

# **DISABLED HIRING INITIATIVE REPORT**

**July 1, 2018-June 30, 2019**



**In accordance with Public Act 96-0078, the Directors of the  
Departments of Central Management Services and Human  
Services submit this report to the members of the  
Illinois General Assembly  
September 1, 2019**

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**CMS** ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

**Disabled Hiring Initiative Report 2017-2018**  
**(Pursuant to P.A. 96-0078/Senate Bill 40)**  
**September 1, 2018**

**Mandate**

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

**Background**

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

While State agencies are not required to at this time, they may request the SDO candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. CMS is pleased to announce that it is implementing P.A. 101-0192 recently signed by Governor Pritzker which amends the Personnel Code to require CMS to issue the SDO Program eligible candidate list along with the Open Competitive eligible candidate list when requested by an agency to fill a vacancy. This new Legislation takes effect on January 1, 2020.

Since 2003, CMS and DHS have been working to build the SDO candidate list so that eligible candidates with disabilities are available across a wide range of position titles and a wide geographic area of the state.

Currently there are approximately 370 **active** participants in the SDO Program with eligible SDO passing grades for approximately 220 different position titles/options across various Counties. These numbers fluctuate daily as new applicants are referred by DHS and current applicants add titles or have grades expire.

**Meeting the Challenge**

As of 6/28/2019, employees with disabilities currently comprise approximately 5.7% of the state workforce, down slightly from the last reporting period's 6.4%, due to retirements and other employment status changes. Individual initiative participants and State employees with disabilities are only identified through self-disclosure of a disability; there is no percentage target established for representation in the workforce through this statute. These self-reports do not require medical documentation. They also do not disclose the nature (e.g. mobility, sensory, intellectual or developmental) of the disability.

# **SUMMARY OF DIRECTIVES**

## **NETWORKING DIRECTIVES**

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

### **State Employment Webinars / Teleconferences for Persons with Disabilities**

CMS Disabled Workers Program Coordinator held teleconferences throughout the 2018/2019 reporting period with DHS Vocational Rehabilitation Counselors regarding the Successful Disability Program and developed a Rehabilitation Counselor checklist with instructions on required information for an applicant to enroll into the SD Program.

### **Veterans Outreach Program and Diversity Enrichment Program**

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

Career Counseling in person, by mail, or by email for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the state employment process. Between the five CMS examining test center locations, a total of 292 Veterans with Service Connected Disabilities were verified, counseled and/or given information about the testing process as well as the Successful Disabilities Program.

DEP staff attended 54 minority targeted job fairs between July 1, 2018 – June 30, 2019 and handed out informational packets on State Employment for disabled applicants and not disabled attendees.

### **Career Counseling Services for Individuals with Disabilities**

Career Counseling continues to be offered through CMS Examining and Counseling to provide applicants with an overview of the state employment process and the SDO Program. Applicants' qualifications are reviewed to provide specific job title recommendations. The CMS Disabled Workers Program Coordinator counsels disabled applicants and provides information on available accommodations for testing. From July 1, 2018 through June 30, 2019, 67 applicants with disabilities were provided career counseling services and given information on a total of

approximately 1700 possible job titles, while many others were referred by their established DHS Rehabilitation Services Vocational Counselor.

To assist state agency staff engaged in the hiring process as well as current state employees and state job applicants who may need to seek an accommodation, the CMS Disability Resource Center has been established. The Resource Center operates as 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. You may contact the CMS Disability Resource Center by e-mail at: CMS.DisabilityResCen@illinois.gov

### **Consult & Coordination with CMS Division of Risk Management**

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

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

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

Exempt and non-certified employees are potentially eligible for re-employment through the SDO Program, and certified employees are potentially eligible for re-employment through the Alternative Employment Program (AEP). Additionally, any on-leave employee may obtain promotional grades and bid on open positions. Referring eligible employees with workers compensation claims to these programs is beneficial to the employee, the Risk Management Program and the Disabled Workers Programs.

Currently, there are 34 State Employees on disability leave participating in the Alternative Employment Program. During the 2018-2019 reporting period, seven employees were placed into various positions through AEP.

