	6
Employment Security	3
Financial & Professional Regulation	1
Healthcare & Family Services	2
Historic Preservation	1
Human Services	20
Juvenile Justice	2
Lottery	1
Public Health	2
Revenue	2
State Police	2
Veterans Affairs	2
<u>TOTAL</u>	50

*22 of the total new hires of individuals with disabilities were hired through the SD Program.

STATUS OF 2016-2017 DIRECTIVES

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
Status: Illinois continues to be one of the few states working to address accommodation issues for developmentally disabled/cognitively impaired candidates during state government interview process. The DHIC and the exploratory committee continue to work on this issue.
2. Present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2016.
Status: CMS Disabled Workers Program staff continues its effort to educate agency personnel managers and provide information regarding the Successful Disability Opportunities Program and the Alternative Employment Program.
3. Conduct at least two State Hiring Information Webinars / Teleconferences for disabled applicants interested in obtaining state employment.
Status: CMS in conjunction with ICED hosted a Webinar on November 2, 2016 and CMS conducted a Teleconference on April 10, 2016 with DHS staff and presented information on the SD Program in regards to the employment process.
4. Review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
Status: CMS Disabled Workers Program Coordinator and DHR staff met with Illinois State Police staff on October 17, 2016 and with DHS on April 10, 2016 to present information on the Successful Disabilities Program and discuss agency underutilization of employees with disabilities.
5. Make efforts to promote the availability of Alternative Employment Program (AEP) to current state employees as well as educating Agency Personnel Managers in regard to the program.
Status: Agencies have a better understanding of the Guidelines of the Alternative Employment Program through continuous efforts by CMS Disabled Workers Program staff. Currently, there are 28 state employees on disability leave participating in the Alternative Employment Program, with several others pending while waiting on further documentation.
6. Make efforts to promote the SD Program to veterans in order to increase veterans' participation in the program.
Status: CMS, DHS and DES distributed information pertaining to the Successful Disabilities Program at 26 job fairs/workshops.

FUTURE DIRECTIVES 2016-2017

1. Continue to explore and research the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities (i.e. developmental disabilities, brain injuries, speech impairments, etc.) participating in the Rutan interview process.
2. Continue to present information to Agency Personnel Managers on disability awareness issues, the Successful Disability (SD) Opportunities Program, and other topics deemed pertinent to promoting inclusion of persons with disabilities in the state workforce in concert with Disability Awareness Month – October 2017.
3. Conduct State Hiring Information Webinar(s) for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials in regard to accessing qualified candidates with disabilities for state employment.
5. Continue efforts to promote the Successful Disabilities Program to veterans in order to increase veterans' participation in the program.