

State of Illinois

Rod R. Blagojevich, Governor

Illinois Department of Central Management Services

Paul J. Campbell, Director



# STATE OF ILLINOIS 2007

## *HISPANIC Employment Plan*



Respectfully submitted to the Illinois General Assembly  
February 1, 2007, by Central Management Services

# APPENDICES



# Appendix 1



# HIRING MONITOR

## Section I (To be completed by designated agency personnel)

Name of Agency _____	IDHR Region _____
Facility /Unit _____	Candidate's Name _____
Title of Job to be filled _____	Pay Grade _____
Number to be filled _____	Position Number _____
EEO Job Category _____	Employment Date _____

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following :  
African Americans \_\_\_\_\_ Hispanics \_\_\_\_\_ Women \_\_\_\_\_ Asians \_\_\_\_\_ Native Americans \_\_\_\_\_ Disabled \_\_\_\_\_
2. Indicate: Sex of person selected \_\_\_\_\_  
Race of person selected \_\_\_\_\_  
Veteran or non-Veteran \_\_\_\_\_  
Disability, if any \_\_\_\_\_
3. Number of individuals who applied or were on the list of eligible(s) \_\_\_\_\_  
\_\_\_\_\_ were African American \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Hispanic, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Women, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Asian, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Native American, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Veterans, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Disabled, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Undefined, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected
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? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Name and position of person(s) who interviewed candidates.
8. Name and position of person(s) who recommended the selection of the candidate.

## Section II (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

I have reviewed the eligibility list and concur / do not concur 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(i)]

## PROMOTION MONITOR

### Section I (To be completed by designated agency personnel)

Name of Agency _____	IDHR Region _____
Facility /Unit _____	Candidate's Name _____
Title of Job to be filled _____	Pay Grade _____
Number to be filled _____	Position Number _____
EEO Job Category _____	Date of Promotion _____

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following :  
African Americans \_\_\_\_\_ Hispanics \_\_\_\_\_ Women \_\_\_\_\_ Asians \_\_\_\_\_ Native Americans \_\_\_\_\_
2. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Number of individuals who applied or were on the list of promotable(s) \_\_\_\_\_  
\_\_\_\_\_ were African American \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Hispanic, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Women, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Asian, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Native American, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Veterans, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Disabled, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected  
\_\_\_\_\_ were Undefined, \_\_\_\_\_ invited, \_\_\_\_\_ interviewed, \_\_\_\_\_ selected
4. Indicate the sex and race of the person promoted.
5. Did it change the employee's EEO Job Category? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If the category is underutilized and a member of an affirmative action group applied and was not promoted, give a detailed explanation.
7. Name and position of person(s) who interviewed candidates.
8. Name and position of person(s) who recommended the selection of the candidate.

### Section II (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

I have reviewed the eligibility list and concur / do not concur with this promotion. Remarks on reverse side.

_____	_____
EEO/AA Officer	Date

I approve of this promotion.

_____	_____
Chief Executive Officer	Date

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

# Appendix 2







December 29, 2006

Charles Johnson  
Director  
Department on Aging  
421 East Capitol, # 100  
Springfield, IL 62701

Dear Director Johnson:

As we complete the first full year of the State Hispanic Employment Plan, I would like to share with you some of the Plan's accomplishments:

- In the course of FY2006, there were 2609 new hires statewide; of that number, 202 (or 7.74%) were Hispanic.
- In the course of FY2007 to date, there have been 697 new hires statewide; of that number, 50 (or 7.17%) were Hispanic.
- There are 59 more Spanish-speaking bilingual employees on board as of December 1, 2006, as compared to the same time last year.
- There are 15 more Hispanic veterans on board as of December 1, 2006, as compared to this time last year with a total increase of 27 veterans statewide.
- There are 53 more Hispanic employees on board as of December 1, 2006, as compared to the same time last year.
- The Department of Human Rights Hiring and Promotion Monitor form is now mandatory for all hires and promotions. CMS ensures all forms are attached and completed prior to final authorization of hire or promotion.
- The Hispanic Advisory Council comprised of subject matter experts was established to provide consultation to CMS and the Hispanic Employment Plan Coordinator in monitoring compliance by all state agencies. Current members of the Hispanic Advisory Council are:
  - Olga Iniguez, HEP Coordinator
  - Rafael Matias, Governor's Office of Management and Budget
  - Hector Villagrana, CMS Diversity Enrichment Program
  - Senator Iris Martinez
  - Ken Santiago, HR Director, IDES
  - Ray Luna, Chief Legal Counsel, IDHR
  - Rosemary Bombela-Tobias, Diversity Consultant and author
- The Open Competitive Eligibility List is in the process of being restructured to incorporate underutilization data to assist agencies in identifying candidates in underutilized categories to interview, thus, furthering their EEO goals.

- A Diversity Enrichment Program Database has been created to enhance agency targeted recruitment efforts.

Some important “firsts:”

- The Hispanic Employment Plan (HEP) was instrumental in the hiring of 6 bilingual/Spanish Highway Maintainers with IDOT. This is the first time that IDOT utilized the bilingual option for that position title. The HEP Coordinator also assisted IDOT to source temporary Highway Maintainers for the Lake and Cook County regions.
- The HEP Coordinator has worked with agencies to practice targeted recruitment. As a result the HEP sourced bilingual/Hispanic candidates for Senior Public Service Administrator for the CMS Business Enterprise Program; Conservation Police Officer Trainees for the Department of Natural Resources; Technical Advisors for the Illinois Labor Relations Board; Technical Advisors for the Illinois Commerce Commission; temporary Snowbirds for the Department of Transportation; and Veteran Service Officers for the Department of Veterans Affairs.
- The HEP has served as a model, and the HEP Coordinator has served as consultant to The Office of the New Americans Policy and Advocacy and the new Disabilities Recruitment Program Manager for the Department of Human Services as they put together plans for their own programs.
- Agencies are now required to review their positions on an annual basis to identify bilingual needs. As a result, some agencies, such as the Prisoner Review Board have established bilingual option positions where previously they had none and the Department of Public Health has added additional bilingual option positions.

I encourage each of you to consider establishing or clarifying existing positions to reflect the Spanish-speaking bilingual option, especially those supervisory and front-line positions located in and serving communities with significant Latino populations, to better serve the public's needs. Don't hesitate to contact Olga Iniguez, Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov) or Hector Villagrana, Diversity Enrichment Program Manager at 312/814-1179 or [hector.villagrana@illinois.gov](mailto:hector.villagrana@illinois.gov) if you have any questions or need additional information.

I appreciate your continued commitment to the Hispanic Employment Plan and building a diverse workforce.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Campbell", with a large, stylized loop at the end.

Paul Campbell  
Director

cc: Agency Human Resource Directors

# **Appendix 3**



## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: ILLINOIS DEPARTMENT ON AGING

Name of Individual Completing Survey: Zina Smith

Individual's Working Title: Human Resource Administrator.

Individual's Phone Number: 217-785-3347

Individual's Mailing Address: 421 East Capitol Avenue, #100, Springfield, IL-62701

Individual's Email Address: Zina.smith@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers  
2 Professionals  
0 Technicians  
0 Protective Service Workers  
1 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers  
1 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

<u>36</u>	Officials and Managers
<u>79.5</u>	Professionals
<u>20</u>	Technicians
<u>0</u>	Protective Service Workers
<u>7</u>	Para-Professionals
<u>14</u>	Office and Clerical
<u>1</u>	Skilled Craft Workers
<u>0</u>	Service-Maintenance

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4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

144

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

<u>1</u>	Officials and Managers
<u>1</u>	Professionals
<u>0</u>	Technicians
<u>0</u>	Protective Service Workers
<u>0</u>	Para-Professionals
<u>0</u>	Office and Clerical
<u>0</u>	Skilled Craft Workers
<u>0</u>	Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

The agency had one (1) bilingual Spanish speaking authorized position in the Senior Helpline. The position is filled with an Executive 1.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The agency has a budget established for (3) bilingual Spanish speaking authorized positions. Two positions are currently filled with Executive 1's. The third will also be filled with an Executive 1.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Agency seeks to reach and maintain parity in all EEO categories.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Agency has recruited (1) Hispanic and is actively recruiting for a second bi-lingual Spanish speaking Executive 1.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

We are in the process of establishing a Spanish speaking bilingual position in the Chicago Office. The Agency will continue to seek assistance from various Hispanic professional associations to aid in its recruitment efforts as opportunity exists.



- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

See 9a & 9b.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Agency Human Resources Department has made it a priority to complete these monitors with every employment transaction.

- e) Recommendations provided by DHR, CMS or the Auditor General:

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the BEOC categories:
- 

From FY06 to FY07, the total number of 4 Hispanic employees changed to 3. We have since hired an additional Hispanic employee.

Were there any increases in those levels from the prior year? If so, please provide specific details.

See above.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Work with the Governor's office to back fill vacancies & increase applicant pool.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Agriculture

Name of Individual Completing Survey: Kathy L. Day

Individual's Working Title: EEO/ADA Officer

Individual's Phone Number: 217/785-5485

Individual's Mailing Address: 801 E. Sangamon Ave., Springfield, IL 62702

Individual's Email Address: Kathy.Day@Illinois.Gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  1   Officials and Managers

  2   Professionals

  7   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  1   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

- 
2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  0   Professionals

  3   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

66 Officials and Managers  
140 Professionals  
165 Technicians  
8 Protective Service Workers  
21 Para-Professionals  
34 Office and Clerical  
21 Skilled Craft Workers  
20 Service-Maintenance

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4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

475

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
2 Professionals  
2 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Illinois Department of Agriculture's Administrative Staff responsible for hiring, interviewing, recruitment and EEO are complying with legislative mandates by having EEO/ADA officer participate on Rutan interview committees, ensuring that minority (over)

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Various job/career fairs at Junior Colleges/ Universities, town meetings and participating in other state agency career fairs.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Illinois Department of Agriculture is actively recruiting for minorities and for bilingual/spanish persons as the need arises.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

~~The Illinois Department of Agriculture participates in the State of Illinois upward mobility program.~~

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

~~At the Illinois Department of Agriculture, the EEO/ADA~~

~~officer completes the Hiring/Promotion Monitors.~~

- e) Recommendations provided by DHR, CMS or the Auditor General:

~~None~~

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

~~The agency's results are provided through the completion of the bilingual needs and pay survey. Currently, the agency's needs for bilingual pay positions have been met by having all three Hispanic, Spanish speaking Meat & Poultry Inspector positions filled.~~

Were there any increases in those levels from the prior year? If so, please provide specific details.

~~No. All three positions were filled when a Hispanic, Spanish speaking bilingual person filled the final vacant bilingual position in 2005.~~

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Continue recruitment and agency underutilization training.

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Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

**Ray Luna**  
Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

<b>Agency:</b>	<b>Illinois Arts Council</b>
<b>Name of Individual Completing Survey:</b>	<b>Romie Munoz</b>
<b>Individual's Working Title:</b>	<b>Director of Administration</b>
<b>Individual's Phone Number:</b>	<b>312-814-8250</b>
<b>Individual's Mailing Address:</b>	<b>100 West Randolph #10-500, Chicago, IL 60601</b>
<b>Individual's Email Address:</b>	<b><u><a href="mailto:Romie.Munoz@illinois.gov">Romie.Munoz@illinois.gov</a></u></b>



1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

    2     Officials and Managers

    2     Professionals

         Technicians

         Protective Service Workers

    1     Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

         Officials and Managers

         Professionals

         Technicians

         Protective Service Workers

    1     Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 6 \_\_\_ Officials and Managers

\_\_\_ 8 \_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

\_\_\_ 3 \_\_\_ Para-Professionals

\_\_\_ 1 \_\_\_ Office and Clerical

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

**18 Full time and 1 part-time.**

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

**NONE**

\_\_\_ Officials and Managers

\_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

\_\_\_ Para-Professionals

\_\_\_ Office and Clerical

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

**The IAC does not have a budget allocation for a Hispanic Employment Program. The IAC has a position of Office Specialist receiving bi-lingual pay. Because the IAC is a small agency (18), we are able to meet the need to provide assistance to our constituents. The IAC continues to allocate funds towards bi-lingual pay.**

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**Same as above however, the IAC headcount is 19. The IAC continues to allocate funds towards bi-lingual pay.**

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

**Memo from the Executive Director to Director of Administration.**

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**Contact Diversity Enrichment Program when vacancy occurs.**

**Report to DHR in Quarterly Reports.**

**Contact the Universities for college students when vacancy occurs for Student Interns.**

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

**The IAC has one Spanish-speaking staff member receiving bi-lingual pay.**

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

**Encourage AFSCME employees to use the Upward Mobility Program.**

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

**The Director of Administration/Personnel Manager is submitting the Hiring and Promotion Monitor to the Department of Central Management Services (CMS) Bureau of Personnel when a position has been filled. CMS Bureau of Personnel will not accept the paperwork without the required forms.**

- e) Recommendations provided by DHR, CMS or the Auditor General:

**Memo's and emails from DHR and CMS have been sent to all agencies indicating to complete the Hiring and Promotion Monitors when hiring , promoting full-time, permanent hires, promotions, trainees, provisional employees and semi-automatic promotions.**

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

**Continue to submit Quarterly Reports to DHR and printing out the Underutilization Summary by Region for the IAC. In our small agency, there are two Hispanic individuals in Officials and Managers positions that speak Spanish. There are two Hispanic employees in the Professionals Category. One does not speak Spanish. There is one is the Para-Professional that speaks Spanish and receiving bi-lingual pay.**

Were there any increases in those levels from the prior year? If so, please provide specific details.

**NO**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

**Increase headcount and budget.**

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Capital Development Board

Name of Individual Completing Survey: Karen Newbold

Individual's Working Title: Personnel/EEO Officer

Individual's Phone Number: 217-782-7222

Individual's Mailing Address: 401 S. Spring St., 3rd Fl. Stratton Bldg, Spld, Il.

Individual's Email Address: karen.newbold@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers  
1 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

18 Officials and Managers  
91 Professionals  
1 Technicians  
0 Protective Service Workers  
23 Para-Professionals  
3 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

136

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
2 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
CDB does not have FY06-specific budget allocations for Hispanic employment programs.
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
CDB does not have FY07-specific budget allocations for employment programs.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The Personnel Unit will advise senior staff of underutilization during the hiring process.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
CDB will continue to utilize various minority outreach programs and employment fairs in order to reach out to eligible candidates.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
The role of CDB does not include front line employees interacting with the general public. Because of this, CDB has not experienced the need for Spanish-speaking bilinguals on staff. If the need arises, we will address it accordingly.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

No promotional programs are in place at this time.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

As the EEO Officer, I ensure that monitors are completed.

- e) Recommendations provided by DHR, CMS or the Auditor General:

For FY07, CDB is underutilized by 1 Hispanic professional in Region 1 and 7 (2 total).

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Not applicable

Were there any increases in those levels from the prior year? If so, please provide specific details.

Not applicable

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. The CDB is committed to addressing its underutilization of Hispanics. It is hopeful that more employment opportunities will be available in FY07.
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Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency:  
CMS

Name of Individual Completing Survey: Fred V. Stewart, II

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (217) 558-6713

Individual's Mailing Address: 720 Stratton Office Building, Springfield, IL 62706

Individual's Email Address: Fred.Stewart@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

9 Officials and Managers

9 Professionals

2 Technicians

0 Protective Service Workers

2 Para-Professionals

1 Office and Clerical

2 Skilled Craft Workers

3 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

2 Officials and Managers

1 Professionals

0 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

396 Officials and Managers

498 Professionals

165 Technicians

21 Protective Service Workers

89 Para-Professionals

45 Office and Clerical

187 Skilled Craft Workers

130 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,531

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

4 Officials and Managers

2 Professionals

1 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

3 Skilled Craft Workers

2 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

CMS provides budget allocation for Hispanic Employment Programs thru its funding of the Diversity Enrichment Program, which includes Hispanics in its targeted recruitment. There is no budget for Bilingual programs.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

FY07 budget allocation for the DEP is \$33,400. In addition, CMS funds the salaries of 1 SPSA, 1 PSA, 1 AAIL, and 1 Human Resources Specialist to staff the DEP and the State Hispanic Employment Plan.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

CMS provides monthly training for individuals who interview and those involved in recruitment.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

CMS has hired two individuals who assist them in the recruitment and hiring of Hispanic candidates. These are both full-time positions.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

See 9a).

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- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:  
CMS actively promotes the Upward Mobility program for all state employees and offers free training thru the Division of Agency Training and Development.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

CMS Transactions staff will not approve any personnel transaction unless the Hiring and Promotion Monitor is completed and attached to the new hire package. The Hiring and Promotion Monitor must be dated and signed prior to the effective date of hire or promotion and must be signed by the authorized individual.

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- e) Recommendations provided by DHR, CMS or the Auditor General:  
None.
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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

CMS monitors the hiring and promotions of candidates and employees for each position filled. Hispanic candidates and employees are emphasized, as are other minorities.

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Were there any increases in those levels from the prior year? If so, please provide specific details.