### **Job Fairs/Conferences**

CMS, DHS, DES attended multiple job fairs and other events. When CMS and DHS did not attend, efforts were made to provide materials regarding the SDO Program to those attending with disabilities. Due to limited travel and staff resources, these agencies coordinate so that every agency is not at a single job fair and that information is distributed about the SDO Program at as many employment and disability-related events as possible. The information below is a list of Career Fairs attended by DHS Recruitment and Selection and CMS Diversity Enrichment Program.

<b><u>DATE</u></b>	<b><u>Summary / Lead Agency</u></b>	<b><u>Location</u></b>
7/12/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Peoria
7/12/2018	Maywood American Job Center Hiring Event – CMS/DEP	Maywood
7/13/2018	American Legion Hiring Event – DHS	Springfield
7/18/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Champaign
7/20/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
8/1/2018	Catalyst Career Group Job Fair – CMS	Rockford
8/3/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
8/8/2018	Congressman Schneider and Senator Bush Job Fair – CMS/DEP	Chicago
8/9/2018	Workforce Connection Hiring Event – CMS/DEP	Rockford
8/16/2018	5 <sup>th</sup> Annual Construction Conference and Expo – CMS/DEP	Chicago
8/17/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
8/20/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
8/23/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Bloomington
8/30/2018	IDES State Employment Workshop – CMS, DES	Lake County
8/31/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Carlinville
9/13/2018	IDES State Employment Workshop – CMS, DES	Chicago Heights
9/18/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Belleville
9/19/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Champaign
9/20/2018	IDES State Employment Workshop – CMS	Arlington Hghts.
9/21/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
9/25/2018	IDES Employment Workshop – CMS/DEP	Joliet
9/28/2018	IAHSE – Hispanic State Employees Annual Conference	Tinley Park
10/4/2018	IDES Employment Workshop – CMS/DEP	Harvey
10/5/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
10/11/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	LaSalle
10/17/2018	Lincoln College Career Fair – DHS	Lincoln
10/17/2018	2018 Workforce Fall Summit – CMS/DEP	Chicago
10/18/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Peoria
10/19/2018	2018 ILDCFS Latino Family Institute Workshop – CMS/DEP	Chicago
10/19/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
10/23/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Quincy
10/24/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Athens
10/25/2018	2018 Wilbur Wright College Job Fair – CMS	Chicago
10/25/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Carlinville
10/26/2018	UIS - Veterans/Disabilities Recruitment Workshop – DHS	Springfield
10/29/2018	Diversity Career Fair – CMS	Chicago
10/30/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Decatur
10/30,31/2018	IL Assoc. of Minorities in Government Conference – CMS/DEP	Matteson
10/31/2018	DuPage County Hiring Event – DHS	Wheaton
11/2/2018	Land of Lincoln Career Fair – DHS	Springfield
11/8/2018	Southwestern Illinois College Career Fair – DHS	Belleville
11/9/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield

