



State of Illinois
Department of Central Management Services



Affirmative Action Plan

Central Management Services

Embracing a Culture of Diversity,
Equity, Inclusion, and Accessibility.



TABLE OF CONTENTS

INTRODUCTION	3
SECTION ONE: AGENCY PROFILE	
Equal Employment Opportunity (EEO)/Affirmative Action (AA) Certification	5
EEO/AA Policy Statement of the Director	6
Agency Mission Statement/Profile	7
Duties of Agency EEO/AA Officer	12
Organizational Charts	14
Methods of Disseminating the Agency AA Policy/Plan	17
SECTION TWO: WORKFORCE AND AVAILABILITY ANALYSIS	
<u>Internal Workforce Analysis</u>	
Summary of Workforce Analysis (DHR-9)	19
Summary of Workforce Transactions	20
<u>Final Availability Analysis</u>	
Availability Percent Worksheet (DHR-5) and Utilization Analysis (DHR-8)	22
Underutilization Summary by Region (DHR-11)	75
CMS Promotable Chart	76
Department of Human Rights State Regional Map/Counties	77
SECTION THREE: AGENCY GOALS	
Program Goals	80
Numerical Goals	82
SECTION FOUR: DISCRIMINATION COMPLAINT PROCESS	
Employment Discrimination Complaint Process	91
Internal EEO Complaint Form	95

SECTION FIVE: DISABILITY PROGRAM

Labor Force Analysis (DHR-34 AAP)	97
Reasonable Accommodation Policy	98
Physical and Procedural Barriers	101
Reasonable Accommodation Request Form for Applicants	105
Reasonable Accommodation Request Form for Employees	107

SECTION SIX: APPLICABLE LAWS

Federal Laws	110
State Laws	113

SECTION SEVEN: FORMS

Hiring Monitor (DHR-19)	116
Promotion Monitor (DHR-20)	117
Exit Questionnaire (DHR-30)	118

The Illinois Human Rights Act authorizes the Department of Human Rights to issue guidelines for the development and implementation of affirmative action plans by state executive agencies and to approve such plans. These guidelines apply to the state executive departments, boards, and commissions of Illinois State government.

An Affirmative Action Plan is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the agency's employment process that may impact equal employment opportunities for minoritized and racialized communities, women, and people with disabilities. Each fiscal year, state executive agencies' affirmative action plans must adhere to the format, content, and procedures outlined by the Department of Human Rights.

The State of Illinois Department of Central Management Services (CMS) remains committed to achieving and maintaining compliance with the Illinois Department of Human Rights Affirmative Action performance profiles. The Equal Employment Opportunity Officer and management staff will continue to work together to pursue the goals and objectives of the FY24 Affirmative Action Plan and address underutilization, as it is our highest priority.

Herein is the approved Affirmative Action Plan for the Department of Central Management Services.

**SECTION ONE:
AGENCY PROFILE**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM CERTIFICATION

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AGENCY DIRECTOR: Raven A. DeVaughn
EEO/AA OFFICER: Arthur Sutton

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Plan of this agency.



8/31/2023

RAVEN A. DEVAUGHN, Acting Director

DATE



8/31/31

ARTHUR SUTTON, EEO Officer

DATE



EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The Department of Central Management Services (CMS) is committed to equal employment opportunity (EEO) and affirmative action. CMS embraces a culture of diversity, equity, inclusion, and accessibility. Our EEO policy applies to all aspects of employment, including, but not limited to recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force, and termination.

In accordance with EEO laws at the federal, state, and local levels, CMS considers applicants for employment regardless of race (including associated hairstyles), color, religion, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, age, marital status, genetic information, military status, unfavorable discharge from military service, order of protection status, pregnancy, arrest record, disability, or any other status protected by applicable law.

In addition, CMS affirms its commitment to:

- Advance a culture of diversity, equity, inclusion, and accessibility by creating and maintaining an environment that values individual differences, considers diverse viewpoints, and recognizes contributions of all the agency's workforce;
- Identify and address bias, discrimination, and microaggressions;
- Engage in a thorough assessment of the equitable implications of all policies, procedures, and practices;
- Reasonably accommodate pregnant employees and employees with disabilities, as required by law;
- Take affirmative action to correct underutilization of minoritized and racialized communities and women;
- Implement policies and programs designed to prevent sexual harassment;
- Take affirmative action to increase the number of employees with disabilities; and Ensure non-retaliation against employees who file a complaint or engage in other legally protected activity.

I fully support and endorse CMS's Affirmative Action Plan (Plan), and expect all executive, managerial, and supervisory staff to demonstrate equal support of and commitment to implementing the Plan.

A handwritten signature in blue ink, appearing to read "Raven A. DeVaughn".

Raven A. DeVaughn
Acting Director

Mission and Purpose

The [Department of Central Management Services](#) (CMS) is the operational engine working behind the scenes to enable the State's more than 80 agencies, boards, and commissions to deliver efficient, reliable services to all residents. CMS's mission is to promote and instill a culture of quality, continuous improvement, and respect for people, and to meet or exceed all service and support goals for Illinois executive agencies. CMS aims to provide top-quality programs, services, guidance, and support to all Illinois executive agencies and customers, incorporating modern best practices, ease of access, and the highest service value possible.

CMS Bureaus

Among the services CMS provides are human resources facilitation; benefits programs for employees, retirees, and local governments; property and facilities management; diversity initiatives for State employment; joint purchasing support; vehicle fleet oversight and support; surplus property programs; communications services; and administrative hearings coordination. CMS carries out its mission through the following offices and programs:

Administrative Operations

[Administrative Operations](#) oversees the general management of the agency and includes the following: Director's Office, Legal Services, Governmental Affairs, Internal Audit, Project Management Office, and the Office of Finance and Management.

Administrative Hearings

The [Bureau of Administrative Hearings](#) provides centralized coordination and support for administrative hearings functions across the State through best practices, judicial education services, and oversight of administrative hearing processes. Implementing Executive Order 17-04, the Administrative Hearings Bureau facilitates professional development for the State's adjudicators, coordinates IT solutions for Statewide hearing units, promotes uniform hearings rules, coordinates inter-agency work-share initiatives, and seeks to improve administrative justice in our State. The Bureau also conducts high quality, independent administrative hearings for agencies that do not employ their own administrative law judges, providing an impartial forum where Illinoisans receive fair and prompt resolution of disputes.

Agency Services

The [Bureau of Agency Services](#) supports employee transportation needs for agencies under the jurisdiction of the Governor. The Bureau oversees and coordinates the acquisition, repair, maintenance, fueling, and management of State-owned vehicles, many of which provide critical services such as snow removal, law enforcement, and emergency management services. Additionally, the Agency Services Bureau handles mail and messenger services, surplus property, and recycling initiatives. Through its Surplus Property Division, the Agency Services Bureau redistributes and disposes of surplus State property and administers the distribution of Federal surplus property through the Law Enforcement Support Office (LESO) and Government Services Administration (GSA) programs.

Benefits

The [Bureau of Benefits](#) administers employee and retiree benefit programs, including comprehensive health, dental, vision, and life insurance coverage for State employees and retirees, as well as similar programs for community college retirees, school district retirees, and local government employees and retirees. The Bureau of Benefits works with labor representatives, health care providers, and insurance carriers to provide benefits to more than 440,000 members and their dependents, while working to keep plans affordable for participants and controlling costs for the State. The Flexible Spending Accounts and Commuter Savings programs allow State employees to use pre-tax dollars to help pay for medical and dependent care expenses as well as commuter expenses. The Deferred Compensation Division provides employees with an optional savings and retirement plan that allows them to invest in tax-deferred professionally managed investment funds. The Risk Management Division administers all workers' compensation claims for State employees, maintaining case histories, conducting investigations, and conferring with appropriate authorities concerning settlements and awards. It also administers auto liability and insurance procurements for all property, casualty, and liability expenses, as well as the State's Representation and Indemnification Program.

Communication and Information

The [Office of Communication and Information](#) provides a wide range of media and marketing services for State agencies, including pamphlets, signage, and fliers to promote their programs, services, and opportunities. As a resource for the news media, the Office of Communication and Information. Maintains a directory of media contacts for State government entities and provides on-location and studio video production, satellite

broadcasting, radio services, photography, graphic design, and publication and web-design services. It also provides information services such as press summaries and press release support for agencies and elected officials.

Diversity and Inclusion

The Office of Diversity and Inclusion’s (D&I) mission is to develop equity-based inclusion strategies that enrich the diversity of the State’s workforce and open access to State employment. D&I works to ensure State government is fully representative of, and accessible to, its culturally diverse populations. D&I works closely with State agencies, boards and commissions, advisory councils, legislators, advocacy organizations, and the public to identify opportunities for diversity enrichment. The overall goal is to coordinate procedures among State agencies to achieve a cohesive, strategic Statewide approach to diversity that is transparent, reliable, and effective.

D&I has led various diversity, equity, an inclusion initiatives, including reframing recruitment activities to incorporate in-depth relationship building with community partners; developing an outreach plan targeting educational institutions that serve minoritized and racialized communities; creating and executing identity-based career fairs; developing multi-language recruitment marketing materials; hosting monthly statewide recruitment calls featuring identity-specific panelists and recommendations; and serving as the coordinator for multi-agency representation at cultural events.

Labor Relations

The Office of Labor Relations negotiates more than 30 collective bargaining agreements with labor organizations representing State employees and home healthcare workers. The Office of Labor Relations administers these agreements, including oversight and coordination of grievances and arbitrations.

Operational Excellence, Rapid Results

Using proven principles of continuous improvement, the Office of Operational Excellence works to improve State government services in Illinois through centralized Statewide training and support for employees from all agencies as they utilize its Rapid Results principles of continuous improvement. Operational Excellence’s mission is to reduce process waste, improve service value, and instill a statewide culture of continuous improvement by empowering employees to deliver services more effectively and efficiently. Unlike traditional “top down” operational improvement initiatives, Rapid Results leverages the skills and knowledge of front-line State employees to identify opportunities for improvement and implement effective solutions.

Personnel

The [Bureau of Personnel](#) is responsible for the development and administration of the State's merit employment system in accordance with the Personnel Code, Personnel Rules, Pay Plan, Position Classification Plan, current collective bargaining agreements, and other applicable laws, for approximately 45,000 employees under the jurisdiction of the Governor. The Bureau of Personnel oversees the Upward Mobility Program, an initiative that compensates AFSCME member-employees for participating in continuing education. The Bureau of Personnel maintains personnel assessment centers throughout Illinois (Springfield, Chicago, Marion, Rockford, and Champaign), allowing citizens to seek employment with the State. These offices conduct employee development training courses and provide professional growth and advancement opportunities for current State employees.