No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

CMS will continue to actively recruit well qualified candidates for employment and will strive for diversity in all new hiring opportunities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets as necessary: -- ==

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: \_\_\_ Department of Children and Family Services

Name of Individual Completing Survey: Tom Berkshire

Individual's Working Title: Chief of Staff

Individual's Phone Number: 217 785 52-77

Individual's Mailing Address: Directors Office, Station 70 401 E Monroe

Individual's Email Address: Tom.Berkshire@Illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within

each of the following EEOC categories:

29 Officials and Managers

135 Professionals

4 Technicians

0 Protective Service Workers

10 Para-Professionals

18 Office and Clerical

0 Skilled Craft Workers

0\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

21 Officials and Managers

133 Professionals

1 Technicians

5 Protective Service Workers

0 Para-Professionals

13 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within

each of the following EEOC categories:

576 Officials and Managers

1988 Professionals

46 Technicians

159 Protective Service Workers

0 Para-Professionals

316 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

3271

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

2 Officials and Managers

5 Professionals

0 Technicians

0 Protective Service Workers

1 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation

for each of these programs: *No, Hispanic Employment Programs are integrated into two Divisions in the agency.*

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

*The agency maintains three positions within the personnel division and four positions in the affirmative action division specifically assigned to Hispanic recruiting, hiring, and maintaining a presence in the Hispanic communities throughout the state.*

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

- *Bilingual Services Resource Directory is now online.*
- *Maintains a current list of all IDCF employees certified as Spanish/English bilingual.*
- *Conducts all Bilingual Certifications of new Spanish-speaking employees*
- *Has a bilingual recruiter as a full time staff member of the Office of Employee Services*
- *Departments' Office of Latino Services Employees attend community employment recruitment fairs and events for the purposes of recruitment*

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

*The agency will be entering into detailed discussion with CMS to expand the educational degrees that are eligible degrees for various child welfare casework titles.*

*The agency has approved the hiring of 30 bilingual staff, statewide. The agency is developing a new online training program "Working with Latino Families" The five modules will help educate new caseworkers, administrators and staff on cultural competency.*

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

*The agency through the Office of Latino Services conducts an annual bilingual staff needs assessment to determine the need for bilingual staff, staff supervisors and manager in each IDCFS Office.*

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

*All Office of Employee Service staff is trained and review all documentation coming from Central Management Services on meeting the new requirements. Transactions are not processed without an approved Hiring/Promotion Monitor as required*

- e) Recommendations provided by DHR, CMS or the Auditor General:  
*The Division of Affirmative Action houses both Latino Services and the DHR coordination point. This staff works closely together in meeting DHR recommendations.*

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

*The agency continues to seek 30 additional bilingual staff to meet frontline staff requirements. The overall reduction of headcount has diminished the ability to recruit bilingual staff in other parts of the agency or to meet the limited bilingual casework needs in downstate regions such as the Southern Region.*

*Were there any increases in those levels from the prior year? If so, please provide specific details. Prior year fiscal restrictions meant there were limited efforts to initiate new recruiting efforts above and beyond the resources currently available. As noted elsewhere there is an effort to increase the bilingual headcount by filling 30 positions. With caseload sizes standardized, the increase/decrease in the number of Hispanic cases will drive the need for more caseworkers.*

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

*The agency believes that expanding the eligible degrees for child welfare titles will enable more bilingual workers to be employed by the agency. The agency efforts to increase recruiting Hispanic and bilingual foster and adoptive families will have a residual positive impact on young bilingual students entering the Child Welfare field.*

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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503 Stratton Office Building  
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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Civil Service Commission

Name of Individual Completing Survey: Andrew Barris

Individual's Working Title: Assistant Executive Director

Individual's Phone Number: 217/782-7373

Individual's Mailing Address: 425½ South Fourth Street  
Springfield, Illinois 62701

Individual's Email Address: Andrew.barris@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

  2   Officials and Managers  
  1   Professionals  
  0   Technicians  
  0   Protective Service Workers  
  1   Para-Professionals  
  0   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

4 full-time

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

           Officials and Managers  
           Professionals  
           Technicians  
           Protective Service Workers  
           Para-Professionals  
           Office and Clerical  
           Skilled Craft Workers  
           Service-Maintenance

**This does not apply due to our size.**

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Executive Director has reviewed the information and statistics contained within the 2006 Hispanic Employment Plan provided at the CMS Website.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Due to the size of the agency and the fact that no scenarios have arisen requiring the need for bilingual employees, no program has been created to date. Currently the Commission has four employees; operational limitations dictate that the size of the agency will not increase at any time in the immediate future.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Same as a.).

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

NA

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Both the EEO and Personnel Office have received orientation to the new forms. However, we have had no vacancies or promotions since their implementation.

- e) Recommendations provided by DHR, CMS or the Auditor General:

Same as a.).

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

NA

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

See No. 9.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Commerce and Economic Opportunity (DCEO)

Name of Individual Completing Survey: Victoria Dawn Benn

Individual's Working Title: Equal Opportunity Compliance/Recruitment Manager

Individual's Phone Number: 217/524-2997

Individual's Mailing Address: 620 East Adams Street, 6<sup>th</sup> Floor (Director's Office)  
Springfield, Illinois 62701

Individual's Email Address: Victoria.Benn@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 6 \_\_\_ Officials and Managers

\_\_\_ 5 \_\_\_ Professionals

\_\_\_ -0- \_\_\_ Technicians

\_\_\_ N/A \_\_\_ Protective Service Workers

\_\_\_ 2 \_\_\_ Para-Professionals

\_\_\_ 1 \_\_\_ Office and Clerical

\_\_\_ 1 \_\_\_ Skilled Craft Workers

\_\_\_ -0- \_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_ 1 \_\_\_ Officials and Managers

\_\_\_ 4 \_\_\_ Professionals

\_\_\_ -0- \_\_\_ Technicians

\_\_\_ N/A \_\_\_ Protective Service Workers

\_\_\_ 1 \_\_\_ Para-Professionals

\_\_\_ 1 \_\_\_ Office and Clerical

\_\_\_ -0- \_\_\_ Skilled Craft Workers

\_\_\_ -0- \_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

  194.0   Officials and Managers

  240.0   Professionals

     5.0   Technicians

  N/A   Protective Service Workers

  19.0   Para-Professionals

     8.0   Office and Clerical

     3.0   Skilled Craft Workers

     3.0   Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's: 436

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

     1   Officials and Managers

     1   Professionals

    -0-   Technicians

  N/A   Protective Service Workers

    -0-   Para-Professionals

    -0-   Office and Clerical

    -0-   Skilled Craft Workers

    -0-   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

Currently, the Department does not provide budget allocations for  
these programs.

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

**a)** All Human Resources staff, inclusive of the Equal Opportunity Compliance/ Recruitment Manager, involved in the employment process attend monthly agency personnel managers meetings and training sessions sponsored by CMS to become more familiar with this legislative amendment and the obligations required under the law to effectively carry out and comply with the State Hispanic Employment Plan under the State Employment Records Act; **b)** DCEO's Managing Director of Human Resources provides periodic updates to the Director in regards to the Department's responsibility to increase our recruitment and employment activities to attract, hire, or promote highly qualified Latinos/Hispanics within the workforce. **c)** The Director emphasizes, during regularly scheduled Executive staff meetings, the need for all hiring authorities to make every attempt to increase the numbers of highly qualified Latinos/Hispanics and to abide by the strategies set forth within the Department's Hispanic Employment Plan. **d)** To be consistent, all DCEO hiring authorities are required to attend, participate, and successfully complete the CMS Interview & Selection and Performance Evaluation training sessions.



9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Director places great emphasis on hiring/ promoting highly qualified Latino/ Hispanic applicants and employees within management and professional level positions within the Department. DCEO's recruitment efforts to attract highly qualified Latino/Hispanic applicants, carried out by DCEO's Equal Opportunity Compliance/ Recruitment Manager, has increased tremendously during this administration. The Director not only wants to achieve the Department's annual Affirmative Action (AA) employment goal(s), the Director wants to exceed those goals. DCEO can meet and exceed our AA goals by implementing the State Hispanic Employment Plan.

- The Department utilizes the Spanish Speaking Option (SSO) when vacancies occur that can be linked to such an option. When possible, the Department diligently attempts to promote highly qualified Latino/ Hispanic employees within the workforce using the Spanish Speaking option. (See 9b)
- The Equal Opportunity Compliance/ Recruitment Manager maintains contact with the Governor's Office liaison for Latino Affairs Mr. Gerardo Cardenas and Mr. Hector Villagrana of the CMS Diversity Enrichment Program regarding updates for future employment/ career fairs located within the Latino/Hispanic community throughout Illinois
- DCEO maintains a close relationship with statewide Latino/Hispanic professional organizations such as the Illinois Association of Hispanic State Employees (IAHSE) and the League of United Latin American Citizens (LULAC), community-based organizations such as the Service, Employment and Redevelopment (SER) Jobs group, and contacts from local colleges and higher educational institutions such as the Illinois Latino Council on Higher Education (ILCHE), Illinois Community College Board (ICCB), as well as employment & training facilities that are identified within our Bureau of Workforce Development within Latino/Hispanic communities throughout Illinois. DCEO continues to participate in statewide employment/ career fairs sponsored by universities, community colleges, trade associations, and annual conferences affiliated with professional minority organizations or on behalf of members of the Illinois General Assembly when our budget permits, for example on:

**February 17, 2006**, DCEO was represented at the 2006 Springfield Collegiate Career Fair held at the UIS campus from 9:00A – 1:00P

**February 21, 2006**, DCEO participated as a recruiter at the 2006 Western Illinois University Government & Public Services Fair held at the WIU Grand Ballroom from 10:00A – 3:00P

**March 16, 2006**, DCEO was represented at the 2006 University of Illinois at Chicago Spring Diversity Career Fair held at the UIC Student Center East in the Illinois Room from 10:00A – 2:30P

**May 10 – 12, 2006**, DCEO participated as a recruiter and exhibitor at the 18<sup>th</sup> Annual Illinois Association of Minorities in Government State of the State Education Conference from 7:30A – 5:00P each day

**September 12, 2006**, DCEO participated at the Interagency Committee on Employees with Disabilities (ICED) conference in an effort to identify interested and qualified persons with disabilities for state service

- When position vacancies arise, whether for bi-lingual or non-bi-lingual, union or non-union positions, DCEO's Equal Opportunity Compliance /Recruitment Manager outreaches to local area churches, community-based organizations, advocacy groups, statewide minority professional organizations, staff from the CMS Diversity Enrichment Program in Chicago (e.g. Hector Villagrana) and Springfield (e.g. Chris Griffin), other state agency Equal Opportunity or Recruitment Managers, the Illinois Department of Human Rights liaison staff, and the CMS Successful Disability Opportunities Program formerly known as the Severely Disabled Program in an effort to notify and attract highly qualified Latino/Hispanic applicants to state service.

The following vacancies were brought to the attention of Jose' Lopez, President, of the Illinois Association of Hispanic State Employees (IAHSE) and Hector Villagrana, staff liaison, from the CMS Chicago Diversity Enrichment Program during 2006 to notify highly qualified Latino/Hispanic applicants of the below referenced position titles:

1- Office Administrator III	Cook County
1- Local Housing Advisor II	Williamson County
2 - Executive I	Cook County
1 - Accountant Advanced	Cook County
1- Economic Development Representative II	Cook County
1 - Energy & Natural Resources Specialist I	Cook County
1- Public Service Administrator, Opt. 1	Cook County
2 - Public Service Administrator, Opt. 2	Sangamon County
2 - Public Service Administrator, Opt. 2	Cook County

**During FY06**, DCEO hired one (1) highly qualified Hispanic Official/Manager in Cook County and a highly qualified Professional in Sangamon County. Also, in Cook County, DCEO promoted two (2) well-qualified Hispanic Professionals in Cook County.

**During the beginning of FY07**, DCEO hired one (1) highly qualified Hispanic Official/Manager in County.

- The Department urges all Latino/ Hispanic applicants to complete and submit employment applications to CMS and to keep their CMS grades current.
- The Equal Opportunity Compliance/ Recruitment Manager sends correspondence to all interested Latino/ Hispanic applicants responding to their need to identify specific position titles utilized within the Department as well as based upon the individual's educational background, work experience, skills, and capabilities. The Department also tracks the response rate by applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade(s) for various position titles which the Department utilizes.
- The Department maintains recruitment files compiled with lists of well-qualified individuals, including Latino/ Hispanic applicants and employees, interested in working for or advancing within the Department. As positions become available and match an applicant or employee's education, work experience, and CMS grade, they are referred to the Office of Human Resources staff responsible for handling position vacancies, job postings, and scheduling interviews prior to the interview process.
- The Department utilizes the CMS Open Competitive list, when applicable; to obtain highly qualified test grades for Latino/Hispanic applicants.
- Supervisors who are directly involved in the selection process are requested to contact the Department's Equal Opportunity Compliance/Recruitment Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latino/Hispanic applicants for state service.
- The Office of Human Resources, inclusive of the Equal Opportunity Compliance/ Recruitment Manager, assists applicants (e.g. mail, telephone, walk-ins, internet, email) to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.
- DCEO relies on CMS and other external entities affiliated with the armed forces for information to verify the authenticity of an individual's veteran status so that Latino/Hispanic veterans are identified and considered for state service.
- DCEO's emphasis is not only placed on recruitment and hiring highly qualified Latino/Hispanic employees, but on training and the promotional needs of these individuals concerning future advancement and retention into higher level positions within state government.
- The Equal Opportunity Compliance/ Recruitment Manager also identify and refer well-qualified internal Latino/Hispanic employees to management staff for consideration when promotional opportunities arise.
- On a regular basis, union and non-union job announcements along with descriptions are posted in conspicuous areas or emailed to all DCEO Offices for an employee's review and response.
- Our Professional Development Training Program assists Latino/Hispanic employees to learn essential techniques to carry out their daily job responsibilities more efficiently and effectively

- Computer-based training is also offered to Latino/Hispanic employees to increase their knowledge in the field of technology.
- DCEO's Tuition Reimbursement program is offered to all eligible Latino/Hispanic employees. This program encourages employees to continue their education and improve their knowledge, skills and capabilities through formal educational programs. DCEO employees are also encouraged to utilize the Upward Mobility Program, if eligible.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of our Spanish-speaking public:

As positions become vacant, the Office of Human Resources reviews positions to determine if a bi-lingual option is suitable. The Bureaus may be contacted to provide a review of the vacant position to determine if a bi-lingual option is feasible. If the position duties can provide bi-lingual services, a duty statement is written into the 104 Job Descriptions and sent to CMS for approval. Positions that require a posting are posted as bi-lingual on the actual job posting. Pertaining to agency wide recruitment efforts, when DCEO's Equal Opportunity Compliance/Recruitment Manager is notified of positions that require a posting and are posted as bi-lingual, that recruitment agent shares the information with statewide professional organizations such as the President of the Illinois Association of Hispanic State Employees; Higher educational organizations such as the Illinois Latino Council on Higher Education; State contact persons such as Mr. Hector Villagrana of the Chicago CMS Diversity Enrichment Program; Community organizations such as the Director of the Service, Employment & Redevelopment (SER) organization; and the state chair, Ms. Blanca Vargas, of the League of United Latin American Citizens.

Also, DCEO's Equal Opportunity Compliance/Recruitment Manager regularly attends statewide career/ employment fairs in an effort to seek out, identify, and attract well-qualified Latino/ Hispanic applicants to state service and to urge them to complete and submit employment applications to CMS as well as keep their CMS grades current. DCEO's Equal Opportunity Compliance /Recruitment Manager also makes efforts to assist current Latino/ Hispanic employees to prepare themselves for career advancement through educational training opportunities sponsored by the state as well as alerting them to upcoming job vacancies. If an eligible list is called, the list is called for the bi-lingual option for that position. At present, there are 6 vacant positions with the Spanish speaking options.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhances your agencies' ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs of Latino/Hispanic employees so they have an opportunity to take advantage of advancement opportunities within the Department when they arise. Therefore, the Department does offer to eligible employees a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training Program; and a Technical Training Program.

- d) How has your agency ensured that all appropriate staff is complying with the new mandatory Hiring and Promotion Monitor requirements:

DCEO's Equal Opportunity Compliance Recruitment Manager reviews all hiring and promotional monitors prior to their signage by the Director or his designee. If a required field of information is left blank or is inaccurate, the EO Compliance/Recruitment Manager will discuss the matter with the hiring authority(s) in an effort to obtain further clarification and resolution to the matter so that the monitoring form can be further processed at CMS.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Illinois Department of Human Rights and CMS recommends that DCEO make sure that an employment date appears on each hiring/promotion monitor prior to it being forwarded to CMS for approval. Also, pertaining to the process to complete hiring/promotional monitors, when a highly qualified Latino/Hispanic applicant applies for a position in an underutilized EEO job category and region and that same information appears on the monitor but they are not interviewed, there should be written justification attached to the monitoring form stating why that applicant did not have the opportunity to be interviewed.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Statistics for the past 3 years are:

2004 – 7 Spanish-speaking bi-lingual persons (vacancies N/A)

2005 – 7 Spanish-speaking bi-lingual persons (5 vacancies)

2006 – 7 Spanish-speaking bi-lingual persons (6 vacancies)\*

\* Listed below is the 2006 number of Spanish-speaking bilingual persons employed by DCEO in the various EEOC categories

1- Official Manager	Cook County
2- Professionals	Cook County
2- Professionals	Sangamon County
1- Para/professional	Sangamon County
1- Office/Clerical	Cook County

Were there any increases in those levels from the prior year? If so, please provide specific details.