11/14/2018	State Employment Workshop – CMS	Chicago
11/16/2018	16 <sup>th</sup> Annual Legislative Latino Caucus – CMS/DEP	Oak Brook
11/29/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Wood River
12/4/2018	State Employment Workshop – CMS/DEP	Lombard
12/7/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
12/11/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Peoria
12/12/2018	Multi Profession Diversity Career Fair – CMS/DEP	Chicago
12/13/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Ottawa
12/18/2018	Veterans/Disabilities Recruitment Workshop – CMS /DEP	Harvey
12/19/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Champaign
12/21/2018	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
2/1/2019	State Employment Resource Fair – CMS/DEP	Chicago
3/6/2019	State Employment Career Fair – CMS/DEP	Chicago
3/7/2019	Veterans/Disabilities Recruitment Workshop – CMS/DEP	Chicago
3/12/2019	Secretary of State Jesse White Career Fair – CMS/DEP	Chicago
3/13/2019	IDES/Veterans/Disabilities Recruitment Workshop – CMS/DEP	ICRE-Wood
3/19/2019	State Employment Career Fair – CMS/DEP	Chicago
3/28/2019	IDES/Veterans/Disabilities Recruitment Workshop – CMS/DEP	Arlington Hgts.
4/2/2019	Catalyst Career Group Job Fair – CMS/DEP	Rockford
4/3/2019	The DAILY HERALD Multi-Profession Career Fair – CMS/DEP	Chicago
4/11/2019	State Employment Spring Job Fair – CMS	Chicago
4/16/2019	IDES/Veterans/Disabilities Recruitment Workshop – CMS/DEP	Lake County
4/18/2019	2019 NLEI Career Fair – CMS/DEP	Chicago
4/25/2019	Wilbur Wright College Spring Career Fair – CMS/DEP	Chicago
5/2/2019	Career and Resource Fair – CMS/DEP	Chicago
5/12/2019	4 <sup>th</sup> Ward Job Fair – CMS/DEP	Kenwood
6/4/2019	Veterans State Employment Seminar – CMS	Chicago
6/6/2018	Employment Resource Fair at Triton College – CMS	River Grove
6/7/2019	Veterans Employer and Resource Fair – CMS/DEP	Harvey
6/11/2019	State Employment Workshop – CMS/DEP	Chicago
6/13/2019	Veterans/Disabilities Recruitment Workshop – DHS, DES	Pekin
6/17/2019	Truman College State Employment Job Fair – IDES, CMS	Chicago
6/18/2019	Job and Financial Wellness Fair – CMS	Chicago
6/19/2019	State Employment Job Fair – CMS	Chicago
6/20/2019	State Employment Job Fair – CMS	Oak Brook
6/19/2019	Veterans/Disabilities Recruitment Workshop – DHS, DES	Champaign
6/21/2019	Veterans/Disabilities Recruitment Workshop – DHS, DES	Springfield
6/26/2019	IDES/Veterans/Disabilities Recruitment Workshop – CMS/DEP	Joliet
6/27/2019	3 <sup>rd</sup> Annual Triton College Second Chance Job Fair – CMS/DEP	Chicago

## **PROCEDURAL DIRECTIVES**

### **Disability Survey – Department of Human Rights (DHR)**

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

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

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

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

### **Transactions Statement**

The CMS Disabled Workers Program Coordinator sends information as requested to Personnel Managers and EEO staff about the titles and work locations where SDO Program candidates are available. Hiring agencies can then use this information to specifically request the SDO Program candidate list if they are filling a vacancy from an Open Competitive eligible list.

Currently State agencies must specifically request the SDO candidate list at the point in the hiring process when an Open Competitive eligible list might otherwise be requested. However, CMS is pleased to announce that it is implementing PA 101-0192 recently signed by Governor Pritzker which amends the Personnel Code to require CMS to issue a Successful Disabilities Opportunities Program eligible candidate list along with the Open Competitive eligible candidate list when requested by an agency. This new legislation is effective January 1 2020. Existing law (Personnel Code & Veterans Preference) precludes hiring preference for these candidates over other candidates; the Personnel Rules, including Veterans Preference provisions, are applied to the SDO list as with other eligible lists.

### **SDO Re-grades**

In April 2010, CMS Examining and Counseling began allowing SDO Program candidates to “re-grade” current passing scores from an open competitive exam to an SDO grade upon receipt

of certification paperwork from DHS –DRS for the same exam title without having to be re-administered the exam. This practice eliminates the delay in establishing an SDO grade for qualifying disabled candidates who would otherwise be waiting to be scheduled to take an additional exam.

During this reporting period, approximately 95 regrades were processed. DHS Counselors are better educated on the SDO Program guidelines and provide Certificates of Eligibility to CMS prior to the client/applicant testing or obtaining grades which generally lowers the need for the re-grades.

### **Disabled Job Candidates - Access to Non-Code Positions**

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require grading by CMS).

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

## **TRAINING INITIATIVES**

### **Illinois Association of Hispanic State Employees Training Event**

The Illinois Association of Hispanic State Employees annual training event was held this year on September 28, 2018, in Chicago. CMS Diversity Enrichment Program staff attended and presented information about the SDO Program as needed at this event. This annual event is always well attended, and many informational packets are distributed annually.

### **Disability Awareness Training**

The Interagency Committee on Employees with Disabilities (ICED) hold an annual Disability Awareness Month ceremony each October. ICED was created by statute in 1974 to support State of Illinois employees with disabilities.

The Committee is a forum for the dissemination of information on disability matters and as a place where issues of general concern for State of Illinois employees with disabilities can be raised.