Property Management

The [Bureau of Property Management](#) oversees all State-owned and leased facilities for agencies, boards, and commissions under the jurisdiction of the Governor, including services such as janitorial management and building engineering. The Bureau of Property Management works to limit costs and minimize the State's environmental impact by using existing State-owned and leased space more efficiently, reducing the number of overall leases, implementing newer space, and adhering to utilization standards.

Strategic Sourcing

To maximize the value of taxpayer dollars spent by State agencies, the [Bureau of Strategic Sourcing](#) provides a centralized, strategic sourcing framework that adds improved transparency, accountability, and cost savings to the sourcing process. The Bureau assists state agencies in determining purchasing needs and drafting solicitation documents—such as requests for proposals or information and invitations for bids—to ensure uniformity and efficiency. The Bureau oversees the [State Use Program](#), which facilitates State contracts with organizations providing employment opportunities for people working in not-for-profit community rehabilitation facilities. The program encourages State agencies to purchase products and services produced and provided by persons with significant disabilities.

CMS Workforce

As of June 30, 2023, the Department's work force consisted of 668 personnel representing all eight Equal Employment Opportunity (EEO) categories: Officials and Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service-Maintenance.

The Workforce and Availability Analysis set forth in Section Two of the FY24 Affirmative Action Plan revealed an underutilization of 39 individuals, including Women, Hispanic or Latino and Asian persons. CMS employees are most highly concentrated in Regions 1 and 7, which therefore have the highest rates of underutilization.

- Region 1, which consists of Cook, Dekalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will counties, accounts for approximately 69% of the underutilization.
- Region 7, which consists of Cass, Christian, Green, Logan, Macon, Macoupin, Menard, Montgomery, Morgan, Sangamon, Scott, and Shelby counties, accounts for approximately 28% of the underutilization.
- Region 3, which consist of Bureau, Carroll, Henry, Jo Daviess, LaSalle, Lee, Mercer, Putnam, Rock Island, and Whiteside counties account for approximately 3% of the underutilization.

To reduce underutilization and reach employment parity within CMS, targeted outreach and recruitment within the Skilled Craft Workers and Service-Maintenance categories remains critical as they account for 85% of underutilization. To reduce underutilization of Women, Asian persons, and Hispanic or Latino persons, CMS will continue to engage in and build on community-informed outreach, relationship-building, and recruitment activities aimed at community organizations and advocacy groups for women and minoritized and racialized communities.

Additionally, to reduce underutilization in the Administrative Support, Professionals, and Officials and Administrator categories, CMS will engage in outreach, relationship-building, and recruitment efforts aimed at educational institutions and programs offering degrees, courses, and certifications to persons seeking careers in these fields. To employees with disabilities, as all CMS employment-related programs and initiatives, the EEO/Affirmative Action Officer, the Office of Diversity and Inclusion, and the Bureau of Personnel, will continue to coordinate efforts. CMS will also continue to administer and participate voluntarily in the Disabled Workers Trainee Program to reduce barriers to entry for applicants with disabilities and thereby increase the number of State employees with disabilities.

Section 2-105(B)(4) of the Illinois Human Rights Act (IHRA) and Section 2520.780(a) of the Illinois Department of Human Rights (IDHR) administrative rules require agencies employing 1,000 or more employees to have a full time Equal Employment Opportunity (EEO)/Affirmative Action (AA) Officer who is on the administrative staff of the agency's Chief Executive Officer. Agencies with fewer than 1,000 employees can assign the EEO/AA responsibilities on a part-time basis; however, in agencies with fewer than 1,000 employees the EEO/AA Officer should have direct access to the agency Director. In addition, Section 2520.780(b) requires the CMS Director to inform the IDHR Director when there is an interim or permanent change in the EEO Officer.

The duties of the CMS EEO/AA Officer include, but are not limited to those delineated in the IHRA and IDHR rules:

1. Develop the Agency's Affirmative Action Plan, goals, and objectives and evaluate their effectiveness;
2. Serve as the ADA Coordinator for internal employees or applicants;
3. Serve as the liaison between CMS and EEO enforcement authorities;
4. Serve as the liaison between CMS and organizations serving minoritized and racialized communities, women, and the disabled;
5. Inform management of developments in the EEO field;
6. Assist in the evaluation of employees and job applicants so that minoritized and racialized communities, women, and the disabled are given equal opportunity;
7. Provide training and advise managers and supervisors if employment practices comply with CMS's EEO policies and the provisions of the IHRA;
8. Report to IDHR all internal and external complaints of discrimination against CMS and assist in the investigation of internal and external complaints of discrimination as specified in the IHRA administrative rules;
9. At the request of the CMS Director, direct CMS staff in taking appropriate action to correct discriminatory practices identified by IDHR, and report to the CMS Director and IDHR on the progress of the action taken;
10. In conjunction with the filing of the Quarterly reports, submit recommendations to the CMS Director and IDHR for improvements to the CMS Affirmative Action Plan;
11. If necessary, work with the appropriate CMS staff and authorities to develop programs to train staff in hiring and promotional practices, and notify IDHR of such training;
12. Report on and/or analyze Layoff Reports, Reorganization Reports, Hiring and Promotion Monitors, and Exit Questionnaires;
13. Evaluate tests, employment policies, and practices, and report to the CMS Director any such policies, practices, and evaluation mechanisms that have adverse impact on minoritized and racialized communities, women, or the disabled;
14. Assist in the recruitment of minoritized and racialized communities, women, and people with disabilities;

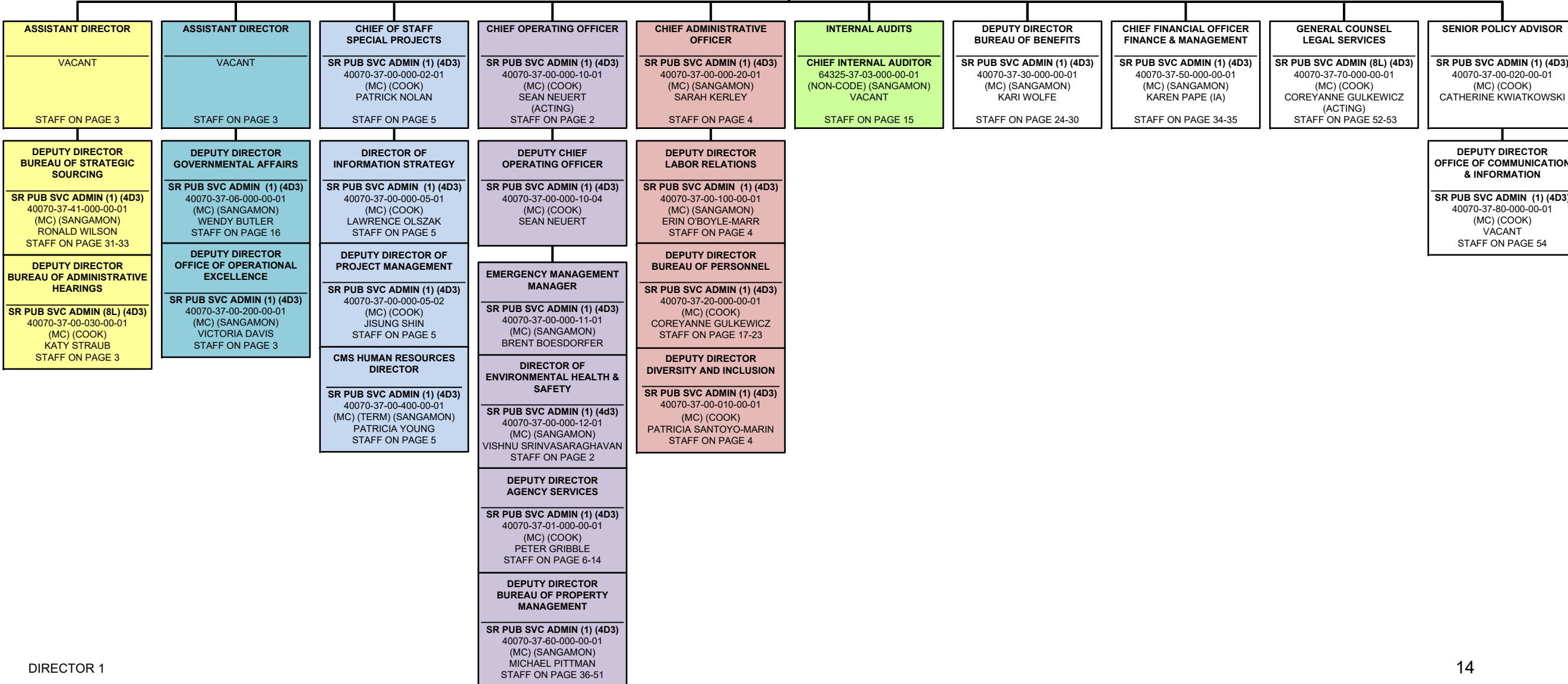
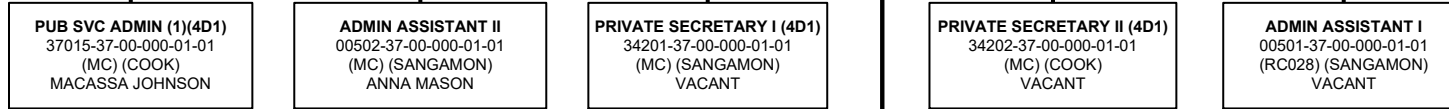
15. Provide counseling to any aggrieved employee or applicant for employment who believes they have been subject to discrimination;
16. Serve as CMS Disability Access Coordinator and Language Access Coordinator, ensuring members of the public who have a disability or limited English proficiency can meaningfully access CMS's programs, services, and activities.



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DISSEMINATING THE CMS AFFIRMATIVE ACTION POLICY AND PLAN

The Affirmative Action Plan is a public document available to all agency personnel to review upon request.

PLAN

- Internal Dissemination
 - Notification to all staff that the Affirmative Action Plan is available for review or obtained from the EEO Officer.
 - Place a copy of the Affirmative Action Plan on our intranet.
 - Educate executive staff about the contents, goals, and measurements of the Affirmative Action Plan.
- External Dissemination
 - Send to Illinois Department of Human Rights.
 - Send to Illinois State Library; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.100].
 - Share with other state and/or federal regulatory agencies.
 - Share with recruitment resources.

POLICY

- Internal Dissemination
 - Post Policy on bulletin boards
 - Display updated EEO/AA posters in conspicuous locations.
 - Update policy and include in supervisors' and employee handbooks.
 - Include in brochures, recruitment efforts, and social media.
 - Include in new employee orientation and other appropriate training programs.
- External Dissemination
 - Communication sent to employee/employer associations.
 - Communications sent to area minority groups and women's organizations and advocacy groups for persons with disabilities.
 - Include Information on the CMS website.