There were no increases in these levels when compared to the prior year.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

First, to encourage DCEO employees, especially our Latino/Hispanic staffers, to contact DCEO's Office of Human Resources to in an effort for them to find out what position titles are affiliated with the Department and associated with the Spanish speaking option. Second, to have DCEO Latino/Hispanic employees urge friends and family members, who are interested in state service, to complete a CMS employment or promotional application and apply for specific state position(s) affiliated with the Department and based upon their education, skills, and work experience. Third, to make sure all applicants keep their CMS grades current at all times.

**On Friday, October 6, 2006**, DCEO participated as an exhibitor/recruiter during the 19<sup>th</sup> Annual Illinois Association of Hispanic State Employees Training Conference/Job Fair held at the Holiday Inn Chicago Mart Plaza Hotel.

DCEO's Equal Opportunity Compliance/ Recruitment Manager remains in contact with Hector Villagrana at CMS to identify future career fairs specifically located within Latino/Hispanic communities throughout Illinois.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Commerce Commission

Name of Individual Completing Survey: Leigh Ann Myers

Individual's Working Title: Human Resources Manager

Individual's Phone Number: 217-785-1407

Individual's Mailing Address: 527 E. Capitol Ave., Springfield, IL 62701

Individual's Email Address: [lmyers@icc.illinois.gov](mailto:lmyers@icc.illinois.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers

  5   Professionals

  0   Technicians

  0   Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  4   Professionals

  0   Technicians

  0   Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

47 Officials and Managers

187 Professionals

3 Technicians

8 Protective Service Workers

1 Para-Professionals

9 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

255

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

1 Officials and Managers

2 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

There is no specific budget allocations for Hispanic Employment Programs or Bilingual (Spanish-speaking option) programs, although we do have positions that require the ability to speak both English and Spanish. The money used to fund these positions is part of the Illinois Commerce Commission's overall budget allocation.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

As previously stated, positions within the Illinois Commerce Commission that require the Spanish-speaking option are part of the overall budget allocation.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All recruitment, interviewing, and hiring is done with the assistance of the Human Resources Office, which is where the EEO Officer is located. This allows us the opportunity to make sure that filling our vacant positions comply with all mandates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Our efforts to recruit Hispanic professionals currently include sending all of our postings directly to relevant Hispanic/Latino professional associations (such as the Hispanic Illinois State Law Enforcement Association, or the Hispanic Lawyers Association of Illinois) who will publicize our vacancies at no charge. College recruitment efforts go beyond posting positions with the college career services offices to include notification of Hispanic/Latino student organizations in order to solicit applications from their current and alumni membership. Further participation from these professional associations and student organizations often can be achieved through sponsorships. While the ICC would like to consider sponsorships, paid minority intern programs, etc. no funds have been allocated to the ICC for this purpose to date. In the

past, the ICC was allocated funds which allowed it to participate in a few minority student career fairs at large public universities, but this activity has not been funded for a number of years. As a result, some of valuable contacts for minority referrals have been lost.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Our highest priority has been given to re-filling Spanish-speaking positions that has been vacated and offering permanent employment opportunities to Spanish-speaking employees previously in temporary positions. Our efforts to retain Spanish-speaking employees have included responding quickly to requests for geographical transfer and increasing access to flexible work schedules.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The ICC publicizes free training programs offered by CMS and other state agencies. Though tuition reimbursement funds are available, none of our current Spanish-speaking employees have elected to participate in this program. The titles occupied by our Spanish-speaking employees recently joined RC-62 of AFSCME—making possible participation in the state's Upward Mobility program, an option previously unavailable to our employees. Additionally, the ICC has demonstrated a commitment to assisting well-qualified non-resident aliens secure Visas for employment in the US.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

All Hiring and Promotion monitors are completed by the appropriate Human Resource staff member at the completion of the interview process.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Illinois Commerce Commission has always exceeded the EEO/AA guidelines set forth by the IDHR.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Commission is committed to hiring diverse employees in all EEOC categories.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Consistent participation in minority career fairs is highly desirable, if funds for registrations and travel were made available to the ICC. Being able to bring Hispanic/Latino professionals on board through internship or co-op programs would greatly improve the ICC's chances of recruiting them on a permanent basis, if funding were available. The ICC is also interested in using the LatPro career web site to assist recruiting Hispanic employees on the national level—something many of our professional positions require. Funding to the ICC or a consortium of state agencies interested in such an endeavor would be required.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Corrections

Name of Individual Completing Survey: Janet A. Richmond

Individual's Working Title: Administrator, Office of Affirmative Action

Individual's Phone Number: 312-814-3790

Individual's Mailing Address: 100 W. Randolph, Suite 4-200, Chicago, IL 60601

Individual's Email Address: jrichmond@idoc.state.il.us

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

16 Officials and Managers

23 Professionals

9 Technicians

215 Protective Service Workers

3 Para-Professionals

8 Office and Clerical

5 Skilled Craft Workers

18 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

       Officials and Managers

11 Professionals

       Technicians

35 Protective Service Workers

       Para-Professionals

3 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

516 Officials and Managers

1,706 Professionals

524 Technicians

9,075 Protective Service Workers

252 Para-Professionals

458 Office and Clerical

395 Skilled Craft Workers

867 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

13,793

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

2 Officials and Managers

21 Professionals

7 Technicians

51 Protective Service Workers

2 Para-Professionals

7 Office and Clerical

6 Skilled Craft Workers

16 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No separate budget item is designated, however, it is estimated that approximately (\$136,482) ½ of the Office of Affirmative Action budget was used for Hispanic Employment Programs.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No separate budget item is designated, however, it is estimated that approximately (\$143,300) ½ of the Office of Affirmative Action budget was used for Hispanic Employment Programs.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- Above mentioned staff have participated in CMS – led trainings on the Hispanic Employment Plan and the expectations on how it should be carried out.
- Also provided training to all wardens and new administrators on Affirmative Action Goals and objectives.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
- The Minority Recruitment Manager position was filled within six months after the previous administrator relocated.
  - The IDOC Recruitment team attends job fairs and other recruitment opportunities at high schools, community centers, festivals, colleges and universities to recruit qualified Hispanics and other minorities. Utilize Hispanic staff on recruitment team
  - Partnered with CMS Diversity Enrichment Program to provide training to IDOC recruiters and provided them access to the Hispanic Recruitment Plan. Training will continue on an as needed basis.
  - IDOC works closely with the Legislative Hispanic Caucus to plan job fairs in their communities. Sent letters to legislators in Hispanic communities in an effort to partner, provide resources, and plan employment activities and events that encourage Hispanic participation in employment application and screening procedures.



- IDOC is a co-sponsor of the Illinois Association of Hispanic Employees (IAHSE) by supporting the annual conference, serving on discussion panels and providing employment resources throughout the event.
  - Provided advertising in IAHSE and Hispanic Law Enforcement Agencies organizations for annual conferences.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
Same strategies as 9a. Also, the Spanish speaking option was used to fill parole agent positions
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
- a. Sent letter to all Hispanic IDOC staff explaining the Upward Mobility Program which includes tuition reimbursement for undergraduate and some graduate level classes.
  - b. Keep track of Hispanic and other minorities who take advantage of the Upward Mobility Program and compile quarterly report of individuals who are promotable.
  - c. IDOC training academy provides on-going training to all staff on various topics.
  - d. Hispanics are represented at the Department's Executive Level which demonstrates our commitment to diversity.
- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
- Under-utilization report is distributed on an on-going basis to the department leadership and all staff involved in hiring, screening, and recruiting
- e) Recommendations provided by DHR, CMS or the Auditor General:  
On-going recruitment
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
- Despite on-going recruitment, as the number of agency employees has decreased, the number of Hispanic employees has also decreased.

Were there any increases in those levels from the prior year? If so, please provide specific details.

no

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

We should continue working closely with CMS, Hispanic organizations, attend recruitment events. CMS Diversity Enrichment Program is a key component to increasing visibility and recruitment in Hispanic Communities

Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
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Fax: 217/558-4497

Questions may be directed to Olga-Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

**Agency:** Illinois Criminal Justice Information Authority

**Name of Individual Completing Survey:** Brian Brosnan

**Individual's Working Title:** HR Associate Director

**Individual's Phone Number:** (312) 793-8950

**Individual's Mailing Address:**

120 South Riverside Plaza  
Suite 1016  
Chicago, Illinois 60606

**Individual's Email Address:** [Brian.Brosnan@illinois.gov](mailto:Brian.Brosnan@illinois.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_2\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_1\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_20\_\_\_ Officials and Managers  
\_\_\_55\_\_\_ Professionals  
\_\_\_4\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_2\_\_\_ Para-Professionals  
\_\_\_1\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

82 Funded and 4 contractual

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_1\_\_\_ Officials and Managers  
\_\_\_2\_\_\_ Professionals  
\_\_\_0\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_0\_\_\_ Para-Professionals  
\_\_\_0\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

**No. This agency does not deal specifically with the public because we deal with other law enforcement agencies.**

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- 1. Provide new supervisors with training concerning EEO laws.**
- 2. Keep communication open so supervisors and administrative staff know about our goals of hiring more Hispanics.**
- 3. Notify relevant recruitment sources of potential vacancies for referral of qualified Hispanic applicants.**

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**Send posting and other job information to colleges and Hispanic associations.**

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

**This agency does not specifically with the public because we deal with other law enforcement agencies.**

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

**This agency does not specifically with the public because we deal with other law enforcement agencies.**

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

**Informing them of the hiring and promotion monitors and making them fill it out so that they know why and how the agency is pushing to hire Hispanic employees.**

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

**We have noticed that a low amount of Hispanics have been applying for jobs in this agency. We are reaching out to them by sending them information, but the opportunity of hiring has been low.**

Were there any increases in those levels from the prior year? If so, please provide specific details.

**There were no increases due to a low amount of hiring.**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

**The agency is doing the necessary needs to help increase the number of Hispanics on the workforce. We are keeping informed and doing what is in our power to do what is needed.**

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Deaf and Hard of Hearing Commission

Name of Individual Completing Survey: Tonia R. Bogener

Individual's Working Title: Legal Counsel / EEO Officer

Individual's Phone Number: 217/557-4495 (voice/tty)

Individual's Mailing Address: 1630 South Sixth Street, Springfield, IL 62703

Individual's Email Address: tonia.bogener@illinois.gov



1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers

  0   Professionals

       Technicians

       Protective Service Workers

  0   Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

**\*\*See additional  
comments attached  
hereto.**

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  0   Professionals

       Technicians

       Protective Service Workers

  0   Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

**\*\*See additional  
comments attached  
hereto.**

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

  5   Officials and Managers  
  2   Professionals  
      Technicians  
      Protective Service Workers  
  1   Para-Professionals  
      Office and Clerical  
      Skilled Craft Workers  
      Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

                                6                                

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

      Officials and Managers  
      Professionals  
      Technicians  
      Protective Service Workers  
      Para-Professionals  
      Office and Clerical  
      Skilled Craft Workers  
      Service-Maintenance

**\*\*Agency was not  
required to calculate  
underutilization since  
each EEO job  
category contained  
less than five (5)  
employees.**

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

None. See additional comments attached hereto.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None. See additional comments attached hereto

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The appropriate staff has been advised of the requirements of the Hispanic Employment Plan. To ensure compliance, the agency interviews all applicants on the CMS eligible list. As stated above, IDHHC post all vacancies on the National Hispanic Council of the Deaf and Hard of Hearing.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

In addition to posting on CMS system, all job vacancies are posted to various deaf and disability organizations. Included among these posting is the National Hispanic Council of the Deaf and Hard of Hearing. When vacancies exist, IDHHC uses all forums available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

In addition to posting on CMS system, all job vacancies are posted to various deaf and disability organizations. Included among these posting is the National Hispanic Council of the Deaf and Hard of Hearing. When vacancies exist, IDHHC uses all forums available to recruit new

employees including deaf events such as Deaf Nation and ADA Celebrations.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

None. Due to the agency's limited headcount, no special internal employment programs are formed. However, all employees have direct access to the Personnel Manager, EEO Officer and Director to express any concerns. Additionally, the Personnel Manager posts all job vacancies to a variety of disability and deaf organizations including the National Hispanic Counsel of the Deaf and Hard of Hearing.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The EEO Office and Personnel Manger coordinate the completion of the hiring and promotion monitors. The Personnel Manger has added both to the required paperwork checklist utilized for new employees and promotion.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None, at this time.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Although IDHHC had two position posted and filled during FY 06 and both positions were posted on the National Hispanic Counsel for the Deaf and Hard of Hearing, IDHHC did not receive any Hispanic applications for either posting.

Were there any increases in those levels from the prior year? If so, please provide specific details.

None.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

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Continue seeking qualified applicants from a variety of sources including those specific to Hispanic and Spanish-speaking individuals.

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Please attach additional sheets as necessary.

\* The Illinois Deaf and Hard of Hearing Commission's primary objective is to ensure all Illinois residents with a hearing loss will enjoy the benefits of a fully accessible society enabling each person to participate in and contribute to all aspects of life. In order to achieve this objective, all but one position within the agency is required to be fluent in American Sign Language at a colloquial level. (Currently, the individual in that position is taking American Sign Language courses.) Given the population this agency serves, the requirement of ASL is a necessity. Unfortunately, this requirement substantially limits the number of qualified applicants available when filling vacancies. Nonetheless, the agency is committed to hiring a diversified workforce. When vacancies exist, IDHHC uses all forums available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations. In addition to CMS, all vacancies are posted to general disability and deaf and hard of hearing organizations throughout the state and nationwide, and specifically to the National Hispanic Council of the Deaf and Hard of Hearing.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga-Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Council on Developmental Disabilities

Name of Individual Completing Survey: Janinna Hendricks

Individual's Working Title: Chief Fiscal Officer/Personnel Officer

Individual's Phone Number: (217) 782-9696

Individual's Mailing Address: 830 South Spring Springfield, IL 62704

Individual's Email Address: jhendricks@mail.state.il.us

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers

3   Professionals  
  0   Technicians  
  0   Protective Service Workers  
  1   Para-Professionals  
  1   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

  11  

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

  0   Officials and Managers  
  0   Professionals  
  0   Technicians  
  0   Protective Service Workers  
  0   Para-Professionals  
  0   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for



approximately 10% of the total job duties of that position (also serving as the CFO and SPO).

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving as the CFO and SPO).

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Council's Personnel Officer is responsible for ensuring that the Council is complying with the Hispanic Employment Plan.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
The Council has not undertaken any strategies specifically related to Hispanic employment during the year. The Council has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
The Council has not undertaken any strategies specifically related to Spanish speaking bilingual employment during the year. The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving as the CFO and SPO). The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Council's Personnel Officer is responsible for ensuring that the Hiring and Promotion Monitors are completed correctly and signed by the appropriate people.

- e) Recommendations provided by DHR, CMS or the Auditor General:  
The Council has received no recommendations from any of the above listed entities.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Council has not had any hires of Hispanic or Spanish-speaking bilingual persons as of June 30, 2006. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities. The Council did make one hire of a Hispanic individual on October 2, 2006.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
The Council looks forward to working with CMS Personnel's Diversity Outreach staff in the future to effectively recruit and hire a diverse staff team. This includes Hispanic and Spanish-speaking bilinguals as well as individuals from other minority groups, including people with disabilities.

Please attach additional sheets as necessary.

The Council feels it is important to outreach to the entire state of Illinois, both geographically and demographically, to recruit new Council members and to notify the public about new Council funding opportunities. The Council has translated our brochures, and will be translating the new State Plan and other materials in Spanish so they will be available to individuals for whom Spanish is their primary language. In addition, we have added a feature to our website that will translate the entire site into Spanish.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Emergency Management Agency

Name of Individual Completing Survey: Kevin Sledge

Individual's Working Title: Personnel Officer/EEO Officer

Individual's Phone Number: (217) 782-3184

Individual's Mailing Address: 1035 Outer Park Drive, Springfield, IL 62704

Individual's Email Address: sledge@iema.state.il.us



1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_\_\_ Officials and Managers

1 \_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

\_\_\_\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

\_\_\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_\_\_ Officials and Managers

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

\_\_\_\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

\_\_\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

49 Officials and Managers

160 Professionals

14 Technicians

         Protective Service Workers

19 Para-Professionals

11.5 Office and Clerical

2 Skilled Craft Workers

         Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

238.5

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

         Officials and Managers

1 Professionals

         Technicians

         Protective Service Workers

         Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
Hispanic: \$1,450 – Travel and registration for staff to attend and participate in the IL Association of Hispanic State Employees annual conference. Also, includes vendor fee for placing advertisement.  
Bilingual: n/a
- 

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
Hispanic: \$891 – Travel and registration for staff to attend and participate in the IL Association of Hispanic State Employees annual conference. Also, includes vendor fee for placing advertisement.  
Bilingual: n/a
- 

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The agency's EEO/AA officer oversees related activities.
- 

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Participated as vendor at the IL Association of Hispanic State Employees annual conference.
- 

Obtained listing of Hispanic organizations and associations from the Central Management Services Diversity Enrichment Program.

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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
n/a
-

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Employees are notified of available training classes through the Statewide Training Clearinghouse, which is an effort led by Central Management Services and the InterAgency Training Council.

Employees are invited to attend the IL Association of Hispanic State Employees annual conference.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The agency's EEO/AA officer oversees related activities.

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- e) Recommendations provided by DHR, CMS or the Auditor General:

none

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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency continues to actively recruit Hispanics through enhanced recruiting efforts. However, the majority of the agency's positions are located in areas of low minority populations, further complicating the recruitment process.