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

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



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

**DISABILITY HIRES**

**All Agency Total Disability New Hires 7/1/2018 – 6/30/2019**

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

Central Management Services	1
Children & Family Services	1
Corrections	16
Environmental Protection Agency	1
Healthcare & Family Services	1
Human Rights	2
Human Services	8
Innovation and Technology	1
Juvenile Justice	1
Natural Resources	2
Public Health	2
Revenue	3
State Police	2
Transportation	3
<b><u>TOTAL</u></b>	<b>44</b>

\*15 of the total new hires of individuals with disabilities were placed through utilization of the Successful Disability Program eligible lists.

## STATUS OF 2018-2019 DIRECTIVES

1. Continue to explore and research and implement the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities participating in the Rutan interview process.

**Status:** While the exploration and research of the use of a demonstration of job skills interview as a reasonable accommodation for applicants with disabilities participating in a Rutan interview has not advanced during this reporting period, CMS will engage DHS and other agencies to reconvene and determine how to move forward on this directive.

2. Continue to actively encourage the use of the SDO eligibility list and for CMS to automatically distribute the SDO eligible list in conjunction with the Open Competitive Eligible list when applicable.

**Status:** 15 applicants were hired through the process of requesting the Successful Disability Program eligible list. This number could increase significantly if the list was issued to the hiring agency automatically. P.A. 101-0192 recently signed by Governor Pritzker amends the Personnel Code and requires CMS to issue a Successful Disabilities Opportunities Program eligible candidate list with the Open Competitive eligible candidate list when requested by an Agency. The new legislation is effective January 1, 2020.

3. Conduct State Hiring Information Webinar(s) or Video/Tele conference(s) for disabled applicants interested in obtaining state employment.

**Status:** DHS Recruitment and Selection staff and CMS Diversity Enrichment staff conducted or attended 81 workshops throughout the State during this reporting period where there was potential to recruit disabled applicants for the State of Illinois employment process. Please refer to the Job Fairs/Conferences for a listing of these events.

4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials regarding accessing qualified candidates with disabilities for state employment.

**Status:** During this reporting year we again had 14 State Agencies with a total of 44 new hires where the employee self-disclosed a disability within the hiring process. 15 applicants were hired through the Successful Disability Program eligible list.

5. Work in conjunction with the CMS Veterans Outreach Coordinator and continue efforts to promote the Successful Disabilities Program to veterans and increase veterans' participation in the program.

**Status:** Between the five CMS examining test center locations, a total of 292 Veterans with Service Connected Disabilities were verified and coded in the veteran database for hiring preference. Of the veterans verified, if interested they were counseled and/or given information about the testing process as well as the Successful Disabilities Program.

6. Continue to effectively promote the Alternative Employment Program to Agency human resource managers.

**Status:** On average, CMS received 5 AEP packets from various agencies for participation review per month. If accepted the employee has a two-year enrollment eligibility in AE. Currently there are 34 enrolled and 7 which were placed through an AE eligible list within this reporting period.

### **FUTURE DIRECTIVES 2019-2020**

1. Continue to explore and research and implement the demonstration of job skills by applicants as a reasonable accommodation for applicants with disabilities participating in the Rutan interview process.
2. Continue to actively encourage the use of the SDO eligibility list and for CMS to automatically distribute the SDO eligible list in conjunction with the Open Competitive Eligible list when applicable.
3. Continue to attend State Hiring Information workshops for disabled applicants interested in obtaining state employment.
4. Continue to review disability hires by state agency and determine targeted agencies to meet with to educate and encourage hiring officials regarding accessing qualified candidates with disabilities for state employment.
5. Continue Work in conjunction with the CMS Veterans Outreach Coordinator and continue efforts to promote the Successful Disabilities Program to veterans and increase veteran participation in the program.
6. Continue to effectively promote the Alternative Employment Program to Agency human resource managers.
7. Continue to coordinate with ICED to increase work options for qualified workers with disabilities.
8. Continue to examine State Use Committee outcomes with IDHS to increase access to meaningful work options for workers with disabilities.
9. Partner with the Employment and Economic Opportunity for People with Disabilities Task Force on issues of mutual interest.