**SECTION TWO:
WORKFORCE AND
AVAILABILITY ANALYSIS**

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY23 Q4

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	33	16	11	4	1				3	17	9	4	3	1			1	48.48%	51.52%	60.61%	24.24%	12.12%	3.03%	0.00%	0.00%	12.12%
Professionals	13	9	2	3	4					4	2	2				1	69.23%	30.77%	30.77%	38.46%	30.77%	0.00%	0.00%	0.00%	7.69%	
Technicians	1	1			1					0							100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	6	2	2							4	1	2	1				33.33%	66.67%	50.00%	33.33%	16.67%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	4	3	2	1					1	1		1					75.00%	25.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	25.00%	
Skilled Craft	62	62	48	11	2	1				0							100.00%	0.00%	77.42%	17.74%	3.23%	1.61%	0.00%	0.00%	0.00%	
Service / Maintenance	27	24	6	14	4				1	3		3					88.89%	11.11%	22.22%	62.96%	14.81%	0.00%	0.00%	0.00%	3.70%	
TOTAL	146	117	71	33	12	1	0	0	5	29	12	12	4	1	0	0	2	80.14%	19.86%	56.85%	30.82%	10.96%	1.37%	0.00%	0.00%	4.79%

Grand Total Employees for Region 1:		Males: 117 80.14%	Females: 29 19.86%	Total Minorities: 63 43.15%
White: 83 56.85%	Black/African American: 45 30.82%	Hispanic/Latino: 16 10.96%	Asian: 2 1.37%	AI/AN: 0 0.00%
				NHOPI: 0 0.00%
				PWD: 7 4.79%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Summary of Workforce Transactions

Agency: Department of Central Management Services

Reporting Period: FY23

Total New Hires: 145

- 52 White Males
- 60 White Females
- 10 Black or African American Males
- 13 Black or African American Females
- 6 Hispanic or Latino Males
- 2 Hispanic or Latino Females
- 1 Asian Male
- 1 Asian Female

Total Promotions: 46

- 14 White Males
- 25 White Females
- 1 Black or African American Male
- 2 Black or African American Females
- 1 Hispanic or Latino Male
- 1 Hispanic or Latino Female
- 1 Asian Male
- 1 Asian Female

Total Intra-Agency Transfers: 23

- 14 White Males
- 2 Black or African American Males
- 6 White Females
- 1 Hispanic or Latino Female

Total Suspensions: 15

- 1 White Male
- 5 Black or African American Males
- 7 White Females
- 2 Black or African American Females

Total Separations: 146

- 80 White Males
- 5 Black or African American Males

- 2 Hispanic or Latino Males
- 45 White Females
- 10 Black or African American Females
- 2 Hispanic or Latino Females
- 2 Asian Females

Total Discharges: 5

- 3 White Males
- 1 Black or African American Male
- 1 Black or African American Female

Total Layoffs: 1

- 1 Black or African American Female

Total Demotions: 0

Total Reductions: 0

Total Reinstatements: 0

Total Reemployment: 5

- 2 White Males
- 2 Black or African American Males
- 1 Asian Male

Total Upward Reallocations: 0

Total Downward Reallocations: 0

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	658,460	276,690	42.02%	55	23.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	14	4	28.57%	45	12.86	Agency Workforce.
				-----	-----	Availability Percent.
				100	28.77	

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	658,460	56,285	8.55%	55	4.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	14	5	35.71%	45	16.07	Agency Workforce.
				-----	-----	Availability Percent.
				100	16.62	

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	658,460	66,265	10.06%	55	5.53	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	14	5	35.71%	45	16.07	Agency Workforce.
				-----	-----	Availability Percent.
				100	17.29	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	658,460	48,890	7.42%	100	7.42	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)	
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00		
				<hr/>	100	5.94	Availability Percent

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	658,460	784	0.12%	100	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)	
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00		
				<hr/>	100	0.10	Availability Percent.

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics	
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %		
1. Those having requisite skills in the region.	658,460	160	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)	
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00		
				<hr/>	100	0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	518,070	55.08%	55	30.29	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	7	20.59%	45	9.26	Agency Workforce.
				-----	-----	Availability Percent.
				100	31.65	

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	92,115	9.79%	55	5.39	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	19	55.88%	45	25.15	Agency Workforce.
				-----	-----	Availability Percent.
				100	24.43	

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	83,970	8.93%	55	4.91	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	6	17.65%	45	7.94	Agency Workforce.
				-----	-----	Availability Percent.
				100	10.28	

Availability Percent Worksheet

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	116,395	12.38%	100	12.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	9.90	

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	923	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.08	

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	940,565	244	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	34	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.02	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	20,475	7.54%	100	7.54	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	6.03	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	19,440	7.15%	100	7.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	5.72	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	84,150	30.97%	100	30.97	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	24.78	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: **Skilled Craft Workers**

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	7,264	2.67%	100	2.67	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.14</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: **Skilled Craft Workers**

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	234	0.09%	100	0.09	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: **Skilled Craft Workers**

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	271,705	85	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.03</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A Grand Total # -----	B Aff. Action Group # -----	C Percentage Total % -----	D Value Weight % -----	E Weighted Factor % -----	Source of Statistics -----
1. Those having requisite skills in the region.	1,041,035	429,110	41.22%	100	41.22	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				----- 100	----- 32.98	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total # -----	B Aff. Action Group # -----	C Percentage Total % -----	D Value Weight % -----	E Weighted Factor % -----	Source of Statistics -----
1. Those having requisite skills in the region.	1,041,035	189,020	18.16%	100	18.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				----- 100	----- 14.53	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A Grand Total # -----	B Aff. Action Group # -----	C Percentage Total % -----	D Value Weight % -----	E Weighted Factor % -----	Source of Statistics -----
1. Those having requisite skills in the region.	1,041,035	356,850	34.28%	100	34.28	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				----- 100	----- 27.42	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	54,100	5.20%	100	5.20	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.

				100	4.16	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	1,279	0.12%	100	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.

				100	0.10	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	169	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.

				100	0.01	Availability Percent.

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY23 Q4

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	33	16	11	4	1				3	17	9	4	3	1				1	48.48%	51.52%	60.61%	24.24%	12.12%	3.03%	0.00%	0.00%	12.12%
Professionals	13	9	2	3	4					4	2	2					1	69.23%	30.77%	30.77%	38.46%	30.77%	0.00%	0.00%	0.00%	7.69%	
Technicians	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	6	2	2							4	1	2	1					33.33%	66.67%	50.00%	33.33%	16.67%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	4	3	2	1					1	1		1						75.00%	25.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	25.00%	
Skilled Craft	62	62	48	11	2	1				0								100.00%	0.00%	77.42%	17.74%	3.23%	1.61%	0.00%	0.00%	0.00%	
Service / Maintenance	27	24	6	14	4				1	3		3						88.89%	11.11%	22.22%	62.96%	14.81%	0.00%	0.00%	0.00%	3.70%	
TOTAL	146	117	71	33	12	1	0	0	5	29	12	12	4	1	0	0	2	80.14%	19.86%	56.85%	30.82%	10.96%	1.37%	0.00%	0.00%	4.79%	

Grand Total Employees for Region 1:	Males:	117	Females:	29	Total Minorities:	63							
		80.14%		19.86%		43.15%							
White:	83	B/AA:	45	H/L:	16	Asian:	2	AI/AN:	0	NHOPI:	0	PWD:	7
	56.85%		30.82%		10.96%		1.37%		0.00%		0.00%		4.79%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	28.77	31.65	0.00	0.00	0.00	0.00	6.03	32.98
Number Needed for Parity	9	4	0	0	0	0	3	8
Number of Affirmative Action Group Members Already Employed	17	4	0	0	4	1	0	3
Underutilization							3	5

Agency: Central Management Services
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	16.62	24.43	0.00	0.00	0.00	0.00	5.72	14.53
Number Needed for Parity	5	3	0	0	0	0	3	3
Number of Affirmative Action Group Members Already Employed	8	5	0	0	2	2	11	17
Underutilization								

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	17.29	10.28	0.00	0.00	0.00	0.00	24.78	27.42
Number Needed for Parity	5	1	0	0	0	0	15	7
Number of Affirmative Action Group Members Already Employed	4	4	1	0	1	0	2	4
Underutilization	1						13	3

Agency: Central Management Services
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	5.94	9.90	0.00	0.00	0.00	0.00	2.14	4.16
Number Needed for Parity	1	1	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	0	1	0
Underutilization		1						1

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	0.10	0.08	0.00	0.00	0.00	0.00	0.07	0.10
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	33	13	1	0	6	4	62	27
Availability Percent	0.02	0.02	0.00	0.00	0.00	0.00	0.03	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	2	2	1		1				0									100.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	0							2	2								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0							1			1						0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	3	3	3						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	8	5	4	0	1	0	0	0	3	2	0	1	0	0	0	0	62.50%	37.50%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 2:	Males: 5	Females: 3	Total Minorities: 2
	62.50%	37.50%	25.00%
White: 6	B/AA: 0	H/L: 2	Asian: 0
75.00%	0.00%	25.00%	0.00%
			AI/AN: 0
			NHOPi: 0
			PWD: 0
			0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	1,324	8.08%	100	8.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	6.46	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	189	1.15%	100	1.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.92	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	949	5.79%	100	5.79	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	4.63	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	114	0.70%	100	0.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	0.56	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	33	0.20%	100	0.20	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	0.16	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,390	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	2	1	1						1	1								50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	18	18	18						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	6	5	5						1	1								83.33%	16.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	26	24	24	0	0	0	0	0	1	2	2	0	0	0	0	0	0	92.31%	7.69%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.85%

Grand Total Employees for Region 3:	Males: 24 92.31%	Females: 2 7.69%	Total Minorities: 0 0.00%
White: 26 #####	B/AA: 0 0.00%	H/L: 0 0.00%	Asian: 0 0.00%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 1 3.85%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **WOMEN**

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	6.46	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	0	0	1
Underutilization							1	

Agency: Central Management Services
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.92	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **HISPANIC or LATINO** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.63	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **ASIAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.56	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.16	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	0	18	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	6	6	6						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	1						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	7	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 4:	Males: 7 100.00%	Females: 0 0.00%	Total Minorities: 0 0.00%
White: 7 #####	B/AA: 0 0.00%	H/L: 0 0.00%	Asian: 0 0.00%
	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	1	1	1						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	9	9	9						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	
Service / Maintenance	3	3	2	1					0									100.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%	
TOTAL	13	13	12	1	0	0	0	0	2	0	0	0	0	0	0	0	0	100.00%	0.00%	92.31%	7.69%	0.00%	0.00%	0.00%	0.00%	15.38%	