Bilingual: n/a

Were there any increases in those levels from the prior year? If so, please provide specific details.

n/A

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

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Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

Name of Individual Completing Survey: Ken Santiago

Individual's Working Title: Deputy Director, Human Resources

Individual's Phone Number: 312-793-9322

Individual's Mailing Address: 33 S STATE ST, CHICAGO IL 60603

Individual's Email Address: ken.santiago@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

18 Officials and Managers

146 Professionals

2 Technicians

         Protective Service Workers

3 Para-Professionals

5 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

2. As of June 30, 2006; provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

3 Officials and Managers

114 Professionals (Includes 18 intermittent employees)

         Technicians

         Protective Service Workers

         Para-Professionals

2 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

278 Officials and Managers

1422 Professionals (includes 268 intermittent employees)

28 Technicians

         Protective Service Workers

62 Para-Professionals

62 Office and Clerical

         Skilled Craft Workers

4 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

Fulltime= 1588, Intermittent (part-time)=268, LOA= 37

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

5 Officials and Managers

         Professionals

         Technicians

         Protective Service Workers

2 Para-Professionals

1 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

There is no specific budget for those purposes. It is incorporated into our overall budget request. The IDES EEO Office is found in the Offices of the Director (OD) appropriation division, which also includes the IDES Director's Office, the Board of Review and Human Resource Management. From an expenditure authority perspective, the relevant unit of organization is OD as a whole. The expenditure authority budget packages required by the Illinois General Assembly have EEO performance reports but no specially earmarked EEO expenditure authority budget.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

There is no specific budget for those purposes. It is incorporated into our overall budget request See #6

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All EO monitors are requested from the EO office prior to posting positions.  
All selected candidates by Human resources are reviewed by the EO officer.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Participate in job fairs located in areas with large population of Hispanics. Contact colleges with significant number of Hispanic students. Attend and participate in the Illinois Association of Hispanic State Employees (IAHSE) Educational conference/job fair. Send job postings to IAHSE an IMAGE (Hispanic Agency of Government Employees) to be posted on their membership emails. Attend or participate in events, which attract large number of Hispanics. Alert Hispanic community based organizations of job opportunities.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

IDES staff at local offices with large number Hispanic can refer bilingual clients to apply for a grade for bilingual positions at IDES.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Agency informs employees of the availability of Upward Mobility via the intranet or emails. We also provided interpreter training for all bilingual staff.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The EO officer reviews all hiring and promotional monitors. Human Resources staff and EO staff meet periodically to insure compliance.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The agency meets quarterly with DHR. The DHR liaison encourages the agency to continue to list jobs on the internet and to inform local community organizations of job opportunities at IDES.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency, due to budget constraints, has limited the number of new hires. In addition we have lost some of our bilingual staff due to promotions to non-bilingual positions as well as to retirement. The number of Hispanic employees has not significantly changed.

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Were there any increases in those levels from the prior year? If so, please provide specific details.

There were no increases in the total number of Hispanic employees due to attrition.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Recruit Hispanic and Spanish speaking bilingual staff at the local Employment and Training Centers serving a large Hispanic populations as wells as Colleges with a significant Hispanic student population. Establish more contacts or join boards of Hispanic Organizations through out the state such as IL Hispanic Chamber of Commerce, Little Village Chamber of Commerce, Aurora Hispanic Chamber of Commerce and the Northern IL Hispanic Chamber of Commerce of Rockford. Human Resources has made a concentrated efforts to notify OMB of critical needs for Spanish bilingual positions through out the agency. In addition, we will participate with the following community activities: Hopefest 2007, Cindo de Mayo Festival, IL Hispanic Chamber Business Expo and IAHSE conference just to name a few.

----- Please attach additional sheets as necessary. -----

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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503 Stratton Office Building  
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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Environmental Protection Agency

Name of Individual Completing Survey: Jill Johnson

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: 217/785-2911

Individual's Mailing Address: 1021 North Grand Avenue East Springfield, IL 62702

Individual's Email Address: Jill.Johnson@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:



2	Officials and Managers
7	Professionals
1	Technicians
N/A	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

2. As of June-30,-2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
N/A	Protective Service Workers
0	Para-Professionals
2	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_162\_\_\_ Officials and Managers  
\_\_\_662\_\_\_ Professionals  
\_\_\_88\_\_\_ Technicians  
\_\_\_N/A\_\_\_ Protective Service Workers  
\_\_\_76\_\_\_ Para-Professionals  
\_\_\_93\_\_\_ Office and Clerical  
\_\_\_5\_\_\_ Skilled Craft Workers  
\_\_\_7\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_1063\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_8\_\_\_ Professionals  
\_\_\_4\_\_\_ Technicians  
\_\_\_N/A\_\_\_ Protective Service Workers  
\_\_\_1\_\_\_ Para-Professionals  
\_\_\_1\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual

(Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

\_\_\_ The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 06, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

\_\_\_ The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 07, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Office of Human Resources, the Personnel Liaisons of each Bureau, the Director, Deputy Director, Labor Relations Manager and other senior staff are provided copies of the Agency's Affirmative Action Plan which contain information about the underutilization of Hispanics and the numeric goals to reduce underutilization.

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9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): EEO/AA Officer works with the Office of Human Resources by sharing underutilization information and assisting with job fairs. In addition to developing A Hispanic Employment Recruitment Plan, the Agency attended a Latinos for Hire Expo as well as the Illinois Association of Hispanic State Employees Conference. The Agency attends a number of

diversity fairs and invites all Hispanics on open competitive lists for interviews.

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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Invite all Hispanics on open competitive lists for interviews.

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- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: Bureaus within the Agency offer training on various topics to all employees. Upward Mobility, CMS and Capital City Center offer classes and training to all employees. The Agency also offers tuition reimbursement and profession certification to all employees.

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- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:  
Hiring and Promotion Monitors are completed by the office of Human Resources and reviewed quarterly by the Department of Human Rights.

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- e) Recommendations provided by DHR, CMS or the Auditor General:

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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:  
\_The Agency increased the number of Hispanic Employees from 9 in FY 05 to 10 in FY 06.

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Were there any increases in those levels from the prior year? If so, please provide specific details.

\_See above.

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

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Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga-Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: ***IL DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION***

Name of Individual Completing Survey: ***RICHARD FOXMAN***

Individual's Working Title: ***HUMAN RESOURCES DIRECTOR***

Individual's Phone Number: ***312-814-3230***

Individual's Mailing Address: ***JRTC – 100 WEST RANDOLPH ST., STE 9-100; CHICAGO, IL 60601***

Individual's Email Address: ***Richard.Foxman@illinois.gov***

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

13	Officials and Managers
23	Professionals
4	Technicians
0	Protective Service Workers
3	Para-Professionals
3	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

6	Officials and Managers
10	Professionals
2	Technicians
0	Protective Service Workers
4	Para-Professionals
3	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

**202** Officials and Managers

**416** Professionals

**54** Technicians

**0** Protective Service Workers

**46** Para-Professionals

**103** Office and Clerical

**0** Skilled Craft Workers

**4** Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

**825 employees**      **15 LOA's**

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

**2** Officials and Managers

**12** Professionals

**1** Technicians

**0** Protective Service Workers

**0** Para-Professionals

**1** Office and Clerical

**0** Skilled Craft Workers

**0** Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

*No, the agency does not budget specifically for Hispanic Employment Programs or Bilingual programs. It did, however, pay a total of \$101,936.50 in Spanish-speaking bilingual pay to employees in FY06.*

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

*The agency does not budget specifically for Bilingual pay, but estimates a total of \$108,000 will be expended in FY07 for Spanish-speaking bilingual pay to employees.*

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

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9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

*\* The Agency administers the Michael Curry intern program and was fortunate enough to have 2 Hispanic Americans and 1 African American interns serve the Executive Office and the Divisions in performing legal research, observing hearings, and assisting agency attorneys. The Executive Office monitored the interns closely, holding regular status meetings on their progress. These summer internships concluded with a lunch and a feedback session. Mentoring of interns included providing career advice upon their return to school. We hope that in the future they will consider employment in the public sector.*

*\* The Agency conducted community outreach programs in the underserved population areas of Springfield and Middle and Southern Illinois, such as Protecting Our Seniors events, which combined an inter-agency effort to inform seniors about predatory lending practices, medical frauds, guides on purchasing or financing of homes, and information on unscrupulous lenders in the targeted communities*

*\* Secretary Martinez conducted television and radio interviews in Spanish concerning predatory lending practices in housing as well as the payday industry.*

*\* Acting Chief of Staff engaged, through various Illinois state bar associations for Asians, Hispanics, African-American, and women, at John Marshall and University of Illinois law schools and addressed the issue of diversifying the law profession and building successful a law career serving the public.*

*\* The Acting Chief of Staff is organizing a large December 2006 conference on the issue of diversifying the legal profession. Working closely with various entities, including the State Board of Education, the American Bar Association, and Chicago Board of Education, to combine resources and drive an agenda to diversify law profession with presentations to law schools. At the December meeting, representatives of the above groups will plan numerous activities, including mock trials, law school days, visits to public schools, and classroom presentations by lawyers.*

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

*Website request for information is designed to make forms so that the website and agency pamphlets are bilingual in Spanish/English.*

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

*In the past year, DFPR hired a Spanish speaking receptionist to better address the needs of Spanish speaking visitors and licensees. A call center has been created for HB4050 that includes a bi-lingual component serving minority communities.*

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

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- e) Recommendations provided by DHR, CMS or the Auditor General:  
*None*

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

*Monitoring by the Department of Human Rights with the Affirmative Action Plan, quarterly reports and quarterly reviews. Underutilization of Hispanics for Fiscal Year 2006 was addressed and overall, 14 out of 96 hires/promotions addressed underutilization.*

Were there any increases in those levels from the prior year? If so, please provide specific details.

*Since July 1, 2005, IDFPR has hired 12 Hispanic employees.*

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

*DFPR will continue to recruit Hispanic and Spanish speaking bilinguals.*

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga-Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: \_\_\_\_\_ Illinois Guardianship and Advocacy Commission \_\_\_\_\_

Name of Individual Completing Survey: \_\_\_\_\_ Diane Devereux \_\_\_\_\_

Individual's Working Title: \_\_\_\_\_ Director of Human Resources \_\_\_\_\_

Individual's Phone Number: \_\_\_\_\_ 312-793-5334 \_\_\_\_\_

Individual's Mailing Address: \_\_\_\_\_ 160 N. LaSalle Street, S-500, Chicago, IL 60601 \_\_\_\_\_

Individual's Email Address: \_\_\_\_\_ diane.devereux@illinois.gov \_\_\_\_\_

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_1\_\_\_ Officials and Managers

\_\_\_4\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_1\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

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2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_3\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_1\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_27\_\_\_ Officials and Managers

\_\_\_78\_\_\_ Professionals

\_\_\_1\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_1\_\_\_ Para-Professionals

\_\_\_6\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

- 
4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_113\_\_\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

Due to the fact that we are a small agency, we are limited in our funding for items outside basic needs and personal expenses. Thus, we do not have a budget allocation for Hispanic Employment Programs, nor have we established a budget for Bilingual (Spanish-speaking option) program (s). We would most likely explore the addition of more Bilingual (Spanish-speaking option) programs prioritized among other items if funding became available.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No funding allocated for FY07 for Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s).

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Currently the agency is not underutilized in Hispanics in any EEOC category. We would however, work with the supervisors in an awareness effort concentrating on the underutilization of Hispanics were there was an underutilization. The agency on the whole is made aware of those categories that are underutilized, and there is a more concentrated effort in those Counties where underutilization exists.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Lack of funding prohibits us from setting aside line items for such employment strategies.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Lack of funding prohibits us from setting aside line items for such employment strategies.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Lack of funding prohibits us from setting aside line items for such employment strategies.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

We have a hiring packet, which now includes the Monitors, located on our GAC Intranet. It is easily accessible to the Supervisors. Upon beginning the hiring process they are aware and also reminded that they are to complete the Monitors as part of this hiring packet. The EEO Officer, who is also the HR Director, works closely with supervisors throughout the hire process. Actual hire will not take place unless all appropriate documents are completed and signed of.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None available

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Due to the size of the agency and lack of funding, we do not have much hiring opportunity. Additionally, we are not underutilized in any category by Hispanics. Ultimately, we lack statistics by which to measure any results.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

There are no recommendations at this time.

Please attach additional sheets as necessary.



## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597; each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

### HEALTHCARE AND FAMILY SERVICES

Agency: \_\_\_\_\_

Name of Individual Completing Survey: \_\_\_\_\_  
Raven J. Knighten

Individual's Working Title: \_\_\_\_\_  
EEO/AA Officer

Individual's Phone Number: \_\_\_\_\_  
(312) 793-4322

Individual's Mailing Address: \_\_\_\_\_  
401 S. Clinton Street 7<sup>th</sup> Floor  
Chicago, Illinois 60607

Individual's Email Address: \_\_\_\_\_

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

10

\_\_\_\_\_ Officials and Managers

73

\_\_\_\_\_ Professionals

1

\_\_\_\_\_ Technicians

0

\_\_\_\_\_ Protective Service Workers

22

\_\_\_\_\_ Para-Professionals

3

\_\_\_\_\_ Office and Clerical

0

\_\_\_\_\_ Skilled Craft Workers

0

\_\_\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

6

\_\_\_\_\_ Officials and Managers

71

\_\_\_\_\_ Professionals

0

\_\_\_\_\_ Technicians

0

\_\_\_\_\_ Protective Service Workers

15

\_\_\_\_\_ Para-Professionals

6

\_\_\_\_\_ Office and Clerical

0

\_\_\_\_\_ Skilled Craft Workers

0

\_\_\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

403

\_\_\_\_ Officials and Managers

1211

\_\_\_\_ Professionals

51

\_\_\_\_ Technicians

\_\_\_\_ Protective Service Workers

387

\_\_\_\_ Para-Professionals

233

\_\_\_\_ Office and Clerical

0

\_\_\_\_ Skilled Craft Workers

2

\_\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

2357

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

3

\_\_\_\_ Officials and Managers

4

\_\_\_\_ Professionals

0

\_\_\_\_ Technicians

0

\_\_\_\_ Protective Service Workers

5

\_\_\_\_ Para-Professionals

3

\_\_\_\_ Office and Clerical

0

\_\_\_\_ Skilled Craft Workers

0

\_\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs: No, this office does not maintain budgeted funds established by race or National Origin. However, during FY '06 HFS expended \$211,678.50 for differential pay for Spanish Speaking Option positions. This is a \$25,645.00 increase from FY '05.
- 
- 

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): None to - date.  
\_Please see #6.
- 
- 

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Monitoring the documents and reports within S & R & the Division of Personnel and further by the EEO/AA office staff. HFS / Personnel and EEO staff attend the Agency Personnel Managers training meetings and submit inquiries to DHR and the Plan Coordinator as needed.

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9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): Attend Job Fairs where invited. – HFS has been a sponsor and a Job Fair exhibitor for the annual IAHSE conference each of the 19 years . FY '06 there was one Intern and one Trainee on HFS ' Professional staff. FY '07 an additional Intern joined the Professional staff.
- b) SS Opt. Vacancy notices are submitted to IAHSE for publication and to Olga Iniguez, the Hispanic Employment Plan Coordinator as part of the recruitment effort.
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- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:  
in 2005 HFS' Training Center : trained 3,389 employees in 421 sessions. These sessions support the HFS mission by promoting and reinforcing: Customer Service Skills; Teamwork; Employment Involvement and Quality Workforce Performance. The Center provides training opportunities to all department employees. The Center also provides reimbursement of tuition and fees for employees seeking an undergraduate or graduate degree.
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- 

- b) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:  
See number 8.
- 
- 

- e) Recommendations provided by DHR, CMS or the Auditor General:  
None  
received.
- 
- 

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

6/30/2005 Hispanic Employees	6/30/06 Hispanic Employees	Increase/Dec
O/A 11	10	/ 1
Professionals 66	73	7/
Technicians 1	0	/ 1
Para/Prof. 13	22	9/
Office/Clerical 7	3	/4

Spanish Speaking bilingual emp.	Spanish Speaking bilingual emp.	Inc/Dec
O/A 6	6	N/C
Professionals 64	77	13/
Para-Professionals 7	15	8/
Office/Clerical 8	6	/2

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes - Please see foregoing.

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. For CMS to organize, provide on-site testing and counseling and promote job fairs in regions where the need is greatest. These fairs were well attended before they were discontinued. Agencies find themselves repeating themselves when CMS could provide the basic information. BUT NO MORE SATURDAYS.

Please attach additional sheets as necessary.

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## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Historic Preservation Agency

Name of Individual Completing Survey: Tad Allen

Individual's Working Title: Labor Relations Administrator/EEO

Individual's Phone Number: 217/785-0391

Individual's Mailing Address: 313 S. Sixth St., Spfld., IL, 62701

Individual's Email Address: tad.allen@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
1 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

42 Officials and Managers  
120 Professionals  
10 Technicians  
2 Protective Service Workers  
37 Para-Professionals  
20 Office and Clerical  
12 Skilled Craft Workers  
40 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

251

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
1 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No - No

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All hiring is administered through this office (unit) Personnel and thus is in compliance with the mandates of the Hispanic Plan.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

N/A

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

They are completed by our unit (Personnel).

- e) Recommendations provided by DHR, CMS or the Auditor General:

As the EEO Officer I communicate with DHR  
regularly through our DHR Rep. Susan Allen.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Increasing our minority recruiting efforts.

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Human Rights Commission

Name of Individual Completing Survey: Stephen J. Konya III

Individual's Working Title: Chief Fiscal Officer

Individual's Phone Number: (312) 814-1914

Individual's Mailing Address: 100 West Randolph Street, Suite 5-100 Chicago, IL 60601

Individual's Email Address: Stephen.Konya@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_2\_\_\_ Professionals  
\_\_\_0\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_1\_\_\_ Para-Professionals  
\_\_\_0\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_1\_\_\_ Professionals  
\_\_\_0\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_0\_\_\_ Para-Professionals  
\_\_\_0\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_17\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
We have allocated 0 dollars to these Programs. Our budget is considerably under funded; therefore we have little room for additional programs outside of operational necessities.  
\_\_\_\_\_
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
We have sent all those who are responsible for hiring, interviewing, recruitment, and EEO to the required training that is relevant to such matters.  
\_\_\_\_\_
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
We only have the opportunity to currently plan to hire interns and we will actively recruit for qualified Hispanic interns. We are not currently underutilized in the employment of Hispanics. We are also focused on hiring an Asian next as we are underutilized 1 Asian in the Agency.  
\_\_\_\_\_  
\_\_\_\_\_
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: We currently have access to three employees who speak Spanish fluently. Only one of them receives bi-lingual pay. We would need to change our position descriptions for the other employees in order to claim all three as bi-lingual paid employees.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Our agency continues to evaluate ways to offer training to all of our employees. We feel the need to provide education as needed to all of our employees to increase productivity and better prepare them for future opportunities.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

We are aware of the requirements and our Executive Director ensures all new hires and promotions comply with the requirements. HRC monitors the progress of these employees in accordance with the requirements set forth in the new mandatory Hiring and Promotion Monitor program.

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We have continued to maintain an underutilization of 0 for our Agency in the Hispanic EEOC category.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
Our Agency's headcount is only 18. Until we are granted approval for a headcount increase, we do not see the opportunity to increase the current number of Hispanics within HRC. If there is a change in the current staff, we will revisit the opportunity to hire more Hispanics.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Human Rights

Name of Individual Completing Survey: Bobbie Wanzo

Individual's Working Title: Deputy Director

Individual's Phone Number: 312-814-6245

Individual's Mailing Address: 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

Individual's Email Address: bobbie.wanzo@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

5 Officials and Managers  
12 Professionals  
0 Technicians  
0 Protective Service Workers  
1 Para-Professionals  
5 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

8 Officials and Managers  
11 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
5 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

29 Officials and Managers  
87 Professionals  
4 Technicians  
0 Protective Service Workers  
7 Para-Professionals  
22 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

129

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:**

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-speaking employment program outside of currently established recruiting efforts for bilingual positions.

However, the Department did receive funding from the U.S. Department of Housing and Urban Development (HUD) to conduct a special housing study for Hispanics. As part of this funding, IDHR was able to hire an individual who is both Hispanic and bilingual as the Coordinator of this program. Between February of 2006 and June of 2006 this coordinator was able to reach out to approximately 3,500 Hispanics. Over the life of this special project (September, 2005 – June, 2006), this staff has been able to do outreach, training and education to almost 10,000 Hispanic individuals. All representing opportunities to inform individuals of the Department's programs and services.

7. **Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):**

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-speaking employment program outside of currently established recruiting efforts for bilingual positions.

However, the Department did receive funding from the U.S. Department of Housing and Urban Development (HUD) to conduct a special housing study for Hispanics. As part of this funding, IDHR was able to hire an individual who is Hispanic and bilingual as the Coordinator of this program.

8. **What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?**

The IDHR's Chief Legal Counsel is a member of the State's Hispanic Advisory Council, which is charged with monitoring the implementation of the Hispanic Employment Plan by state agencies. In this capacity, the IDHR's Chief Legal Counsel, along with the human resource staff and IDHR EEO Officer, is closely monitoring the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc. in complying with the legislative mandates required.

All staff have been made aware of the Agency's efforts to ensure a diverse workforce.

9. **List all agency activities undertaken in implementing the State Hispanic Employment Plan:**

a) **Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):**

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although, a number of staff participate, there is a staff person dedicated to education, outreach and training and one of her duties with respect to outreach is the minority diversity program and as part of this program, she works to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Hispanic and Spanish speaking veterans and persons with disabilities.

In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc., such as -

- Governor's Statewide Community Relations Outreach and Career Job Fair "Your State at Your Service"
- Partnership with the Illinois Department of Employment Security in job fairs such as Chicago Workforce Center at Pilsen Targeting People with Disabilities, and an event in Maywood at Sportsman's Park
- Partnership with the CMS' Diversity Enrichment Program staff, in job fairs at colleges and universities, and other organizations:
  - Chicago State University
  - DePaul University
  - South Suburban College
  - Northeastern Illinois University
  - Morton College
  - Olive Harvey College
  - University of Illinois-Chicago
  - Wright College
  - IIT and others
  - Apostolic Church, Chicago
  - LULAC (League United of Latin American Citizens) of Illinois Diversity at Navy Pier
- Participated in conferences, workshops, seminars, festivals, etc.-
  - IAHSE - IL Association of Hispanic State Employees
  - USHLI - United States Hispanic Leadership Institute
  - IAMG - IL Assoc. of Minorities in Government

- IACOMMA – Illinois Association of Agencies and Community Organizations for Migrant Advocacy
- Illinois Chamber of Commerce
- Festivals in Cicero, Chicago, Aurora and Quad Cities
- Spanish Coalition of Jobs
- SER (Service Employment Referral) Jobs for Progress
- American GI Forum
- Governor's Illinois Veteran's Event at Navy Pier
- Catholic Charities

➤ Participated in job fairs covering various counties sponsored by state and local officials -

- Lake
- Kane
- DuPage
- Cook
- Sangamon
- Williamson
- Will
- Rock Island

**b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:**

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although, a number of staff participate, there is a staff person dedicated to education, outreach and training and one of her duties with respect to outreach is the minority diversity program and as part of this program, she works to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Hispanic and Spanish speaking veterans and persons with disabilities.

Specifically, this staff is responsible for the following:

- Recruit for specific positions
- Work with Department's Human Resource staff to identify specific opportunities for Spanish-speaking positions
- Establish relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers
- Ensure that individuals are aware of job vacancies

**c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's**

**ability to meet the needs of your Spanish-speaking public and your Hispanic employees:**

1. The IDHR personnel staff meet monthly with the IDHR Director to review the Department's staffing pattern and strategy for Hispanic and Bilingual employees.
2. IDHR encourages its Hispanic employees to participate in the Illinois Association of Hispanic Employees (IAHSE), which provides educational and professional development of Latino state employees.
3. The Department offered "Survival Spanish 101" to all staff in an effort to better serve the Department's Spanish speaking clients.
4. The Department's minority diversity program staff also assists employees to match their skills with available promotional opportunities in the Department and the State.

**d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:**

1. All staff responsible for interviewing, recruiting, etc., have been advised that no appointment will be made without strict adherence to the hiring and promotion monitor procedure.
2. All staff responsible for interviewing, recruiting, etc., must work closely with the IDHR EEO/AA Officer and Personnel Office to ensure that they have the appropriate information on the Department's underutilization.
3. The Director or Director's designee is responsible for reviewing each hiring and promotion monitor.

**e) Recommendations provided by DHR, CMS or the Auditor General:**

The Department staff continue to work closely with CMS' Bureau of Personnel on the hiring and promotion monitoring process, diversity programs and recruitment efforts.

IDHR staff work closely with CMS to ensure that they (CMS) do not process a hire or promotion unless the hiring or promotion monitor has been completed and submitted with the hire or promotion transaction.

**10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:**

The Illinois Department of Human Rights is again excited to report that we currently do not have underutilization of Hispanic employees in any of the EEO categories. Although, there is always an opportunity to improve, the Department proudly reports that as of this report date, 20% of its current authorized headcount is Hispanic compared to 3.77% statewide.



Additionally, over 15% of our authorized headcount has the Spanish speaking bilingual option.

The Department has made significant strides in increasing the number of Spanish speaking bilingual positions for the title of Human Rights Investigator. In January of 2007, the Department will increase its Spanish speaking bilingual option staff by five (5), which will increase the overall percentage of the total number of Spanish speaking bilingual option positions.

**Were there any increases in those levels from the prior year? If so, please provide specific details.**

Yes, the Department increased the number of Hispanic employees and the number of Spanish speaking bilingual employees. The Department's focus is to provide a better quality of service to its Spanish only speaking customers by adding more staff able to communicate in Spanish.

As mentioned in #9c, in addition to hiring additional Hispanic and Spanish speaking bilingual staff, the Department offered basic Spanish language training for all IDHR staff. This training was very successful and as a result, the Department is planning to offer this basic training again.

**11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.**

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department, and to this end, IDHR has identified additional positions for the bilingual option. In January of 2007, the Department will hire five (5) additional Spanish speaking bilingual staff.

**Please attach additional sheets as necessary.**

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: **Illinois Department of Human Services**

Name of Individual Completing Survey: **Elizabeth Gil**

Individual's Working Title: **Director of Human Resources**

Individual's Phone Number: **(312) 793-2352**

Individual's Mailing Address: **401 South Clinton, 7<sup>th</sup> floor, Chgo, IL 60607**

Individual's Email Address: **Elizabeth.Gil@illinois.gov**

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

47 Officials and Managers

467 Professionals

122 Technicians

09 Protective Service Workers

43 Para-Professionals

88 Office and Clerical

01 Skilled Craft Workers

31 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

4 \* Officials and Managers

280\* Professionals

24\* Technicians

1\* Protective Service Workers

1\* Para-Professionals

09\* Office and Clerical

1\* Skilled Craft Workers

2\* Service-Maintenance

\* Above numbers are estimates

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

08 \_\_\_\_\_ Officials and Managers

10 \_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

03 \_\_\_\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

\_\_\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

21 Full time employees for the Bureau of Recruitment and Selection

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

03 \_\_\_\_\_ Officials and Managers

04 \_\_\_\_\_ Professionals

121 \_\_\_\_\_ Technicians

01 \_\_\_\_\_ Protective Service Workers

03 \_\_\_\_\_ Para-Professionals

05 \_\_\_\_\_ Office and Clerical

13 \_\_\_\_\_ Skilled Craft Workers

52 \_\_\_\_\_ Service-Maintenance

4. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

Unknown

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

Unknown

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All Bureau of Recruitment and Selection staff must complete a HIRING and PROMOTIONAL MONITOR upon completion of each interview. Special staff meetings to ensure awareness and compliance occur regularly.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Bureau of Recruitment and Selection maintains strong working relationship with the Office of Hispanic and Latino Affairs to develop several strategies to increase Hispanic representation in it's recruiting and hiring activities. See Attachment (A)

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Bureau of Recruitment and Selection continues to play a crucial role in the recruitment of Spanish Speaking candidates. The Office of Hispanic/Latino Affairs' has 679 applicants for Spanish-speaking option positions in their database, of which 23 have an A grade. The Bureau of Recruitment and Selection has two employees currently serving as team members for the Bi-Lingual Pay Option for DHS as testers for the Spanish Speaking. These team members are Hispanic and have played an integral role in the development and administration of the Bi-Lingual Pay Option test.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Upward Mobility Program

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Each member of the interviewing staff of the Bureau of Recruitment and Selection is mandated to complete a Hiring and Promotion Monitor Form with all hires. Failure to comply may lead to disciplinary action up to and including termination.

- e) Recommendations provided by DHR, CMS or the Auditor General:

Unknown

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Regarding agency underutilization of Hispanics, in FY05 DHS hired 71 Hispanics agency-wide.

Were there any increases in those levels from the prior year? If so, please provide specific details.

This was the largest number of Hispanics hired in the history of DHS at that time. In FY06 DHS hired 108 Hispanics agency-wide.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Continue to fill Spanish-speaking vacancies to better serve the Hispanic communities. Also, focus on hiring goals for the under-utilized areas of the agency.

Please attach additional sheets as necessary.

**Attachments: (A)**

## ATTACHMENT (A)

### Office of Hispanic/Latino Affairs Recruitment Events

February 22	Cass County Interagency Council	Beardstown
February 28	Western Avenue Community Center Women's Health Night	Bloomington
March 9	United Methodist Church MHTT Recruitment	Pontiac
March 8	Gen Woods Boys/Girls Club Parents Presentation	Chicago's Pilsen- Little Village
March 15	Community Forum & Resource Fair	Joliet
March 27	Universidad Popular Presentation	Chicago's Little Village
April 8	El Dia Del Niño Resource Fair	Chicago's Pilsen Area
April 15	El Dia Del Niño Back-to-School Resource Fair	Chicago
April 21	Peoples with Disabilities Resource and Health Fair	Cicero
May 20	Tu Estado A Tu Alcance (Your State at Your Reach)	Chicago (United Center)
	Mt. Prospect Community Health and Wellness Fair	Village of Mt. Prospect
May 25 - 26	Illinois Association of Agencies and Community Organizations for Migrant Advocacy (IAACOMA)	Decatur
June 14	Will and Grundy Counties	Morris &

	Hispanic Coalition Meeting	Joliet
June 22	Women of Power Alumni Association	Tuley Park
July 22	Kankakee Hispanic Partnership	Kankakee
August 19	Catholic Charities Resource Fair	Cicero
August 25	State Sen. Iris Martinez Family Wellness Fair	Albany Park
	Pilsen-Little Village Community Mental Health Center Family Health Fair	Chicago's Little Village
August 26	Ald. Ariel Reboyras Summer Celebration & Back-to-School Health Fair	Chicago's Mozart Park
October 5 & 6	International Hispanic/Latino Mental Health Week Conference	Oak Lawn
October 6	Illinois Association of Hispanic State Employees Conference	Chicago



## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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503 Stratton Office Building  
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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

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**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: ILLINOIS STATE BOARD OF INVESTMENT

Name of Individual Completing Survey: KATHERINE A. SPINATO

Individual's Working Title: DEPUTY EXECUTIVE DIRECTOR

Individual's Phone Number: 312.793.5711

Individual's Mailing Address: 180N. LA SALLE ST. SUITE 2015  
CHICAGO, IL 60601

Individual's Email Address: KSpinato@mail.state.il.us

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

3 Officials and Managers

5 Professionals

0 Technicians

0 Protective Service Workers

1 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

11

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

*No*

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

*There are no positions available, due to size of agency.*

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

*Hiring is minimal - efforts will be made to comply with the Hispanic Employment Plan when hiring.*

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

*NA*

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

*NA*

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

NA

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

EEO officer is involved in all hiring.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

NA

Were there any increases in those levels from the prior year? If so, please provide specific details.

NA

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

*Only 11 employees. limited opportunities*

Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Department of Labor

Name of Individual Completing Survey: Melissa Lange

Individual's Working Title: Personnel Manager/EEO Officer

Individual's Phone Number: (217) 782-3049

Individual's Mailing Address: One West Old State Capitol Plaza, Springfield, IL 62701

Individual's Email Address: [Melissa.lange@il.gov](mailto:Melissa.lange@il.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers

  3   Professionals

  4   Technicians

  0   Protective Service Workers

  1   Para-Professionals

  2   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  2   Professionals

  4   Technicians

  0   Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

10 Officials and Managers  
28 Professionals  
24 Technicians  
0 Protective Service Workers  
10 Para-Professionals  
8 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

73

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
1 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

The Department did not have funds available in FY06 for Hispanic Employment Programs, however the agency allocated \$15,000.00 for Spanish-speaking option) programs.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Department's FY07 budget is unable to budget fund for Hispanic Employment Programs(s) but has budgeted \$16,080.00 for Bilingual (Spanish-speaking option) program(s).

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Each year the EEO Officer informs the agency head of the agency's underutilization in each hiring category. When hiring opportunities become available, the EEO informs the administrative staff who conduct the interviews of the underutilization so that increased efforts are made to address underutilization in the vacant category.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Department utilizes Hispanic/Spanish-speaking employees to attend job fairs in Latino communities throughout the State. The Department's Hispanic representatives also conduct outreach events at community-based organizations such as churches and colleges.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Department utilizes the same strategies as described in 9(a).

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your

agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Department currently employs seven (7) Spanish-speaking employees to meet the needs of our Spanish-speaking clients. The agency's total Hispanic underutilization is one (1). This underutilization is in the para-professional category. When an employment opportunity arises in this EEO category, an increased effort will be made to recruit and hire a Hispanic employee to eliminate underutilization.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The agency's EEO Officer and agency head monitor the hiring selections and submit the required Hiring and Promotion Monitors with new hire or promotion transactions.

- e) Recommendations provided by DHR, CMS or the Auditor General:

No recommendations received.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Currently, 12% of the agency's employees are Hispanic and 10% are utilized in Spanish-speaking bilingual programs.

Were there any increases in those levels from the prior year? If so, please provide specific details.