Grand Total Employees for Region 5:	Males: 13 100.00%	Females: 0 0.00%	Total Minorities: 1 7.69%
White: 12 92.31%	B/AA: 1 7.69%	H/L: 0 0.00%	Asian: 0 0.00%
	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 2 15.38%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD	
						A	AN								A	AN												
Officials / Administrators	1	1		1					0									100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	2	1		1				1	1								66.67%	33.33%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	6	6	6						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	1	1	1						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	11	10	8	1	1	0	0	0	1	1	0	0	0	0	0	0	0	90.91%	9.09%	81.82%	9.09%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 6:	Males:	10	Females:	1	Total Minorities:	2							
		90.91%		9.09%		18.18%							
White:	9	B/AA:	1	H/L:	1	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	0
	81.82%		9.09%		9.09%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	30,405	12,585	41.39%	55	22.77	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	125	66.49%	45	29.92	Agency Workforce.
				-----	-----	Availability Percent.
				100	42.15	

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	30,405	1,285	4.23%	55	2.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	23	12.23%	45	5.51	Agency Workforce.
				-----	-----	Availability Percent.
				100	6.26	

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	30,405	427	1.40%	55	0.77	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	6	3.19%	45	1.44	Agency Workforce.
				-----	-----	Availability Percent.
				100	1.77	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	282	0.93%	55	0.51	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	4	2.13%	45	0.96	
				<u>100</u>	<u>1.17</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	45	0.15%	100	0.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	0	0.00%	0	0.00	
				<u>100</u>	<u>0.12</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	15	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	188	0	0.00%	0	0.00	
				<u>100</u>	<u>0.04</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	28,700	60.69%	55	33.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	47	52.81%	45	23.76	Agency Workforce.
				<u>100</u>	<u>45.71</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	2,220	4.69%	55	2.58	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	10	11.24%	45	5.06	Agency Workforce.
				<u>100</u>	<u>6.11</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	844	1.78%	55	0.98	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	1	1.12%	45	0.51	Agency Workforce.
				<u>100</u>	<u>1.19</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	47,290	1,683	3.56%	55	1.96	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	1	1.12%	45	0.51	Agency Workforce.
				-----	-----	Availability Percent.
				100	1.97	

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	47,290	39	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.07	

AGENCY: [Central Management Services](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	47,290	64	0.14%	100	0.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.11	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	20,260	9,300	45.90%	55	25.25	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	22	53.66%	45	24.15	Agency Workforce.
				-----	-----	Availability Percent.
				100	39.51	

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	20,260	1,488	3.08%	55	1.69	Equal Employment Opportunity Tabulation Availability Percent.
2. Those promotable, trainable, and transferable in the region.	41	6	14.63%	45	6.59	Agency Workforce.
				-----	-----	Availability Percent.
				100	6.62	

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	20,260	535	2.64%	100	2.64	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	2.11	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	199	0.98%	55	0.54	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	1	2.44%	45	1.10	Agency Workforce.
				<hr/> 100	<hr/> 1.31	Availability Percent.

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	64	0.32%	100	0.32	Equal Employment Opportunity Tabulation Availability Percent.
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.25	Availability Percent.

AGENCY: **Central Management Services**
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 0	<hr/> 0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	137	57.32%	55	31.53	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	3	27.27%	45	12.27	Agency Workforce.
				<u>100</u>	<u>35.04</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	36	15.06%	55	8.28	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	1	9.09%	45	4.09	Agency Workforce.
				<u>100</u>	<u>9.90</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	55,430	38,150	68.83%	100	68.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	55.06	Availability Percent.

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	55,430	4,060	7.32%	100	7.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	5.86	Availability Percent.

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	55,430	933	1.68%	100	1.68	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	1.35	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	55,430	454	0.82%	100	0.82	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.66	Availability Percent.

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	55,430	62	0.11%	100	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.09	Availability Percent.

AGENCY: **Central Management Services**
 Category: Administrative Support

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	55,430	25	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.04	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	17,995	1,305	7.25%	100	7.25	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	5.80	

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	17,995	595	3.31%	100	3.31	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	2.65	

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	17,995	363	2.02%	100	2.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	1.61	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	17,995	14	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	17,995	48	0.27%	100	0.27	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.21</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	17,995	14	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	64,345	28,970	45.02%	100	45.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	36.02	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	64,345	6,719	10.44%	100	10.44	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	8.35	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	64,345	1,760	2.74%	100	2.74	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	2.19	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	652	1.01%	100	1.01	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.81	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	26	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.03	Availability Percent.

AGENCY: **Central Management Services**
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	23	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/> 100	<hr/> 0.03	Availability Percent.

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	115	57	49	4	1	3			1	58	54	3		1			2	49.57%	50.43%	89.57%	6.09%	0.87%	3.48%	0.00%	0.00%	2.61%
Professionals	157	55	42	8	2	3			4	102	87	11	3	1			10	35.03%	64.97%	82.17%	12.10%	3.18%	2.55%	0.00%	0.00%	8.92%
Technicians	25	2	2							23	19	3	1				3	8.00%	92.00%	84.00%	12.00%	4.00%	0.00%	0.00%	12.00%	
Protective Service	6	6	5	1					1	0								100.00%	0.00%	83.33%	16.67%	0.00%	0.00%	0.00%	16.67%	
Para-professionals	24	5	4	1					2	19	15	3		1				20.83%	79.17%	79.17%	16.67%	0.00%	4.17%	0.00%	0.00%	8.33%
Administrative Support	11	8	8						2	3	2	1						72.73%	27.27%	90.91%	9.09%	0.00%	0.00%	0.00%	0.00%	18.18%
Skilled Craft	34	33	31	2						1	1							97.06%	2.94%	94.12%	5.88%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	34	29	27	2					2	5	5							85.29%	14.71%	94.12%	5.88%	0.00%	0.00%	0.00%	0.00%	5.88%
TOTAL	406	195	168	18	3	6	0	0	12	211	183	21	4	3	0	0	15	48.03%	51.97%	86.45%	9.61%	1.72%	2.22%	0.00%	0.00%	6.65%

Grand Total Employees for Region 7:	Males:	195	Females:	211	Total Minorities:	55							
		48.03%		51.97%		13.55%							
White:	351	B/AA:	39	H/L:	7	Asian:	9	AI/AN:	0	NHOPI:	0	PWD:	27
	86.45%		9.61%		1.72%		2.22%		0.00%		0.00%		6.65%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **WOMEN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	42.15	45.71	39.51	0.00	35.04	55.06	5.80	36.02
Number Needed for Parity	48	71	9	0	8	6	1	12
Number of Affirmative Action Group Members Already Employed	58	102	23	0	19	3	1	5
Underutilization						3		7

Agency: Central Management Services
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	6.26	6.11	6.62	0.00	9.90	5.86	2.65	8.35
Number Needed for Parity	7	9	1	0	2	0	0	2
Number of Affirmative Action Group Members Already Employed	7	19	3	1	4	1	2	2
Underutilization								

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	1.77	1.19	2.11	0.00	0.00	1.35	1.61	2.19
Number Needed for Parity	2	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	5	1	0	0	0	0	0
Underutilization	1							

Agency: Central Management Services
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	1.17	1.97	1.31	0.00	0.00	0.66	0.06	0.81
Number Needed for Parity	1	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	4	4	0	0	1	0	0	0
Underutilization								

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	0.12	0.07	0.25	0.00	0.00	0.09	0.21	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	115	157	25	6	24	11	34	34
Availability Percent	0.04	0.11	0.00	0.00	0.00	0.04	0.06	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	2	1	1						1	1								50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	1	0							1	1								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	7	7	7						1	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	
Service / Maintenance	2	1	1						1	1						1		50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
TOTAL	12	9	9	0	0	0	0	0	2	3	3	0	0	0	0	0	1	75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	

Grand Total Employees for Region 8:	Males: 9	Females: 3	Total Minorities: 0
	75.00%	25.00%	0.00%
White: 12	B/AA: 0	H/L: 0	Asian: 0
#####	0.00%	0.00%	0.00%
			AI/AN: 0
			NHOPI: 0
			PWD: 3
			25.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	10,615	975	9.19%	100	9.19	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/>	<hr/>	Availability Percent.
				100	7.35	

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	10,615	34	0.32%	100	0.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/>	<hr/>	Availability Percent.
				100	0.26	

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	10,615	171	1.61%	100	1.61	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<hr/>	<hr/>	Availability Percent.
				100	1.29	

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	10,615	24	0.23%	100	0.23	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.18</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	10,615	18	0.17%	100	0.17	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.14</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	10,615	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	12	12	11		1				0									100.00%	0.00%	91.67%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	7	7	7						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	19	19	18	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	94.74%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 9:	Males: 19	Females: 0	Total Minorities: 1
	100.00%	0.00%	5.26%
White: 18	B/AA: 0	H/L: 1	Asian: 0
94.74%	0.00%	5.26%	0.00%
			AI/AN: 0
			NHOPi: 0
			PWD: 0
			0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **WOMEN**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	7.35	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.26	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **HISPANIC or LATINO** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.29	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **ASIAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	12	7
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	13,485	810	6.01%	100	6.01	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<u>100</u>	<u>4.81</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	13,485	99	0.73%	100	0.73	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<u>100</u>	<u>0.59</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	13,485	182	1.35%	100	1.35	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				<u>100</u>	<u>1.08</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,485	18	0.13%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,485	29	0.22%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,485	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 23 - 4th Quarter

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD
						A	AN								A	AN											
Officials / Administrators	1	1	1						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	0							2	2								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	12	12	11					1	0									100.00%	0.00%	91.67%	0.00%	0.00%	0.00%	8.33%	0.00%	0.00%	
Service / Maintenance	5	5	5						0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	20	18	17	0	0	0	1	0	0	2	2	0	0	0	0	0	0	90.00%	10.00%	95.00%	0.00%	0.00%	0.00%	5.00%	0.00%	0.00%	

Grand Total Employees for Region 10:	Males: 18	Females: 2	Total Minorities: 1
	90.00%	10.00%	5.00%
White: 19	B/AA: 0	H/L: 0	Asian: 0
95.00%	0.00%	0.00%	0.00%
			AI/AN: 1
			5.00%
			NHOPi: 0
			0.00%
			PWD: 0
			0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **WOMEN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.81	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.59	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **HISPANIC or LATINO** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.08	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **ASIAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Central Management Services
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.17	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