There have been no increases in those levels thus far in FY07.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

While the agency's underutilization is currently only one (1), we would like assistance from CMS Personnel in receiving/recruiting Hispanic candidates for any open positions that arises. We are in the position where Hispanic state employees do not always apply for our open positions, unless it is a Spanish-speaking option position. Ideally, we would like to increase our Hispanic employee population since we see that more and more of the customers we serve are Hispanic, especially in the Northern Illinois area.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

**Agency:** Educational Labor Relations Board

**Name of Individual Completing Survey:** Renee Strickland

**Individual's Working Title:** Office Manager/Personnel Manager

**Individual's Phone Number:** 312/793-3170

**Individual's Mailing Address:** 160 N. LaSalle St., Suite N-400, Chicago, IL 60601

**Individual's Email Address:** [renee.strickland@illinois.gov](mailto:renee.strickland@illinois.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

7 Officials and Managers  
6 Professionals  
0 Technicians  
0 Protective Service Workers  
1 Para-Professionals  
2 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

16 (includes 1 part-time)

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No allocation

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All hiring criteria is reviewed for compliance with the General Counsel

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
open recruitment

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

none

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

none

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Through monitoring of the affirmative action plan with  
the Executive Director

- e) Recommendations provided by DHR, CMS or the Auditor General:

none

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

no studies

Were there any increases in those levels from the prior year? If so, please provide specific details.

no



11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Advise Illinois Association of Hispanic State Employees

organization of opportunities with Educational Labor Relations Board.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: IL Labor Relations Board

Name of Individual Completing Survey: Carla Stone

Individual's Working Title: Personnel Officer

Individual's Phone Number: 312/793-6426

Individual's Mailing Address: 160 N LaSalle, S-400, Chicago, 60601

Individual's Email Address: [stone@ilrb.state.il.us](mailto:stone@ilrb.state.il.us)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_2\_\_\_ Officials and Managers

\_\_\_14\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_4\_\_\_ Para-Professionals

\_\_\_1\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_21\_\_\_\_\_

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_1\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Appropriate staff is updated via emails, personnel meetings or memos from CMS.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

When recruiting for a professional position (licensed attorney) in the agency the personnel officer places the posting of a vacancy with various Hispanic legal associations.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A

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- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

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- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

CMS-transaction-division-will-notify the personnel officer if this document is not submitted and it will not process the transaction until it is completed and submitted.

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- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency was successful in hiring a Hispanic attorney as of August 2006.

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Were there any increases in those levels from the prior year? If so, please provide specific details.

No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
This agency has aggressively tried to recruit licensed attorneys to work here but due to the competition in salaries with private law firms it has been difficult to Compete because of our budget constraints.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Law Enforcement Training and Standards Board

Name of Individual Completing Survey: Luann M. Hickman

Individual's Working Title: Executive I

Individual's Phone Number: 217/782-4540

Individual's Mailing Address: 600 South Second Street, Suite 300  
Springfield, IL 62704-2542



Individual's Email Address: Luannh@ptb.state.il.us

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

N/A Protective Service Workers

0 Para-Professionals

1 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers  
 12  Professionals  
  0  Technicians  
  0  Protective Service Workers  
  3  Para-Professionals  
  4  Office and Clerical  
  0  Skilled Craft Workers  
  0  Service-Maintenance

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4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

 23 

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

  0  Officials and Managers  
  0  Professionals  
  0  Technicians  
  0  Protective Service Workers  
  0  Para-Professionals  
  0  Office and Clerical  
  0  Skilled Craft Workers  
  0  Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

The agency does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized.

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The agency does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized. The agency does not service the public. The agency services local governmental agencies and to date zero requests have been made for bilingual service. The situation is being closely monitored for the need of bilingual services.

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The agency utilizes the hiring and promotion monitor provided by DHR. The Executive Director is proactive and follows legislative mandates. All administrative staff responsible for hiring, interviewing, recruitment and EEO are aware of and comply with all the legislative mandates of the Hispanic Plan. The staff members that conduct the interviews have also attended Rutan Training.

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9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
The agency is fully utilized.
- 
- 
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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The agency services local governmental agencies and to date zero requests have been made for bilingual service. The situation is being closely monitored for the need of bilingual services.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The agency Hispanic employee is a member of AFSCME and is involved in the Upward Mobility Program. The agency does not serve the public. It provides services to local government agencies.

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- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:  
The agency reviews the Hiring and Promotion Monitors to assure the mandates are being met.
- 
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- e) Recommendations provided by DHR, CMS or the Auditor General:  
Hispanic Employment Program recommendations were not made.
- 
- 
- 

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency is fully utilized. The agency services local governmental agencies and to date zero requests have been made for bilingual service. The situation is being closely monitored for the need of bilingual services.

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Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The Board is fully utilized and intends to maintain the diversity of the staff as opportunity permits. Approximately half of the professional positions are highly specialized with a very limited qualified potential employee pool.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Medical District Commission

Name of Individual Completing Survey: Cynthia Fernandez

Individual's Working Title: Senior Accountant

Individual's Phone Number: 312-633-3434 ext.24

Individual's Mailing Address: 600 South Hoyne Ave., Chicago, IL 60612

Individual's Email Address: cfernandez@imdc.org

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

2 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

21

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

**NO**

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**NONE**

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

**We've Reviewed The State Hispanic Employment Plan 2006**

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**Size of our agency & current diversity of work force**

**does not necessitate implementation of additional strategies at this juncture**

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

**None - Not necessary at this juncture**

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

All employees are provided with opportunities for  
professional development. Size of our agency does not allow for a  
great deal of latitude internally for career path plans.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Hiring in our agency is centralized; responsible  
party is familiar with the state plan.

- e) Recommendations provided by DHR, CMS or the Auditor General:

NONE

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Two hispanic employees have been reclassified into  
management level positions.

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes.

One Technician moved to manager one clerical  
moved to manager

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Our agency workforce, albeit small, has been diverse in all  
areas well before the State's adoption of the Hispanic  
Employment Program. We will now look into the option of  
providing additional bilingual pay to agency employees who  
interface with Illinois Spanish speaking community.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Phone: 217/524-8773  
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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Department of Military Affairs

Name of Individual Completing Survey: Ruth Moenck

Individual's Working Title: Human Resources Rep, Asst EEO/AA Officer

Individual's Phone Number: 217-761-3633

Individual's Mailing Address: 1301 N. MacArthur Blvd, Springfield IL 62702

Individual's Email Address: [ruth.moenck@us.army.mil](mailto:ruth.moenck@us.army.mil)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers  
  0   Professionals  
  0   Technicians  
  1   Protective Service Workers  
  0   Para-Professionals  
  0   Office and Clerical  
  0   Skilled Craft Workers  
  3   Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers  
  0   Professionals  
  0   Technicians  
  0   Protective Service Workers  
  0   Para-Professionals  
  0   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

7 Officials and Managers  
43 Professionals  
10 Technicians  
91 Protective Service Workers  
3 Para-Professionals  
6 Office and Clerical  
7 Skilled Craft Workers  
92 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

247

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5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
1 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

**No budget allocation.**

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**No budget allocation.**

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
**DHR Training and internal monitoring for management and staff of State Personnel Office and EEO Training, as applicable for Federal employees through IL National Guard Human Resources Office and State Personnel Office monitoring of procedures.**
- 
- 

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**Plan to meet with CMS Diversity Enrichment Program Director**

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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The primary mission of this agency is to provide support to the IL National Guard as an organization and bilingual needs of individuals within the IL National Guard are met by military personnel within that organization. Therefore, no strategies have been implemented.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Hispanic employees are provided with all Upward Mobility Program information as a means of obtaining career ladder promotional enhancement. However, bilingual needs of individuals within the IL National Guard are met by military personnel within that organization.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Asst EEO/AA Officer completes the appropriate Hiring or Promotion Monitor form which is forwarded to selecting official(s) prior to any interviews being conducted. Asst EEO/AA Officer then ensures all forms are completed thoroughly and accurately and are signed by the Director and EEO/AA Officer prior to any offer of employment.

- e) Recommendations provided by DHR, CMS or the Auditor General:  
None to date.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Agency does not directly serve the public, does not require Spanish-speaking bilingual persons and does not employ a large enough workforce to have a dedicated Latino or Hispanic recruitment office. Therefore, the Agency does not routinely conduct studies on those hires, however success in hiring Hispanic employees is monitored in the course of compiling quarterly and annual Affirmative Action reports for DHR.



Were there any increases in those levels from the prior year? If so, please provide specific details.

**No increases, and headcount was reduced**

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

**Induce GOMB to allow an increase in authorized headcount for the Agency**

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Natural Resources

Name of Individual Completing Survey: Marvin N. Sprague

Individual's Working Title: EEO/Ethics Officer

Individual's Phone Number: 217/782-2662

Individual's Mailing Address: One Natural Resources Way (Director's Office),  
Springfield, Illinois 62702-1271

Individual's Email Address: marvin.sprague@Illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

2 Officials and Managers

3 Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

\_\_\_\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

1 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_\_\_ Officials and Managers

1 Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

\_\_\_\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

\_\_\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

257 Officials and Managers

434 Professionals

59 Technicians

139 Protective Service Workers

65 Para-Professionals

48 Office and Clerical

14 Skilled Craft Workers

272 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

1288 + 359 + 17 = 1664

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

2 Officials and Managers

5 Professionals

0 Technicians

8 Protective Service Workers

2 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

13 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

Response:

Currently, IDNR does not provide budget allocations for Hispanic Employment Programs.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

Response:

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Response:

The Director encourages Executive Staff to increase hiring practices for qualified Hispanics as stipulated in the Hispanic Employment Plan. Recruitment efforts in EEO/Ethics Office continues to increase its' activity to identify, hire and promote qualified Hispanics in the work place.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Response:

The Director strives to exceed the IDNR's annual Affirmative Action employment goals by implementing the State Hispanic Employment Plan.

IDNR EEO/Ethics Office maintains contact with the CMS Diversity Enrichment Program and Illinois Association of Hispanic State Employees (IAHSE) as future employment opportunities become available in communities throughout the State of Illinois.

IDNR continues to participate in employment and career fairs sponsored by universities, community colleges, and annual conferences affiliated with professional minority organizations when our budget permits. Such attendance includes:

May 10 - 12, 2006

18th Annual Illinois Association of Minorities in Government

May 30, 2006  
2006 Technical Assistance Program Seminar  
2006 Employment Discrimination Law Update Registration

June 1, 2006  
ADA 2006 Celebration DHS

June 21, 2006  
2006 Technical Assistance Program Seminar

June 28, 2006  
ICED Teleconference for Employees with Disabilities

July 26 - 28, 2006  
2006 Employment Discrimination Law Update

August 14, 2006  
UI Career Fair

October 3, 2006  
SIU Carbondale Ag Career Fair

October 6, 2006  
IAHSE 19th Annual Conference

October 10, 2006  
EEO-Recruitment Western University Ag Career Fair

November 11, 2006  
Illinois Legislative Black Caucus Conference

IDNR EEO/Ethics Office notifies local churches, community-based organizations, advocacy groups, minority organizations statewide, Department of Human Rights, EEOC Recruitment Managers, and CMS Diversity Enrichment Programs of vacancies as they come available regardless of bilingual or non-bilingual position vacancies.

Supervisors of the IDNR who contact the EEO/Ethics Office are encouraged to consider highly qualified Hispanic and other minority applicants for state wide service.

Job announcements along with descriptions are posted in visible areas or emailed/faxed to IDNR Offices for an employee's review and response.

IDNR Employees have access to CMS offered training and all the

Programs offered via the Statewide Training Clearing House to assist Hispanic employees to learn essential techniques to perform their daily job duties more effectively and efficiently.

Computer Training at the IDNR has also been designed to offer Hispanic employees increased technical computer skills to perform their daily job duties.

IDNR offers Tuition Reimbursement programs to eligible Hispanic employees to further their skills through higher level formal educational programs.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Response:

As Positions become available at the IDNR, the EEO/Ethics Office reviews the job posting to determine through its recruitment efforts, whether a candidate is available and/or suitable (whether bilingual or non-bilingual) to apply for a vacancy. Additionally, all recruitment contacts (as mentioned in question 9a, above) are faxed and/or emailed the job position and encouraged to submit a candidate.

The EEO/Ethics Office attends statewide career and employment fairs (as methods) to build a base of interested candidates that can also be advised of job postings as they become available.

IDNR encourages all interested candidates to complete and submit an employment application to CMS for grading. Additionally, candidates are encouraged to keep their CMS grades current.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Response:

The IDNR encourages its employees to participate in its Technical Computer Training Program, Upward Mobility Program, Tuition Reimbursement Program, as well as conferences and seminars which

enhances the level and importance of training, education, and promotional needs of its Hispanic employees. The IDNR extended a special invitation to all Hispanic Employees to attend the 2006 IAHSE 19th Annual Conference.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Response:

The IDNR EEO/Ethics Office Manager receives all Hiring and Promotional Monitors prior to the Directors Signature. The Hiring and Promotional Monitors are reviewed for completeness. Periodically, the hiring managers are questioned when minority candidates are not selected in an attempt to clarify and resolve any discrepancies. After obtaining the Director's Signature, the Hiring and Promotional Monitors are returned to the EEO/Ethics Office. The form is faxed to CMS for further processing. The original Hiring and Promotional Monitor is retained at the EEO/Ethics Office with quarterly reporting materials

- e) Recommendations provided by DHR, CMS or the Auditor General:  
The IDNR works very closely with DHR, CMS, and the Auditor General's Offices with regard to recommendations for the development of a Hispanic Employment Plan.

Response:

The IDNR works very closely with DHR, CMS, and Auditor General's Offices with regard to recommendations for the development of a Hispanic Employment Plan.

The DHR and CMS recommends that Hiring and Promotion Monitors be kept in the quarterly EEO file maintained in the IDNR EEO Office. Recommendations for Employment Dates be maintained on the Hiring Monitor has been complied with. Qualified minorities that apply for a position are noted on the hiring monitor (when applicable). When a qualified minority was not selected for the position, documentation is supplied as to why the minority was not selected.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:



**Response:**

The following indicates the number of Spanish-speaking bilingual person(s) employed by IDNR within EEO category

1- Professional	LaSalle County	Natural Resource Coordinator/ Specialist
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Were there any increases in those levels from the prior year? If so, please provide specific details.

**Response:**

There are no increases in the above mentioned category which could be compared to the prior year.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

**Response:**

The IDNR EEO/Ethics Office actively recruits minorities to participate in the application process for job postings. Current IDNR Hispanic employees are encouraged to notify friends, family, civic organizations, of job postings and vacancies as they arise. Hispanic candidates should keep their CMS grades for various job opportunities current. Hispanic Employees and potential employees should be encouraged to participate in Annual Illinois Association of State Employees Training Conferences/Job Fairs and to actively seek out representatives of the IDNR to find out what job vacancies are available and the skills required for such vacancies..

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

**Agency:** PRISONER REVIEW BOARD

**Name of Individual Completing Survey:** SUZIE DAVIS

**Individual's Working Title:** OPERATIONS SUPERVISOR &  
ACTING PERSONNEL OFFICER &  
INTERIM EEO/AA OFFICER

**Individual's Phone Number:** (217) 782-7273

**Individual's Mailing Address:** 319 E. Madison Street, Suite A  
Springfield, IL 62701

**Individual's Email Address:** [suzie.davis@illinois.gov](mailto:suzie.davis@illinois.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

    -0-     Officials and Managers  
    -0-     Professionals  
    -0-     Technicians  
    -0-     Protective Service Workers  
    -0-     Para-Professionals  
    1     Office and Clerical  
    -0-     Skilled Craft Workers  
    -0-     Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

    -0-     Officials and Managers  
    -0-     Professionals  
    -0-     Technicians  
    -0-     Protective Service Workers  
    -0-     Para-Professionals  
    1     Office and Clerical  
    -0-     Skilled Craft Workers  
    -0-     Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers  
4 Professionals  
-0- Technicians  
-0- Protective Service Workers  
8 Para-Professionals  
7 Office and Clerical  
-0- Skilled Craft Workers  
-0- Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

Eighteen (18)

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

-0- Officials and Managers  
-0- Professionals  
-0- Technicians  
-0- Protective Service Workers  
-0- Para-Professionals  
-0- Office and Clerical  
-0- Skilled Craft Workers  
-0- Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs: **FY06: \$80,000**
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): **\$80,000**
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan? **The EEO/AA Officer position with the Prisoner Review Board is currently vacant. To insure that our agency is in compliance with the Hispanic Employment Plan it is imperative that the incoming EEO/AA Officer undergoes extensive training and education.**
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
  - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): **Creation of bi-lingual positions**
  - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **Creation of bi-lingual positions**
  - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: **None**
  - d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: **Education of Personnel/EEO/AA Officer**
  - e) Recommendations provided by DHR, CMS or the Auditor General: **None**
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: **N/A**

Were there any increases in those levels from the prior year? If so, please provide specific details. **No**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
**Continued to create Spanish speaking positions.**

Please attach additional sheets as necessary.

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## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Property Tax Appeal Board

Name of Individual Completing Survey: Becky Moody

Individual's Working Title: Fiscal Officer

Individual's Phone Number: 217/557-0122

Individual's Mailing Address: 402 Stratton Office Building, Springfield, IL

Individual's Email Address: becky.moody@illinois.gov

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

21

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
Staff has been provided with a copy of the Hispanic Employment Plan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
N/A – the Property Tax Appeal Board has not had a need for bilingual services to date.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The PTAB currently has no Hispanic or Spanish-speaking bilingual persons.

The PTAB filled three vacancies in FY06; all were under the jurisdiction of the union contract.