Agency: Central Management Services
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	2	0	0	0	0	12	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Underutilization Summary by Region

Name of Agency: Central Management Services

Fiscal Year: 2024

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1			1							1														
2																								
3																								
4																								
5																								
6																								
7			1																					
8																								
9																								
10																								
Total	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1													3		13				5		3	1		
2																								
3													1											
4																								
5																								
6																								
7							3												7					
8																								
9																								
10																								
Total	0	0	0	0	0	0	3	0	0	0	0	0	4	0	13	0	0	0	12	0	3	1	0	0

Total underutilization for Women: 19

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 18

Total underutilization for Asian: 2

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander
 DHR 11-AAP (Rev. Feb. 2016)

CMS PROMOTABLE CATEGORIES

OFFICIALS/ADMINISTRATORS

Professionals
Technicians
Protective Service Workers

PROFESSIONALS

Technicians
Protective Service Workers
Paraprofessionals
Service/Maintenance

TECHNICIANS

Protective Service Workers
Paraprofessionals
Administrative Support

PROTECTIVE SERVICE

Service/Maintenance

PARAPROFESSIONALS

Administrative Support

ADMINISTRATIVE SUPPORT

None

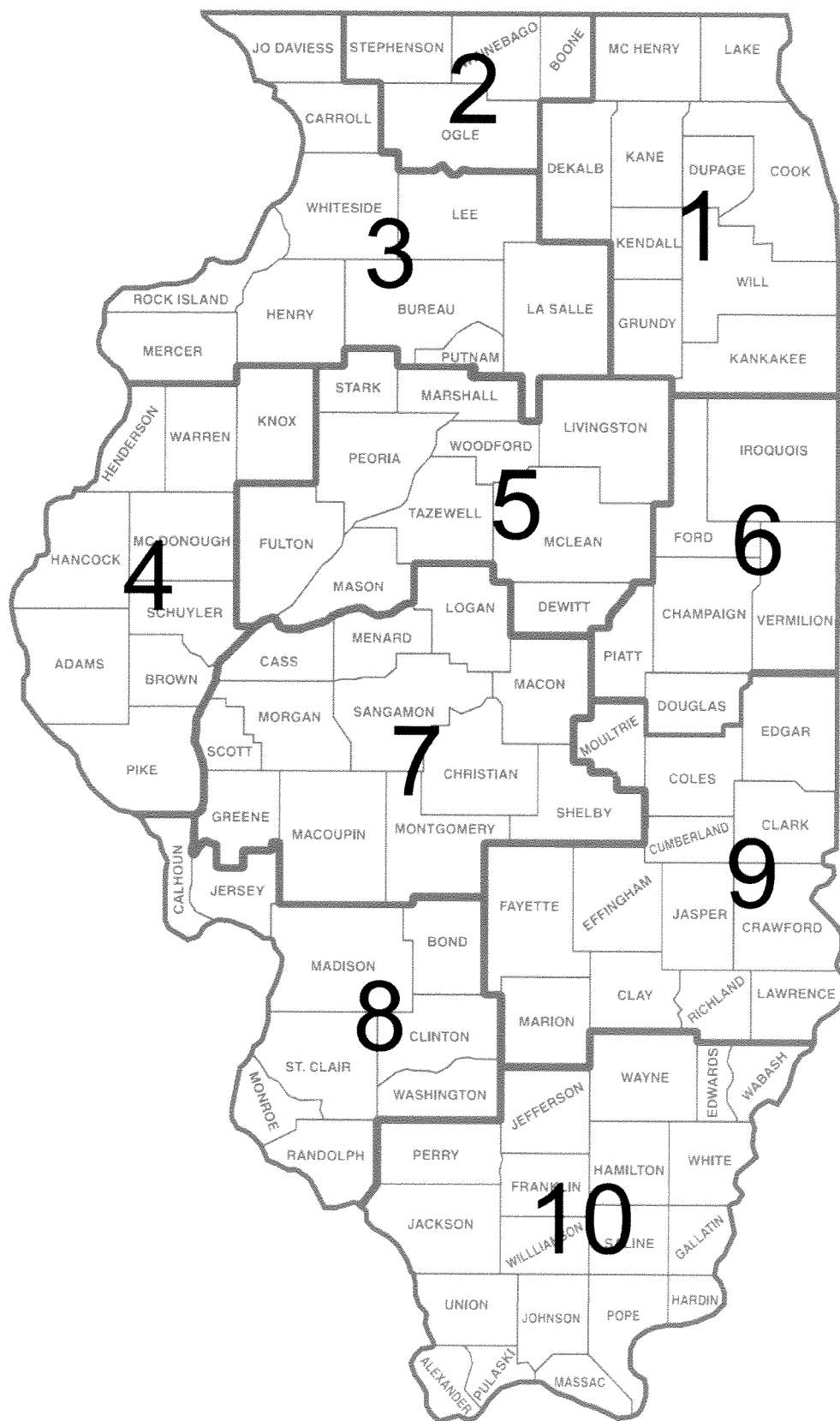
SKILLED CRAFT

None

SERVICE MAINTENANCE

None

Illinois Department of Human Rights State Regional Map



Illinois Counties by Region

REGION 1

Cook
DeKalb
DuPage
Grundy
Kane
Kankakee
Kendall
Lake
McHenry
Will

REGION 2

Boone
Ogle
Stephenson
Winnebago

REGION 3

Bureau
Carroll
Henry
Jo Daviess
LaSalle
Lee
Mercer
Putnam
Rock Island
Whiteside

REGION 4

Adams
Brown
Hancock
Henderson
Knox
McDonough
Pike
Schuyler
Warren

REGION 5

DeWitt
Fulton
Livingston
Marshall
Mason
McLean
Peoria
Stark
Tazewell
Woodford

REGION 6

Champaign
Douglas
Ford
Iroquois
Piatt
Vermilion

REGION 7

Christian
Cass
Greene
Logan
Macon
Macoupin
Menard
Morgan
Montgomery
Sangamon
Scott
Shelby

REGION 8

Bond
Calhoun
Clinton
Jersey
Madison
Monroe
Randolph
St. Clair
Washington

REGION 9

Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland

REGION 10

Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac
Perry
Pope
Pulaski
Saline
Union
Wabash
Wayne
White
Williamson



SECTION THREE: AGENCY GOALS

PROGRAM GOAL 1

Area to Be Addressed:

There is a need for the CMS EEO Officer/ADA Coordinator to become more familiar with CMS employees and their knowledge of and requests for services offered by the CMS EEO Office.

Goal:

- To ensure CMS employees are aware of the identity of the CMS EEO Officer/ADA Coordinator and the rights afforded to them under Federal and State equal employment opportunity laws.

Objective:

- To assess the familiarity of CMS employees with equal employment opportunity laws and services and provide relevant information to them about the CMS EEO Office.

Action Plan:

1. Create and disseminate a short survey to CMS employees regarding their knowledge about the EEO Office and its services.

<i>Assignment of Responsibility</i>	<i>EEO Officer</i>
<i>Completion Target Date:</i>	<i>October 31, 2023</i>
<i>Monitoring Procedure:</i>	<i>Survey</i>

2. Analyze survey results to determine areas for knowledge improvement.

<i>Assignment of Responsibility:</i>	<i>EEO Officer</i>
<i>Completion Target Date:</i>	<i>November 30, 2023</i>
<i>Monitoring Procedure:</i>	<i>Analysis of survey results</i>

3. Develop electronic informational sheets on the CMS EEO Office.

<i>Assignment of Responsibility:</i>	<i>EEO Officer</i>
<i>Completion Target Date:</i>	<i>December 31, 2023</i>
<i>Monitoring Procedure:</i>	<i>Informational sheets</i>

4. Conduct in-person or virtual site visits of work locations housing CMS employees and provide information and guidance on the CMS EEO Office and its services.

<i>Assignment of Responsibility:</i>	<i>EEO Officer</i>
<i>Completion Target Date:</i>	<i>June 30, 2024</i>
<i>Monitoring Procedure:</i>	<i>Summaries of visits</i>

PROGRAM GOAL 2

Area to Be Addressed:

There is a need to identify areas in the hiring and promotion decision making process which may be vulnerable to bias.

Goal:

- To ensure CMS’s hiring and promotion decisions are free from bias.

Objective:

- Provide guidance on best practices to have a bias free hiring and promotion process through identifying types of bias in hiring and tips for minimizing the impact of bias in the hiring process.

Action Plan:

1. Research the types of bias in the hiring process and practical ways to reduce bias in the hiring process.

Assignment of Responsibility
Completion Target Date:
Monitoring Procedure:

EEO Officer
September 30, 2023
Research material

2. Develop a training module on minimizing bias in the hiring process.

Assignment of Responsibility:
Completion Target Date:
Monitoring Procedure:

EEO Officer
January 31 ,2024
Training module

3. Deliver such training to employees who have been certified to serve on interview panels.

Assignment of Responsibility
Completion Target Date:
Monitoring Procedure:

EEO Officer
June 30, 2024
Attendance records

NUMERICAL GOAL 1

Summary:

The Department is underutilized by a total of 19 Women, 18 Hispanic or Latino persons, and 2 Asian persons in the EEO job categories of Officials and Administrators, Professionals, Administrative Support, Skilled Craft Workers, and Service-Maintenance.

Area to be Addressed:

The Department should utilize a variety of platforms to engage with candidates from diverse backgrounds. The Department should continue to engage in and build on targeted, community-informed recruitment and outreach for the underutilized categories of Officials and Administrators, Professionals, Administrative Support, Skilled Craft Workers, and Service-Maintenance.

Goal:

To achieve parity in the underutilized categories and maintain parity in the other categories.

Objectives:

Maintain regular communication between the EEO Officer, the Bureau of Personnel, and the Office of Diversity & Inclusion as to progress on reaching parity.

Action Plan:

1. Advise hiring managers and Internal Personnel about the underutilization in the Officials and Administrators, Professionals, Administrative Support, Skilled Craft Workers, and Service-Maintenance categories.

<i>Assignment of Responsibility</i>	<i>EEO Officer</i>
<i>Completion Target Date:</i>	<i>October 1, 2023</i>
<i>Monitoring Procedure:</i>	<i>Documentation of communications</i>

2. Continue to utilize the Statewide Recruitment and Outreach Team and its resources and best practices to conduct targeted, community-informed, identity-centered recruitment of and outreach towards underutilized categories.

<i>Assignment of Responsibility:</i>	<i>EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel</i>
<i>Completion Target Date:</i>	<i>June 30, 2024</i>
<i>Monitoring Procedure:</i>	<i>Documentation of recruitment and outreach efforts</i>

3. Convene regular meetings between the Bureau of Personnel, the EEO Officer, and the Office of Diversity & Inclusion to discuss efforts made towards achieving parity in the underutilized categories.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Documentation of meetings

NUMERICAL GOAL 2

Area to be Addressed:

CMS is underutilized in the Officials and Administrators category in Region 1 by one Hispanic or Latino persons.