Were there any increases in those levels from the prior year? If so, please provide specific details.

N/A

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

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Please attach additional sheets as necessary.

### State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Public Health

Name of Individual Completing Survey: Robin Tucker-Smith

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (312) 814-1041

Individual's Mailing Address: 100 W. Randolph St., Rm. 6-600, Chicago 60601

Individual's Email Address: [robin.tucker@illinois.gov](mailto:robin.tucker@illinois.gov)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

9 Officials and Managers

11 Professionals

1 Technicians

n/a Protective Service Workers

1 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

4 Officials and Managers

6 Professionals

0 Technicians

n/a Protective Service Workers

0 Para-Professionals

5 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

337 Officials and Managers  
592 Professionals  
40 Technicians  
n/a Protective Service Workers  
56 Para-Professionals  
94 Office and Clerical  
2 Skilled Craft Workers  
9 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,130

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
10 Professionals  
1 Technicians  
n/a Protective Service Workers  
1 Para-Professionals  
1 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
No, however, all projects are sufficiently funded through the IDPH Center for Minority Health and Office of Human Resources budget allocations.  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
Projects are funded through IDPH Center for Minority Health Services and the Office of Human Resources budget allocation.  
\_\_\_\_\_  
\_\_\_\_\_
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The EEO Officer and Center for Minority Health Services staff provide information to the Director's Senior Staff regarding mandates. Managers ensure appropriate dissemination and compliance.  
\_\_\_\_\_
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
-Increased number of Hispanics on Senior Staff and Officials/Managers EEOC category  
-Increased number of Hispanic Rutan Certified Employees  
-Identified additional recruitment resources and community linkages  
-Developed recruitment plan to address underutilization and identification of candidates for specialized positions within agency  
-Reclassification of titles to include the Spanish Speaking Option in underutilized regions
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
Identified the need for task force comprised of staff who provide direct service to Hispanic community. Survey staff to assess bilingual employees available for certification.  
\_\_\_\_\_  
\_\_\_\_\_



- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

All eligible employees were encouraged to enroll in Upward Mobility Program during open enrollment.

Development of additional agency training programs.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Personnel Staff and EEO Officer met several times to discuss and clarify revisions.

Interviewers have been made aware of justification requirement when positions are not filled with underutilized candidates. EEO Officer Reviews Hire/Promotion Monitors before offers are made. Information is provided to Director's Senior Staff.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The DHR assisted IDPH by providing technical support and clarification on how to complete the revised Hire/Promotion Monitor forms.

CMS provided guidance and one on one support to EEO officer relative to the understanding of and compliance with the Hispanic Employment Plan.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

In FY06 IDPH exceeded the numeric hiring/promotion compliance goals set by the

Department of Human Rights--29% of our hires/promotions addressed underutilization.

IDPH had 7 Hispanic hires in FY06.

Were there any increases in those levels from the prior year? If so, please provide specific details.

Hispanic employment #'s from FY05 and FY06 are as follows:

FY05 - 21 employees

FY06 - 28 employees

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

As an agency IDPH has been relatively successful in recruiting through word of mouth via  
our network of employees--we will continue in this vein and by expanding our network  
of linkages w/community based organizations. Our Senior Staff, The Office of Human  
Resources and the Center for Minority Health Services at IDPH have all been diligent  
and committed to addressing issues of underutilization where it exists.

Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

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503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

**Agency:** Illinois Department of Revenue

**Name of Individual Completing Survey:** Ruby Taylor

**Individual's Working Title:** Equal Employment Opportunity Officer

**Individual's Phone Number:** 217-524-9210

**Individual's Mailing Address:** 101 West Jefferson, Mail Code 5-500, Springfield IL.  
62702

**Individual's Email Address:** Ruby.Taylor@illinois.gov.

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 8 \_\_\_ Officials and Managers  
\_\_\_ 19 \_\_\_ Professionals  
\_\_\_ 2 \_\_\_ Technicians  
\_\_\_ 0 \_\_\_ Protective Service Workers  
\_\_\_ 3 \_\_\_ Para-Professionals  
\_\_\_ 0 \_\_\_ Office and Clerical  
\_\_\_ 0 \_\_\_ Skilled Craft Workers  
\_\_\_ 0 \_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_ 4 \_\_\_ Officials and Managers  
\_\_\_ 7 \_\_\_ Professionals  
\_\_\_ 2 \_\_\_ Technicians  
\_\_\_ 0 \_\_\_ Protective Service Workers  
\_\_\_ 1 \_\_\_ Para-Professionals  
\_\_\_ 0 \_\_\_ Office and Clerical  
\_\_\_ 0 \_\_\_ Skilled Craft Workers  
\_\_\_ 0 \_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

336 Officials and Managers

1279 Professionals

158 Technicians

2 Protective Service Workers

165 Para-Professionals

185 Office and Clerical

9 Skilled Craft Workers

10 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,058

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

4 Officials and Managers

19 Professionals

9 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:**

There are no specific allocations for Hispanic and Spanish-speaking bilingual programs.

7. **Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):**

See above.

8. **What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?**

IDOR staff is routinely updated on new legislative mandates and receive appropriate training in their respective areas of responsibility.

- 
9. **List all agency activities undertaken in implementing the State Hispanic Employment Plan:**

- a) **Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):**

The Recruitment and Selection staff faxes position vacancies to all known organizations with an orientation toward serving minorities.

The Audit Bureau visits several state universities each year as part of the recruiting process.

For the past two years Revenue representatives attended the IAHSE conference and purchased a booth in order to inform the participants of job vacancies within the department.

The Audit Bureau routinely makes contact with Latino organizations to assist in the recruitment of auditor trainees.

- b) **Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:**

Promote increase recruitment of bilingual employee with pay incentive as needed.

- c) **Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:**

There is no specific structure outside of the normal CMS programs and processes geared exclusively toward Hispanic employees.

- d) **How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:**

The Recruitment and Selection staff and the EEO Officer met several times to work out a procedure that implements the Hiring and Promotion Monitor requirements. In addition, they have sought guidance from the Department of Human Rights.

- 
- e) **Recommendations provided by DHR, CMS or the Auditor General:**

IDOR has no record of recommendations provide by CMS or the Auditor General. However, IDOR has received guidance from the Department of Human Rights in regards to the Hiring and Promotion Monitors.

10. **Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:**

Even though, IDOR has not reached the desired level of Hispanic and Spanish speaking bilingual persons the agency has made progress. During the fourth quarter the Revenue's number showed a slight improvement. We remain hopeful that the proposed recruitment program will improve the numbers even more.

**Were there any increases in those levels from the prior year? If so, please provide specific details.**

Yes, there were increases in the levels from the prior year. In the category of Official Managers there was an increase of 2, Professional had an increase of 11 and Para-Professional had an increase of 3.

**11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.**

In an effort to increase cultural, ethnic and racial diversity within its workforce Revenue has proposed the development of a three-step program. Revenue will embark upon an aggressive Recruitment Plan that will actively seek qualified Hispanic, minority and disabled candidates to fill Revenue Tax Specialist and Revenue Audit Trainee positions. In-depth training and comprehensive retention plan will also be major components of the program.

In addition, Revenue will continue to contact Hispanic organizations for referrals and other suggestions regarding recruitment strategies.

Please attach additional sheets as necessary.



## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: \_\_\_\_\_ Office of the Illinois State Fire Marshal \_\_\_\_\_

Name of Individual Completing Survey: \_\_\_\_\_ Stephanie Kirk \_\_\_\_\_

Individual's Working Title: \_\_\_\_\_ Human Resources Director \_\_\_\_\_

Individual's Phone Number: \_\_\_\_\_ (217) 785-1026 \_\_\_\_\_

Individual's Mailing Address: \_\_\_\_\_ 1035 Stevenson Drive, Springfield, IL. 62703 \_\_\_\_\_

Individual's Email Address: \_\_\_\_\_ stephanie.kirk@illinois.gov \_\_\_\_\_

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_2\_\_\_ Officials and Managers

\_\_\_1\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_1\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_1\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_1\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_25\_\_\_ Officials and Managers  
\_\_\_65\_\_\_ Professionals  
\_\_\_32\_\_\_ Technicians  
\_\_\_14\_\_\_ Protective Service Workers  
\_\_\_5\_\_\_ Para-Professionals  
\_\_\_11\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_2\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_154\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_1\_\_\_ Professionals  
\_\_\_2\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_0\_\_\_ Para-Professionals  
\_\_\_0\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

The OSFM did not specifically budget for Hispanic programs in FY06, but we were able to redirect money for translating publications and some other related projects after we acquired a Spanish Speaking manager.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

For FY07, the OSFM absorbed our new Latino program cost increase within our internal allocation for Public Education, and we were successful in getting a \$15K increase to our printing budget with bilingual publications targeted.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All management staff responsible for hiring, interviewing, recruitment and EEO are instructed of the initiative to eliminate the underutilization of Hispanic persons in our Agency. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The Human Resources Director reviews the Plan with the panel prior to interview and selection of candidates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Applicable job postings are not only posted on the state-wide job post system, but are also posted on the Agency website; e-mail "blasts" to all fire departments in the state are sent with job posting information; for recruitment efforts all job postings are forwarded to the IL Latino Coalition for Prevention networks.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

On-going re-classification of current vacancies of office positions and field positions in applicable areas as Spanish-Speaking bi-lingual

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Upward Mobility (AFSCME), Tuition reimbursement is available as well.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

All management staff responsible for hiring, interviewing, recruitment and EEO are instructed of the initiative to eliminate the underutilization of Hispanic persons in our Agency. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The Human Resources Director reviews the Plan with the panel prior to interview and selection of candidates.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Many Hispanics applying for positions are receiving "A" grades from CMS. However, they are showing up on the "Open Competitive" lists blocked by "A" grade Veterans. Changes to positions to include Spanish Speaking, bi-lingual requirements do not always guarantee that the bi-lingual person is Hispanic. This agency will continue in our attempts.

11. Were there any increases in those levels from the prior year? If so, please provide specific details.

OSFM hired 2 additional Hispanic employees, but lost a Hispanic employee due to discharge.

12. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Re-classification of additional positions and on-going recruitment in the Hispanic community.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois State Police

Name of Individual Completing Survey: Ms. Suzanne L. Y. Bond

Individual's Working Title: EEO Program Manager

Individual's Phone Number: 217-782-1282

Individual's Mailing Address: 3700 East Lake Shore Drive, Springfield, IL 62712-8639

Individual's Email Address: Suzanne\_Yokley-Bond@isp.state.il.us

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

4 Officials and Managers  
14 Professionals  
55 Technicians  
108 Protective Service Workers  
5 Para-Professionals  
9 Office and Clerical  
1 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_\_\_ Officials and Managers  
\_\_\_\_\_ Professionals  
\_\_\_\_\_ Technicians  
\_\_\_\_\_ Protective Service Workers  
\_\_\_\_\_ Para-Professionals  
1 Office and Clerical  
\_\_\_\_\_ Skilled Craft Workers  
\_\_\_\_\_ Service-Maintenance

\*Additionally, the Department employees 80 Spanish-speaking sworn officers who are entitled to a minimum of 2 hours of overtime when they are called upon to offer this service to our Spanish-speaking citizens.

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

201 Officials and Managers

672 Professionals

752 Technicians

1,438 Protective Service Workers

148 Para-Professionals

303 Office and Clerical

10 Skilled Craft Workers

28 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,552

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

-2 Officials and Managers

-16 Professionals

-2 Technicians

-6 Protective Service Workers

       Para-Professionals

-4 Office and Clerical

       Skilled Craft Workers

-1 Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

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7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

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8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

EEO Office and Human Resource Bureau staff members have:

- \* attended informational meetings conducted by Central Management Services and the Department of Human Rights;
- \* met with representatives of the Central Management Services, Diversity Enrichment Program; and
- \* conducted internal meetings

to ensure compliance with the legislative mandates of the Hispanic Employment Plan. Finally, the Director sent the attached memorandum (see attachment #1) to each of his Deputy Director's asking them to review their vacancies in light of these mandates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
See Attachment #2

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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
The agency has identified minimum staffing guidelines for front line positions wherein a benefit to the public would be derived from the employment of Spanish-speaking personnel. These guidelines will be used as future vacancies in these positions are filled within the agency.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Although not specifically tailored to Hispanic employees, the Department offers a Mentoring Program to all employees designed to enhance their opportunity for career advancement.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

EEO Office and Human Resource Bureau staff members have conducted training for all personnel liaisons in the agency responsible for completing hiring and promotion monitors.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Illinois State Police has developed goals for FY07 Annual Equal Employment Opportunity Plan (see Attachment #2) to recruit qualified minorities for sworn and civilian positions. These goals have been approved by the Illinois Department of Human Rights.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

During FY06, there were 160 opportunities to hire/promote in underutilized categories of African Americans, Hispanics, Females, Asians and Native Americans; 73 or 46 percent addressed underutilization.

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes -- In FY06, the Illinois State Police had a 14 percent increase of hires and promotions which addressed underutilization.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The Illinois State Police has developed goals for FY07 Annual Equal Employment Opportunity Plan (see Attachment #2) to recruit qualified minorities for sworn and civilian positions.

Please attach additional sheets as necessary.

# **State Hispanic Employment Plan Survey 2006**

## **Attachment 2**

1. The EEO Program Manager and Recruitment Section Manager will disseminate information on upcoming Remote Site Testings to various religious, educational and community organizations to reach additional qualified women candidates.
2. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to identify and target specific female and minority recruitment sources/forums and ensuring adequate resources are allocated toward these efforts. During FY07, the Recruitment Section will attend recruitment fairs/conferences hosted by the Illinois Association of Minorities in Government (IAMG), Combined Law Enforcement Hispanic Heritage Committee (CLEHHC), Hispanic Alliance for Career Enhancement (HACE), Hispanic Illinois State Law Enforcement Association (HISLEA), National Organization of Black Law Enforcement Executives (NOBLE), National Association of Advancement of Colored People (NAACP), International Association of Hispanic State Employees (IAHSE), and National Association of Blacks in Criminal Justice (NABCI). Additionally, the ISP advertises the Department's vacant positions on CAN-TV, a public access channel in Chicago, in both Spanish and English.
3. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to ensure Remote Site Testing, Upcoming Merit Board Testing, and Pre-testing information is available for interested female and minority applicants on the Internet.
4. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to send notification letters to female and minority applicants for the Pre-testing examination approximately a month prior to the scheduled date.
5. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of female and minority applicants and the effectiveness of other recruitment strategies.
6. The EEO Program Manager and Recruitment Section Manager will disseminate information on upcoming Remote Site Testings to various religious, educational and community organizations to reach additional qualified female and minority candidates.
7. The EEO Program Manager and Recruitment Section Manager will maintain the ISP website to include our ISP College Student Internship application, so that interested applicants can download the application.
8. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review and analyze alternative methods of attracting a more diversified candidate pool for our Internship Program.
9. The EEO Program Manager and Recruitment Section Manager will work with religious, educational and community organizations to target identify qualified female and minority youth to participate in our Internship Program.

## **State Hispanic Employment Plan Survey 2006**

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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: ILLINOIS STATE POLICE MERIT BOARD

Name of Individual Completing Survey: MELINDA GUTIERREZ

Individual's Working Title: HR/CFO

Individual's Phone Number: (217)786-6244

Individual's Mailing Address: 3180 ADLOFF LANE, SUITE 100  
SPRINGFIELD, IL 62703

Individual's Email Address: [mgutierrez@mail.state.il.us](mailto:mgutierrez@mail.state.il.us)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_5 (five)\_\_\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

\_\_\_0\_\_\_ Technicians

\_\_\_0\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:  
NO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
When there is a position to be filled all CMS guidelines are followed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- e) Recommendations provided by DHR, CMS or the Auditor General:

NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any increases in those levels from the prior year? If so, please provide specific details.

NONE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
NONE

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Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: STATE EMPLOYEES' RETIREMENT SYSTEM

Name of Individual Completing Survey: MARTY NANTKES

Individual's Working Title: HUMAN RESOURCES MANAGER

Individual's Phone Number: (217) 785-7018

Individual's Mailing Address: 2101 S. Veterans Parkway, Springfield 62794-9255

Individual's Email Address: mnantkes@srs.state.il.us

*mailed 12/26/06*

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

17 Officials and Managers  
31 Professionals  
7 Technicians  
0 Protective Service Workers  
15 Para-Professionals  
11 Office and Clerical  
2 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

83

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

N/A

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

N/A

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

N/A

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

N/A

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

NO

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

N/A

Please attach additional sheets as necessary.

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Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Transportation

Name of Individual Completing Survey: Vincent E. Rangel and Issa G. Lozada

Individual's Working Title: Deputy Director and Diversity Administrator of Finance & Administration

Individual's Phone Number: VER (312 793-2966 and IGL (312 793-2967)

Individual's Mailing Address: 300 W Adams, Suite 200, Chicago, IL 60606

Individual's Email Address: Vincent.Rangel@illinois.gov and Issa.Lozada@illinois.gov



1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

19 Officials and Managers

42 Professionals

16 Technicians

\*0 Protective Service Workers \*(currently employed by CMS)

5 Para-Professionals

2 Office and Clerical

3 Skilled Craft Workers

42 Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

       Officials and Managers

       Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

6 Service-Maintenance \*

\*IDOT for the first time created 6 Highway Maintainer positions with Bilingual Spanish Speaking Options.