Goal:

To eliminate underutilization of Hispanic or Latino persons in the Officials and Administrators category in Region 1.

Objective:

As vacancies occur, hire/promote Hispanic or Latino persons in the Officials and Administrators category in Region 1.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Review of Hiring Monitors

2. Continue to engage in and build on CMS's outreach, relationship-building, and recruitment efforts targeted towards community and professional organizations that advocate on behalf of Hispanic or Latino persons.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Quarterly EEO Reports; Documentation of recruitment and outreach efforts

NUMERICAL GOAL 3

Area to be Addressed:

CMS is underutilized in the Professionals category in Region 1 by one Asian.

Goal:

To eliminate underutilization of Asians in the Professionals category in Region 1.

Objective:

As vacancies occur, hire/promote Asians in the Professionals category in Region 1.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

Assignment of Responsibility
Completion Target Date:
Monitoring Procedure:

EEO Officer, Internal Personnel
June 30, 2024
Review of Hiring Monitors

2. Engage in outreach, relationship-building, and recruitment efforts targeted towards community and professional organizations that advocate on behalf of Asians.

Assignment of Responsibility:
Completion Target Date:
Monitoring Procedure:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel
June 30, 2024
Quarterly EEO Reports; Documentation of recruitment and outreach efforts

NUMERICAL GOAL 4

Area to be Addressed:

CMS is underutilized in the Officials and Administrators category in Region 7 by one Hispanic or Latino person.

Goal:

To eliminate underutilization of Hispanic or Latino persons in the Officials and Administrators category in Region 7.

Objective:

As vacancies occur, hire/promote Hispanic or Latino persons in the Officials and Administrators category in Region 7.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Review of Hiring Monitors

2. Continue to engage in and build on CMS’s outreach, relationship-building, and recruitment efforts targeted towards community and professional organizations that advocate on behalf of Hispanic or Latino persons.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Quarterly EEO Reports; Documentation of recruitment and outreach efforts

NUMERICAL GOAL 5

Area to be Addressed:

CMS is underutilized in the Administrative Support category in Region 7 by three Women.

Goal:

To eliminate underutilization of Women in the Administrative Support category in Region 7.

Objective:

As vacancies occur, hire/promote Women in the Administrative Support category in Region 7.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Review of Hiring Monitors

2. Engage in outreach, relationship-building, and recruitment efforts targeted towards educational institutions and programs offering degrees, courses, and certifications to persons seeking careers in the administrative support field.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Quarterly EEO Reports; Documentation of recruitment and outreach efforts

NUMERICAL GOAL 6

Area to be Addressed:

CMS is underutilized in the Skilled Craft Workers category in Region 1 by three Women and thirteen Hispanic or Latino persons and in Region 3 by one Woman.

Goal:

To eliminate underutilization of Women and Hispanic or Latino persons in the Skilled Craft Workers category in Regions 1 and 3.

Objective:

As vacancies occur, hire/promote Women and Hispanic or Latino persons in the Skilled Craft Workers category in Regions 1 and 3.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Review of Hiring Monitors

2. Continue to engage in and build on CMS’s outreach, relationship-building, and recruitment efforts targeted towards community and professional organizations that advocate on behalf of Women and Hispanic or Latino persons.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Quarterly EEO Reports; Documentation of recruitment and outreach efforts

3. Continue to engage in and build on CMS’s outreach, relationship-building, and recruitment efforts targeted towards vocational schools, technical schools, and labor or tradesman hiring halls.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel

Completion Target Date:

June 30, 2024

Monitoring Procedure:

Quarterly EEO Reports; Documentation of recruitment and outreach efforts

NUMERICAL GOAL 7

Area to be Addressed:

CMS is underutilized in the Service-Maintenance category in Region 1 by five Women, three Hispanic or Latino persons, and one Asian person, and in Region 7 by seven Women.

Goal:

To eliminate underutilization of Women, Hispanic or Latino persons, and Asian persons in the Service-Maintenance category in Regions 1 and 7.

Objective:

As vacancies occur, hire/promote Women, Hispanic or Latino persons, and Asian persons in the Service-Maintenance category in Regions 1 and 7.

Action Plan:

1. Monitor hiring sequences to ensure protected classes are available and interviewed, as appropriate.

<i>Assignment of Responsibility</i>	<i>EEO Officer, Internal Personnel</i>
<i>Completion Target Date:</i>	<i>June 30, 2024</i>
<i>Monitoring Procedure:</i>	<i>Review of Hiring Monitors</i>

2. Continue to engage in and build on CMS’s outreach, relationship-building, and recruitment efforts targeted towards community and professional organizations that advocate on behalf of Women, Hispanic or Latino persons, and Black or African American persons.

<i>Assignment of Responsibility:</i>	<i>EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel</i>
<i>Completion Target Date:</i>	<i>June 30, 2024</i>
<i>Monitoring Procedure:</i>	<i>Quarterly EEO Reports; Documentation of recruitment and outreach efforts</i>

3. Continue to engage in and build on CMS’s outreach, relationship-building, and recruitment efforts targeted toward vocational schools, technical schools, and labor or tradesman hiring halls.

<i>Assignment of Responsibility:</i>	<i>EEO Officer, Office of Diversity & Inclusion, Bureau of Personnel</i>
<i>Completion Target Date:</i>	<i>June 30, 2024</i>
<i>Monitoring Procedure:</i>	<i>Quarterly EEO Reports; Documentation of recruitment and outreach efforts</i>

**SECTION FOUR:
DISCRIMINATION
COMPLAINT PROCESS**

A. Policy Statement

1. It is the policy of the Department of Central Management Services (CMS) to comply with all equal employment opportunity (EEO) laws, regulations, and Executive Orders to ensure fair and equitable treatment of employees. Decisions impacting employment will be made without regard to race (including associated hairstyles), color, religion, disability, sex, pregnancy, sexual orientation, gender identity, citizenship status, national origin, ancestry, age, marital status, familial status, orders of protection, arrest record, conviction record, military status, or unfavorable discharge from military service, except when necessary to implement the Affirmative Action (AA) Plan, where otherwise required by applicable law, or when it is a bona fide job qualification.
2. CMS affirms its commitment to a policy of equal employment opportunity through the implementation of an investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. The establishment of this investigation procedure shall provide an internal pathway to informally resolve complaints of alleged discrimination in an expeditious manner at the lowest organizational level reducing backlog, delay, and the expense of a prolonged formal investigation.
3. To this end, the EEO/AA Officer shall receive complaints of alleged discrimination and the EEO/AA Officer, or qualified designee, shall investigate each complaint with such investigation to include documentation of facts, presentation of findings, and recommendations to resolve the dispute. The CMS Director shall make the final decision as to the complaint resolution.
4. The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the Illinois Department of Human Rights (IDHR), the U.S. Equal Employment Opportunity Commission (EEOC), or any other appropriate governmental agency. Nor does filing an internal complaint alter or toll the filing deadlines of those agencies. The filing of any complaint of alleged discrimination may not be used as a basis for retaliation adversely affecting the rights of any employee.

B. Procedures**1. Scope and Timeliness**

- a. Unless of a continuing nature, any employee who believes they have been aggrieved by a discriminatory practice may file an internal complaint within 90 days of the alleged discrimination.

- b. The Internal EEO Discrimination Complaint form shall be used to clearly record the date, nature, and other pertinent information related to the complaint of alleged discrimination.
- c. The completed complaint form shall be submitted to the Department's EEO/AA Officer.

2. Intake-Screening

- a. Upon receipt of the complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the complaint. The EEO/AA Officer shall notify the complainant if further information or documentation is required to support the charge.
- b. The EEO/AA Officer shall inform the complainant in writing of the acceptance of the complaint for investigation within five business days of receipt of the complaint form.

3. Investigation

- a. Within a reasonable length of time after accepting the signed complaint, the EEO/AA Officer or qualified designee will conduct an impartial investigation of the alleged discrimination. The EEO/AA Officer or qualified designee shall interview all parties they deem necessary including the complainant, supervisors, staff, and other appropriate individuals.
- b. The investigation shall be concluded within a reasonable timeframe after acceptance of the complaint.
- c. The EEO/AA Officer or qualified designee shall provide a written report with recommendations to resolve the complaint to the Director. Every effort will be made to resolve the complaint at the lowest level possible.

4. Withdrawal and Settlement

- a. The complaint, or any part of the complaint, may be withdrawn upon written request for withdrawal by the complainant at any time.
- b. If during the investigation of the complaint a settlement is reached between the complainant and CMS, the complainant may withdraw the complaint by

providing a written statement to the EEO/AA Officer. Upon receipt of that statement the EEO/AA Officer will consider the case closed.

5. Dismissal of the Complaint

- a. After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the EEO/AA Officer or qualified designee shall notify the complainant of the findings in writing.

6. Investigation Findings

- a. At the conclusion of the investigation, if there is substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit written notice to the CMS Director with findings and recommendations to resolve the complaint.

7. Conciliation Efforts

- a. The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.
- b. If the complaint cannot be satisfactorily resolved at this level within a designated timeframe, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint could not be resolved.
- c. The findings, conciliation efforts, and proposed settlement shall be forwarded to the CMS Director for the final review, approval, or other determination. The CMS Director shall make known to the EEO/AA Officer the official position of the agency within a reasonable timeframe of receipt of the EEO/AA Officer's written report.

8. External Filing

- a. The complainant has the right to file external charges with IDHR, the EEOC, or any other appropriate government agency.

- b. To file with IDHR, the complaint must be filed within 300 calendar days from the date of harm.
- c. To file with the EEOC, the complaint must be filed within 300 calendar days from the date of harm.

Illinois Department of Human Rights

Chicago:

555 West Monroe Street, Seventh Floor
Chicago, Illinois 60661
1-312-814-6200
TTY 1-866-740-3953

Springfield:

524 S. 2nd Street, Suite 300
Springfield, Illinois 62701
1-217-785-5100
TTY 1-866-740-3953

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)
Website: www.illinois.gov/sexualharassment

Equal Employment Opportunity Commission

Chicago:

JCK Federal Building
230 South Dearborn Street
Suite 1866 (Enforcement, State and Local & Hearings)
Suite 2920 (Legal & ADR)
Chicago, Illinois 60604
312-872-9777
Fax 312-558-1260
TTY: 1-866-740-3953

www.eeoc.gov

St. Louis:

1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
314-798-1960
TTY: 1-800-669-6820
Fax: 314-539-7894

**Central Management Services
Internal EEO Discrimination Complaint**

Filing this complaint form does not satisfy the time limits for filing with the Illinois Department of Human Rights or the Equal Employment Opportunity Commission (see information below)

Complainant: _____ Job Title: _____
 Home Address: _____ City, State, Zip: _____
 Home Phone: _____ Work Phone: _____
 Work Location: _____ Bureau: _____
 Supervisor: _____

Basis of Alleged Discrimination (Check All That Apply)						
Race	Color	Age	Religion	Disability	Marital Status	Sex
Retaliation	National Origin	Sexual Orientation	Other: _____			

Date(s) of alleged discrimination: _____

Alleged Discriminator

Name: _____ Title: _____
 Work Location: _____ City: _____

Discriminatory Action

(Explain fully – Attach additional sheets if necessary)

Relief Requested

Note: You have 300 days from the date of the alleged act(s) of discrimination to file charges with the Illinois Department of Human Rights and 300 days to file charges with the Equal Employment Opportunity Commission (EEOC). You have the right to file charges with either entity or both:
Illinois Department of Human Rights
 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701 **OR** 555 West Monroe Street, Seventh Floor, Chicago, IL 60661
Equal Employment Opportunity Commission
 JCK Federal Building, 230 S. Dearborn Street, Suite 1866, Chicago, IL 60604

 Signature of Complainant Date of Complaint

**SECTION FIVE:
DISABILITY PROGRAM**

Labor Force Analysis for People with Disabilities

Agency: Central Management Services

Fiscal Year: 2024

Total Employees: 668

Percent of People with Disabilities in Illinois Labor Force: 5.96%

Labor Force Number: 39

Number of Employees with Disabilities in Agency: 40

Underutilization or Parity: P



REASONABLE ACCOMMODATION POLICY STATEMENT

In compliance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of Central Management Services (CMS) to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities.

CMS recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable a qualified employee with a disability to perform the essential functions of a job; and/or to enable such an employee to enjoy equal benefits and privileges of employment.

It is CMS's responsibility to reasonably accommodate qualified applicants and employees with disabilities when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

CMS's Equal Employment Opportunity Officer and/or the ADA Coordinator can provide further information about the agency's policy in this area.

Raven A. DeVaughn
Acting Director

The [Illinois Department of Central Management Services](#) (CMS or Department) remains committed in its resolve to employ persons with disabilities. As of June 30, 2023, the total number of CMS employees with disabilities is indicated below:

Number of disabled employees: 40
Total number of employees: 668
Percent of disabled employees: 5.98

The Department is at parity in this category; however, it will continue its efforts to increase the diversity of its workforce, including those with disabilities.

Disabled Workers Program

The CMS Division of Examining and Counseling administers several programs and services for people with disabilities through the [Disabled Workers Program \(DWP\)](#). The Program was established to promote access, independence, and opportunity throughout the employee life cycle. The DWP is conducted through the Springfield Assessment Center. The DWP administers the Alternative Employment Program (AEP) and the Successful Disability (SD) Opportunities Program to assist persons with disabilities pursuing state employment; the Accommodated Testing program to provide persons with disabilities testing assistance; and the Disabled Workers Trainee Program to grant employment opportunities to individuals living with disabilities who may find it difficult to acquire meaningful employment. These programs are described in greater detail below. Further information can also be found at:

CMS Disabled Workers Program Coordinator
Springfield Assessment Center
130 W. Mason Street
Springfield, IL 62702
Voice: 217-524-7514
Illinois Relay Center: 800-526-0844

Disabled Workers Trainee Program

[Public Act 101-0533](#) requires each state agency with at least 1,500 employees to offer a minimum of 1 position per year to be filled by a person with a disability, as defined by the Americans with Disabilities Act (ADA), through an established trainee program. Pursuant to this requirement, CMS, in collaboration with the Illinois Taskforce on Employment and Economic Opportunities for People with Disabilities (EEOPD), hosts the Disabled Workers Trainee Program, which is administered by DWP.

Program eligibility requirements include submission of application materials and disability verification documents as defined by the ADA guidelines. DWP reviews and determines program enrollment eligibility. Eligible applicants who are confirmed into the program can apply for positions marked as Disabled Workers Trainee Program on the State of Illinois employment website at work.illinois.gov. Only members of the Disabled Workers Trainee Program will be eligible for these positions, and only Disabled Workers Trainee Program member applications will be considered. Positions posted through the program will have only an education requirement and will not require job experience.

The hiring agency will conduct the hiring process, keeping in mind that reasonable accommodations need to be provided during the interview process and in the workplace. When a program member is hired, they will receive on-the-job training through their hiring agency and department until the “certification” process is complete. Training and certification timelines can take between 6 and 24 months, depending on the number of hours worked per week (a minimum of 20). Upon completion of the trainee program, the member will be certified as an employee with the State of Illinois.

In addition to administering the Disabled Workers Trainee Program, CMS is also a voluntary participant.

Alternative Employment Program

The [Alternative Employment Program](#) (AEP) was established by law to find alternative employment opportunities for certified employees who are on an approved leave of absence from an agency under the Governor’s jurisdiction. The leave of absence must be due to a work related or non-work-related disability that permanently and totally precludes the performance of the assigned duties of the employee’s current position. CMS administers AEP.

To participate in the AEP program, the employee must be determined by a physician to be permanently and totally disabled from performing their current job duties but not duties of any other position. If the employee seeks AEP participation, the agency provides the employee a packet. The packet must be completed in consultation with the employee’s physician and returned to the agency. The agency must explore all reasonable accommodations available to the employee, and reemployment opportunities within their agency, before forwarding the package to CMS.

Upon approval of the application, alternative position titles are recommended for the employee to establish eligibility. Titles recommended may only represent lateral or downward appointments. Applicants who meet the requirements for the selected position titles are issued an AEP grade and their name is placed on the AEP eligibility list for the titles and counties selected. AEP grades are valid for a two-year period and participation in the program may last for

a maximum of two years. Participation in the program is voluntary and declining to participate will not affect an employee's disability benefits.

Successful Disability Opportunities Program

The [Successful Disability Opportunities Program](#) provides persons with disabilities greater access to employment opportunities with the State of Illinois. Candidates are issued their SD grade pending testing.

Applicants must be registered with the [Illinois Department of Human Services \(DHS\) Division of Rehabilitation Services \(DRS\)](#) to be eligible for the Program. A DRS Counselor completes the "Certificate of Eligibility Form and Narrative" for each position title the applicant wishes to perform and forwards the form to CMS. DRS verifies that a qualifying disability exists.

The application and testing process is the same as the general hiring process, except that, with the SD Program, application submission and automated testing go through the DWP Coordinator's Office. Automated tests must be scheduled through the DWP Coordinator or DWP Staff. Applications for training and experience titles go to DWP for verification. SD grades are pass/fail, "SP/Pass," or "SF/Fail", and are valid for one year. Applicants who pass are placed on the SD Eligible list. Interviews to fill vacant positions must be conducted in accordance with established standards.

Effective January 1, 2020, CMS began implementing [P.A. 101-0192](#), which amends the Personnel Code requiring CMS to issue the SD list along with the open competitive eligible list when at the point of "other means" in the filling of vacancy language.

Disability Resource Center

The [CMS Disability Resource Center](#) is a centralized source of information on reasonable accommodations and can provide professional consultation to both state agency staff and job seekers on issues concerning reasonable accommodations in the state employment process. Employees and applicants may contact the CMS Disability Resource by e-mail at: CMS.DisabilityResCen@illinois.gov.

Physical and Procedural Barriers

The Department is compliant in each of the following areas:

1. Physical Access

In September and October of 2022, CMS's Chief Security Officer conducted 19 ADA accessibility assessments of buildings and facilities utilized and managed by CMS. If any physical barriers need to be resolved, CMS addresses the issue(s) as expediently as permitted.

On May 11, 2023, CMS's Chief Security Officer provided a training focused specifically on Building Accessibility and the ADA to the [Bureau of Property Management](#). This training will allow additional CMS staff members to conduct assessments, which will move CMS closer to achieving the goal of having all facilities inspected on an annual basis.

Additionally, if a disabled applicant observes or experiences physical barriers in CMS offices, they may contact DWP for assistance. If a disabled employee observes or experiences physical barriers in CMS offices, they may contact the ADA Coordinator for assistance.

2. Pre-employment Screening

CMS does not use pre-employment screening to identify applicants with disabilities. If the Bureau of Personnel becomes aware of such exams in the future, it will be responsible for ensuring those exams are job related and required of all applicants. Applicants may, if they wish, indicate they have a disability on the application form.

3. Employment Criteria & Job Description Review

Employment criteria for all agency positions are based on the CMS (statewide) class specifications. The class specification identifies duties and levels of responsibilities generally associated with positions allocated to the classification. A position description provides more precise details on the duties of a position. Job descriptions are reviewed as part of the hiring process and during performance evaluations. If certain positions have requirements that are not clearly job-related and consistent with both efficiency and safety, such requirements will be eliminated.

4. Employment Testing

The CMS Division of Examining is responsible for the employment application and testing process for all agencies covered by the Personnel Code. The Department provides Accommodated Testing at all five Assessment Centers across the State of Illinois (Chicago, Springfield, Marion, Champaign, and Rockford). The Assessment Center sites are accessible and have computer test stations with larger monitor screens and tables that adjust to accommodate wheelchairs. The [Accommodated Testing Program](#) provides disability accommodations for State employment testing and application completion. An applicant must request an accommodation through the DWP. Accommodations include, but are not limited to, certified American Sign Language interpreters, extra time, ZoomText, braille or large print exams, readers and scribes, high contrast, closed-captioning, and extended time limits for testing. The use of calculators is also permitted during testing.

The CMS Division of Technical Services, in compliance with the [Uniform Guidelines on Employment Selection Procedure](#) (“Uniform Guidelines”) reviews all merit exams annually to assess the degree of adverse impact present in the statewide selection system. Examinations not in compliance with the “4/5ths rule” are identified. Statistical analysis of each exam’s test scores is performed to further measure the direction and magnitude of the adverse impact and to identify specific portions of the exam that may be particularly problematic for protected class members.

Once this information is secured, every effort is made to eliminate the adverse impact by modifying the selection procedure. If the revised examination continues to display an adverse impact, a technical report outlining the specifics of the study and the job relatedness (i.e., the business necessity) of the exam is prepared and maintained on file.

ADA Coordinator

The ADA requires that all programs, services, and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities.

The CMS Director designates the individual listed below as the Department’s ADA Coordinator. The ADA Coordinator is responsible for implementing the Department’s policies and procedures ensuring compliance with the ADA; serving as a liaison to governmental agencies, the public, and other interested parties in the development, adoption, and distribution of such policies and procedures; and the processing of grievances and reasonable accommodations requests.

Arthur Sutton
EEO/AA Officer; ADA Coordinator
313 South 6th Street, 3rd Floor, Springfield, IL
62704
217-782-4631 (Office)
cms.adacoordinator@illinois.gov

CMS provides all full-time employees the opportunity to indicate a disability and/or a need for emergency evacuation assistance through the online disability survey. CMS provides all part-time and temporary employees a disability form to indicate a disability and/or a need for emergency evacuation assistance. The EEO Officer and/or the ADA Coordinator regularly reviews this information and shares it with the appropriate safety personnel to make appropriate arrangements.



**State of Illinois
Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations for Learning Disabled Applicant
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
------------	-------

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.



**State of Illinois
Reasonable Accommodation Request for Employees**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to work site, work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms along with current medical documentation should be submitted to the agency's Equal Employment Opportunity Officer/ADA Coordinator and the original documents should be submitted to the immediate supervisor. The agency EEO Officer/ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED - PLEASE BE SPECIFIC

Purchase or modification of equipment or devices _____

Job restructuring or task modification _____

Provision of reader, sign language interpreter or personal assistant _____

Structural modification to work site or facility _____

Modification of work schedule or leave policy _____

Modification of examinations, training materials or personal assistant _____

Reassignment to vacant position _____

Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee's Signature	Date:
_____	_____
RAC Recommendation (RAC's initials)	Grant Deny Date Return for _____
Chief Executive Officer's Final Action (CEO's initials)	Grant Deny Date Return for _____

Remarks _____

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO Officer/ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form and medical documentation, if requested, to the agency EEO Officer/ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness, insure that all applicable documents have been included and make a recommendation, in writing, to the Division Manager within five (5) working days of receipt of a properly completed form.
3. The Division Manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO Officer/ADA Coordinator.
4. The EEO Officer/ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
5. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
6. The EEO Officer/ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form, including appropriate medical documentation, if requested. A copy of the response will also be sent to the supervisor.
7. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note: The agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
8. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
9. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC).
10. The EEO Officer/ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms for one year following final action in the matter.

SECTION SIX: APPLICABLE LAWS

The federal and state EEO laws, rules, and regulations that impact the Department of Central Management Services are identified below. Where there is a discrepancy between federal law and state or local law, the federal law supersedes unless the state or local law is more stringent.

Federal

Civil Rights Act of 1964, As Amended

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on grounds of race, color, or national origin in programs receiving federal financial assistance. Title VI covers employment discrimination if the primary objective of the financial assistance is a provision of employment or where employment discrimination causes or may cause discrimination in providing services under funded programs.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex, or national origin. Title VII protects most applicants and employees of most private employers, state and local governments, and public or private educational institutions. It also covers employment agencies, labor unions, and apprenticeship programs.

Equal Employment Opportunity Act of 1972

This Act amends the Civil Rights Act of 1964 by adding sex and religion to the Title VII portion and extending Equal Employment Opportunity (EEO) to state, local, and municipal organizations; all employment agencies (private and public); and labor organizations. This Act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action and allows aggrieved individuals to file a complaint in court.

Pregnancy Discrimination Act

This Act amended Title VII to make it illegal to discriminate because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Civil Rights Act of 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful

harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and, in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

Age Discrimination in Employment Act of 1967, As Amended in 1978 and 1986

This Act prohibits arbitrary discrimination against persons 40 years of age and over in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations. An employer cannot advertise jobs indicating a preference for, or limitation to, persons younger than age 40, such as junior executives or recent college graduates. The EEOC administers this law.

Rehabilitation Act of 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for persons with disabilities in all programs or activities receiving federal financial assistance. Sections 503 and 504 prohibit discrimination against qualified persons with disabilities. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces Section 503. The agency providing the federal funds enforces Section 504.

Equal Pay Act of 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The EEOC enforces this Act.

Americans with Disabilities Act of 1990, As Amended by the Americans with Disabilities Act Amendments Act of 2008

Congress enacted the Americans with Disabilities Act of 1990 (ADA) to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public services. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments.

The ADA Amendments Act of 2008 broadens the coverage of “disability” and thereby brings more individuals under the protection of the law. The EEOC issues regulations under this Act.

Family Medical Leave Act of 1993

This Act requires employers to provide up to 12 weeks of unpaid job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours during the year preceding the start of the leave, and are employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U.S. Department of Labor’s Wage and Hour Division investigates and resolves complaints of violations.

Covered employers must grant an employee unpaid leave for any of the following reasons: 1) to care for the employee’s child after birth, or placement for adoption or foster care; 2) to care for the employee’s spouse, child, or parent, who has a serious health condition; or 3) for a serious health condition that makes the employee unable to perform the employee’s job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

Qualifying Reason for Leave: Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.

Leave Entitlement: An eligible employee who is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans

Employment and Training Service (VETS) investigates and resolves complaints of USERRA violations.

Genetic Information Nondiscrimination Act of 2008

This Act makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

State Laws

Illinois Equal Pay Act of 2003

The Illinois Equal Pay Act prohibits employers from discriminating on the basis of sex by paying employees different wages for doing substantially similar work on jobs the performance of which requires substantially similar skill, effort, and responsibility, and which are performed under similar working conditions. This Act further prohibits employers from paying African American employees different wages from non-African American employees for performing substantially similar work. The Illinois Department of Labor enforces the Act.

Illinois Equal Pay Act of 2003 Amendments

On July 31, 2019, Public Act 101-0177, which amends the Illinois Equal Pay Act of 2003, was signed into law. The amendments make it unlawful for an employer to base employment decisions on salary history, including as a condition of applying, interviewing, receiving an offer, or otherwise being considered for employment. The amendment also prohibits employers from considering voluntarily-disclosed salary history.

Illinois Human Rights Act of 1980

This Act prohibits discrimination or harassment because of race (including associated hairstyles), color, religion, disability, sex, pregnancy, sexual orientation, gender identity, citizenship status, national origin, ancestry, age, marital status, familial status, orders of protection, arrest record, conviction record, military status, or unfavorable discharge from military service. It prohibits discrimination in employment, real estate transactions, access to financial credit, and the availability of public accommodations. It also prohibits retaliation for engaging in protected activity such as filing a discrimination complaint. The

Act sets forth Equal Opportunity and Affirmative Action as the policies of the State to eliminate the effects of past discrimination in the internal affairs of State Government and in its relations with the public.

Illinois Religious Freedom Protection and Civil Union Act

This Act provides procedures for the certification and registration of a civil union and provides persons entering into a civil union with the obligations, responsibilities, protections, and benefits afforded or recognized by the law of Illinois to spouses.

Illinois Service Member Employment and Reemployment Rights Act

ISERRA prohibits an employer from discriminating against a service member or interfering with military service and provides for prompt reemployment and protections for service members. Service members have a private right of action, and the Illinois Attorney General's Office investigates allegations of ISERRA violations, resolves complaints, and litigates in circuit court.

Victim's Economic Security and Safety Act

The Victim's Economic Security and Safety Act (VESSA), first enacted in 2003, prohibits employers from discriminating against employees who are survivors/victims of domestic or sexual violence, or employees who have family members who are survivors/victims of domestic or sexual violence. As of January 1, 2022, VESSA's protections also extend to survivors/victims of any other crime of violence, as proscribed by certain sections of the Illinois Criminal Code, which include crimes such as homicide, sex offenses, harassing and obscene communications, and armed violence. The amendments also broaden the definition of family or household member; allow a covered employee to take leave consecutively rather than just intermittently or on a reduced schedule; and expand VESSA's anti-discrimination and anti-retaliation provisions to cover employees and their family/household members who are "perceived to be" a survivor/victim of a crime of violence. Finally, the amendments add provisions related to VESSA's certification process as well as confidentiality protections for covered employees.

Workplace Transparency Act

The Workplace Transparency Act amends the Illinois Human Rights Act, the Victim's Economic Security and Safety Act, the Illinois Equal Pay Act, and the Hotel and Casino Employee Safety Act. In addition to modifying definitions, the Act prohibits harassment, including sexual harassment, by an employer against non-employees including contractors, consultants, and any person directly performing services for the employer pursuant to a contract.

**SECTION SEVEN:
FORMS**

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities: _____

2. Indicate: Race of person selected:
 Sex: Veteran: Disability:

3. Number of individuals who applied or were on the list of eligible(s) _____

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this hire. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County _____ Position Number: _____
 IDHR Region / (Facility) _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities* _____

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): _____

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this promotion. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

**ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES**

EXIT INTERVIEW

Each employee is asked to complete this questionnaire upon separation from the Department of Central Management Services (CMS). Please complete the attached questionnaire and mail it to Central Management Services, EEO/AA Officer, Legal Services, 313 S. 6th Street, 3rd Floor, Springfield, IL, 62701. The questionnaire will be kept in a confidential file for possible review by the Illinois Department of Human Rights and/or federal authorities. The completed questionnaire will not be placed in the employee's personnel file.

Name (Optional):		Title:		Office and Location:	
Bureau:		Telephone:	Age:	Sex:	Race:
Date Hired:	Separation Date:	Starting Salary:		Ending Salary:	
Reason for Leaving:					
<input type="checkbox"/> Accept another State position <input type="checkbox"/> Accept a non-State position <input type="checkbox"/> Personal <input type="checkbox"/> Family responsibility Other					
State below any suggestions or comments that would have better assisted your Bureau in developing you further as an employee (i.e., additional training, clarification of duties):					
State below any suggestions or comments that would have better assisted CMS in developing you further as an employee:					

Rate your experience with CMS:

The Job

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Opportunity to use your abilities and skills					
2. Recognition for your work					
3. Amount of responsibility given					
4. Your sense of accomplishment					
5. Training opportunities					
6. Promotional opportunities					
7. Working conditions					
8. CMS as a place to work					

Comments:

Your Supervisor(s)

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Awareness and understanding of your problems					
2. Interest in your career development					
3. Your performance review					
4. Opportunity to talk with your supervisor(s)					
5. Overall performance of supervisor(s)					
Comments:					

Policies and Procedures

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Promotional					
2. Overtime					
3. Performance reviews					
4. Labor relations					
5. EEO/AA					
6. Benefits					
7. Salary plan					
8. Other (please specify):					
Comments:					

Additional comments:

Employee's signature (optional)

Date:

Please return to:

CMS- Legal Services
ATTN: EEO/AA Officer
313 S. 6th Street, 3rd Floor
Springfield, IL 62701