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

1059 Officials and Managers

1357 Professionals

795 Technicians

\*0 Protective Service Workers \*(currently employed by CMS)

156 Para-Professionals

123 Office and Clerical

91 Skilled Craft Workers

~~2179~~ Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

5806 is the total number of agency employees on board; including full time, part-time, and LOA's.

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

14 Officials and Managers

14 Professionals

15 Technicians

\*0 Protective Service Workers \*(currently employed by CMS)

2 Para-Professionals

2 Office and Clerical

5 Skilled Craft Workers

122 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual

(Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

There is no direct financing for the FY06 budget allocation specifically for Hispanic or Spanish speaking employment programs, however, the Finance & Administration staff provides funding for Hispanic outreach specific to the areas of Hispanic hiring, recruitment and retention.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The FY07 budget provides funding for programs such as the Hispanic Employment program and Bilingual (Spanish speaking option) programs with its personnel budget which covers recruitment and hiring. Please review question 8 for FY06 activities that are on going in our Hispanic initiatives.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- a) Participate with CMS Personnel HR monthly meeting to keep abreast of all administrative policy updates.
- b) Partner with IDOT's the Office of Business Workforce and Diversity's administrative staff and DBE Liaisons to increase communication statewide with local legislatures.
- c) IDOT's Chief of Staff, Clayton Harris has created a Diversity Council which includes members from all the various high ranking members of each agency to increase the speed with which information gets filtered to the various departments.
- d) A new position has been created, Diversity Administrator- Issa Lozada, who will work directly with the office of Finance & Administration and the office of Business and Workforce Diversity.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Diversity Council will work toward fulfilling the legal and ethical obligation to serve every segment of the population, which addresses IDOT's key areas of: Recruitment, Retention, Training, Monitoring and Communication.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Bilingual Spanish Speaking Option- Highway Maintainer Position, District 1, Cook County- 6 openings.

All IDOT postings are now distributed in Spanish to all IDOT yards, CMS, IDES, and Veterans offices.

Partner with CMS and the Illinois Department of Employment Security to assist with the hiring of Highway Maintainers in the Lake County area, specifically Grays lake and Gurnee. Working with IETC, Otto Wallin to establish a curriculum for the endorsements required to work for IDOT and other state agencies, such as the Illinois Tollway.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement; self-development-training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Provide information about the Upward Mobility Program to all statewide IDOT employees.

IDOT partnered with CTA, METRA, RTA, and PACE to sponsor the Transportation Symposium geared toward assisting DBE companies.

IDOT was a conference Gold sponsor to the Illinois Association of Hispanic State Employees annual event. IDOT paid for the participation of 20 state employees to attend the conference.

IDOT has a partnership with the Illinois Hispanic Chamber of Commerce (IHCC) to assist in the DBE certification program. The IHCC provides free of charge assistance in how to establish your business and provides the necessary resources to achieve the individual's respective goals.

IDOT's department of Employee Services provides a program titled, GATE that all employees may voluntarily participate in. The growth and training courses develop skills to increase employee's competence, personal growth, and leadership techniques.

Partnership with American Association of State Highway and Transportation Officials to establish a hands on educational outreach program for use in science, math, social science classes.

Partnership with Benito Juarez Community High School , Chicago Public Schools provided Juarez with a 20k Transportation Grant. IDOT has been working within the pre-engineering program for two years.

IDOT was a conference Bronze sponsor to the Hispanic Illinois State Law Enforcement Agency in support of their annual student scholarship banquet.

IDOT will participate in the annual Latino Caucus Conference.

IDOT has partnered with Society of Hispanic Professional Engineers to assist in the hiring and retention of Hispanic engineers at IDOT.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Employees from Finance & Administration, Deputy Director-Vincent Rangel & Diversity Administrator Issa Lozada, staff members from personnel attend all CMS HR personnel meetings to ensure we are up to date with human resource policies and procedures and forward pertinent information to the respective departments within IDOT.

- e) Recommendations provided by DHR, CMS or the Auditor General:

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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Bureau Chief of Civil Rights (BCR) will be monitoring the hiring and promotion process. The BCR Chief will have 7 days to review all documentation and make a recommendation to the Bureau Chief of Personnel. In the event of a disagreement, the issue will be presented to the Diversity Council and resolved with their input. Final hiring decisions shall rest on the Chief of Staff.

Were there any increases in those levels from the prior year? If so, please provide specific details.

There was an increase in the following areas: Technician (+2), Para-professional (+1); and Skilled Craft Workers (+2).

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

IDOT is working towards improving the number of Hispanic and Spanish speaking bilingual employed at our agency. The creation of the Diversity Council in addition to participation to the CMS HR personnel monthly meetings will help to accelerate our Hispanic recruitment, hiring, and retention initiatives.

Please attach additional sheets as necessary.

## **State Hispanic Employment Plan Survey 2006**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: Illinois Department of Veterans' Affairs

Name of Individual Completing Survey: Christi Rios

Individual's Working Title: Deputy Director of Human Resources

Individual's Phone Number: (217) 785-7208

Individual's Mailing Address: 833 S. Spring St. PO Box 19432 Springfield IL 62794

Individual's Email Address: [crr@dva.state.il.us](mailto:crr@dva.state.il.us)

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers  
1 Professionals  
4 Technicians  
1 Protective Service Workers  
3 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
~~1 Service-Maintenance~~

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance



3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

58 Officials and Managers  
203 Professionals  
213 Technicians  
21 Protective Service Workers  
383 Para-Professionals  
47 Office and Clerical  
24 Skilled Craft Workers  
194 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,113 \_\_\_\_\_

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

0 Officials and Managers  
3 Professionals  
2 Technicians  
0 Protective Service Workers  
7 Para-Professionals  
2 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Mandatory training in the Approved Affirmative Action Plan \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a. Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Attend recruitment fair targeted to Hispanics in underutilized areas. As well as developing relationships with Hispanic recruitment sources; i.e. CMS Diversity Outreach, Image, IAHSE, etc.

\_\_\_\_\_  
\_\_\_\_\_

- b. Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d. How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The positions are reviewed by Deputy Director prior to approval to offer appointments, transfers, or promotions.

\_\_\_\_\_  
\_\_\_\_\_

- e. Recommendations provided by DHR, CMS or the Auditor General:

N/A \_\_\_\_\_  
\_\_\_\_\_

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A \_\_\_\_\_  
\_\_\_\_\_

Were there any increases in those levels from the prior year? If so, please provide specific details.

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

CMS is assisting the Agencies with recruitment efforts. Many of the Agencies do not have designated staff to go into the communities and encourage minorities to test, how to test, application or interviewing assistance. CMS has a designated unit for outreach.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey 2006

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

**DUE:** Wednesday, November 8, 2006

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or [olga.iniguez@illinois.gov](mailto:olga.iniguez@illinois.gov).

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:**

Chief Legal Counsel  
Illinois Department of Human Rights  
100 W. Randolph St., Ste. 10-100  
Chicago, Illinois 60601

Agency: **Illinois Workers' Compensation Commission**\_\_\_\_\_

Name of Individual Completing Survey: **Rebecca Loreda Paz**\_\_\_\_\_

Individual's Working Title: **Human Resources Manager**\_\_\_\_\_

Individual's Phone Number: **(312) 814-6530**\_\_\_\_\_

Individual's Mailing Address: **100 W. Randolph Suite 8-269, Chgo., IL. 60601**

Individual's Email Address: **rebecca.paz@illinois.gov**\_\_\_\_\_

1. As of June 30, 2006, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_3\_\_ Officials and Managers

\_\_7\_\_ Professionals

\_\_0\_\_ Technicians

\_\_0\_\_ Protective Service Workers

\_\_1\_\_ Para-Professionals

\_\_5\_\_ Office and Clerical

\_\_0\_\_ Skilled Craft Workers

\_\_0\_\_ Service-Maintenance

2. As of June 30, 2006, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_\_\_ Officials and Managers

\_\_1\_\_ Professionals

\_\_\_\_\_ Technicians

\_\_\_\_\_ Protective Service Workers

\_\_\_\_\_ Para-Professionals

\_\_2\_\_ Office and Clerical

\_\_\_\_\_ Skilled Craft Workers

\_\_\_\_\_ Service-Maintenance

3. As of June 30, 2006, provide the number of funded positions within each of the following EEOC categories:

26 Officials and Managers

92 Professionals

2 Technicians

0 Protective Service Workers

26 Para-Professionals

50 Office and Clerical

0 Skilled Craft Workers

3 Service-Maintenance

4. As of June 30, 2006, provide total number of agency employees on board; include full-time, part-time and LOA's:

173

5. As of June 30, 2006, provide the underutilization for Hispanics by category:

       Officials and Managers

       Professionals

       Technicians

       Protective Service Workers

-2 Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual

(Spanish-speaking option) program(s)? If yes, provide FY 06 budget allocation for each of these programs:

**No, the Commission does not have a special budget allocation for the Hispanic Employment Program. In FY06 the Commission budgeted \$6,500 for bilingual pay.**

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**Due to the FY06 budget allotment for bilingual pay not being exhausted, FY07 was budgeted at the same amount of \$6,500**

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

**This plan is reviewed regularly at our Monthly Managers' meeting and a report outlining progress is presented. Personnel responsible for interviewing, recruitment and EEO programs are also present at these meetings.**

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
**Community outreach will be strengthened by contact with community based organizations and other Hispanic/ Latino organizations. These organizations and contacts will be notified of vacancies and forwarded copies of postings. The current contact list includes the following: Hispanic Alliance for Career Enhancement; Hispanic Illinois State Law Enforcement Association; Illinois Coalition for Immigrant and Refugee Rights; Illinois Hispanic Chamber of Commerce; Illinois Legislative Latino Caucus Foundation; Casa Central; Instituto del Progreso Latino; Mujeres Latinas en Accion; Mexican American Legal Defense and Educational Fund; Puerto Rican Legal Defense and Education Fund; and the League of United Latin American Citizens.**

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

**We currently have 3 Spanish-speaking positions and have also written a new Spanish-speaking investigator position. When money and headcount allow, we would like to add a second Spanish-speaking position in our Insurance Compliance Division**

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

**At this time, the Commission directs employees to make use of the Upward Mobility Program and our own tuition reimbursement program. The Commission also pays for some of our employees to attend the Illinois Association of Hispanic State Employees' Annual Conference. We also have an Education and Research Division that works to provide training geared to professional and personal development. Also as part of our supplemental agreement with AFSCME, we cross train employees whenever possible, so that required skill levels can be increased for future use.**

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

**All promotion and hiring packages are sent to CMS for processing. The appropriate monitor is included in each package. Should a package be found to be non-compliant with the mandatory Hiring and Promotion Monitor requirement, the transaction is not processed.**

- e) Recommendations provided by DHR, CMS or the Auditor General:  
**No recommendations regarding Hispanic employment have been received from the Department of Human Rights ; Central Management Services nor the Auditor General.**

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

**The agency monitors the success of our Spanish-speaking program with the assistance and input of our Spanish speaking employees. Since the establishment of these positions, we have not seen a need to increase the number of bilingual positions in those departments most utilized by the Spanish-speaking public, as 96% of injured employees filing workers' compensation claims hire English-speaking legal counsel.**

Were there any increases in those levels from the prior year? If so, please provide specific details.

**There have not been any increases in comparison to previous years.**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
**We have established a new Spanish speaking position, Workers Compensation Insurance Compliance Investigator, and hope to fill this new vacancy shortly. In the future we would also like to establish a Spanish-speaking office Coordinator in our Insurance Compliance Division.**



# **Appendix 4**



**BILINGUAL NEEDS AND BILINGUAL PAY SURVEY**  
**2006 REPORT (updated as of 1/23/2007)**

Agencies with Bilingual Needs ( * denotes updated information received after initial issuance of report ; "N/A" = Not Applicable : "NR" = No Response : "Unk." = Unknown ; .)	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay
	Total Number	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance			Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual					
		15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More														
Aging*	3,200	63%	34%	3%	0%	100%	4	2	1	100%	0%	0%	0%	0	1	0	0	0	2
Agriculture	90	50%	25%	25%	0%	100%	3	3	3	100%	0%	0%	0%	1	6	0	0	0	3
Arts Council	500 +	60%	40%	0%	0%	45%	1	1	1	0%	100%	0%	0%	1	1	0	0	0	1
Central Management Services	407	40%	55%	5%	0%	60%	3	3	3	100%	0%	0%	0%	0	3	1	0	0	3
Children & Family Services*	6,577	0%	0%	0%	100%	100%	225	174	174	100%	0%	0%	0%	0	225	4	3	0	0

**BILINGUAL NEEDS AND BILINGUAL PAY SURVEY**  
**2006 REPORT (updated as of 1/23/2007)**

Agencies with Bilingual Needs (* denotes updated information received after initial issuance of report ; "N/A" = Not Applicable ; "NR" = No Response ; "Unk." = Unknown ; .)	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay
	Total Number	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance			Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual					
Commerce & Economic Opportunity*	1,184	36%	43%	7%	14%	71%	12	10	10	24%	40%	33%	3%	0	18	2	1	0	5
Commerce Commission	1,490	0%	0%	0%	0%	> 50%	5	5	5	100%	0%	0%	0%	0	5	1	1	0	0
Corrections	Unk.	0%	0%	100%	0%	0%	Unk.	45	45	0%	100%	0%	0%	0	194	Unk.	Unk.	Unk.	31
Deaf and Hard of Hearing Commission	4,000	0%	0%	0%	100%	0%	6	6	5	100%	0%	0%	0%	0	7	3	2	0	0
Employment Security	17,250	45%	55%	0%	0%	75%	192	124	124	96%	2%	2%	0%	0	192	32	32	0	0
Environmental Protection Agency	31,320	94%	2%	1%	3%	3%	2	2	2	100%	0%	0%	0%	8	2	0	0	0	2
Executive Inspector General	50	0%	10%	0%	90%	90%	1	0	0	0%	100%	0%	0%	1	0	0	0	0	0

**BILINGUAL NEEDS AND BILINGUAL PAY SURVEY**  
**2006 REPORT (updated as of 1/23/2007)**

Agencies with Bilingual Needs ( * denotes updated information received after initial issuance of report ; "N/A" = Not Applicable ; "NR" = No Response ; "Unk." = Unknown ; .)	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay
	Total Number	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance			Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual					
		15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More														
Financial & Professional Regulation	9,000	50%	46%	3%	1%	35%	30	25	25	12%	28%	51%	9%	0	36	6	6	1	22
Guardianship & Advocacy Commission	224	30%	20%	40%	10%	15%	9	7	6	64%	16%	16%	4%	1	7	0	0	0	4
Healthcare & Family Services	123,904	36%	44%	14%	6%	87%	108	99	91	76%	17%	4%	3%	0	100	33	28	2	82
Human Rights Commission	Unk.	0%	0%	0%	0%	0%	2	1	1	100%	0%	0%	0%	2	1	0	0	0	1
Human Rights Department	0	0%	0%	0%	0%	0%	27	23	23	100%	0%	0%	0%	0	27	2	2	0	20
Human Services	139,170	N/A	N/A	N/A	N/A	100%	386	461	461	94%	3%	2%	1%	0	1,017	Unk.	Unk.	Unk.	441
Juvenile Justice	Unk.	0%	0%	100%	0%	0%	Unk.	5	5	0%	100%	0%	0%	0	7	Unk.	Unk.	Unk.	5
Labor	1,300	25%	75%	0%	0%	50%	7	7	7	80%	20%	0%	0%	0	7	2	0	0	6

**BILINGUAL NEEDS AND BILINGUAL PAY SURVEY**  
**2006 REPORT (updated as of 1/23/2007)**

Agencies with Bilingual Needs ( * denotes updated information received after initial issuance of report ; "N/A" = Not Applicable ; "NR" = No Response ; "Unk." = Unknown ; .)	Cases Requiring Bilingual Assistance								Employees Using Bilingual Skills																							
	Total Number	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance			Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions											Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual	Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay	
		15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More																											
Natural Resources	0	0%	0%	0%	0%	0%	1	1	1	0%	0%	100%	0%	0	1	0	N/A	1	0													
Prisoner Review Board	416	25%	63%	12%	0%	0%	3	1	3	100%	0%	0%	0%	2	1	0	0	1	1													
Public Health	3,500	60%	37%	3%	0%	30%	25	19	19	35%	30%	25%	10%	0	26	14	12	0	15													
Revenue	5,387	55%	41%	1%	3%	91%	23	23	17	47%	24%	24%	5%	0	57	6	3	1	16													
State Fire Marshal	30	80%	20%	0%	0%	0%	4	2	2	50%	0%	0%	50%	0	2	0	0	0	0													
State Police	480	10%	90%	0%	0%	100%	1	1	1	100%	0%	0%	0%	0	1	0	0	0	1													
Transportation	5	100%	0%	0%	0%	0%	0	0	0	0%	0%	0%	0%	1	1	Unk.	0	0	0													
Workers' Compensation Commission	857	96%	4%	0%	0%	0%	3	3	3	53%	47%	0%	0%	0	3	0	N/A	N/A	2													
TOTALS:	349,841	35%	26%	12%	12%	43%	1,083	1,053	1,038	62%	22%	9%	3%	17	1,948	106	90	6	663													

# BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

## 2006 REPORT

Agencies with Bilingual Needs (* denotes updated information received after initial issuance of report ; "N/A" = Not Applicable ; "NR" = No Response ; "Unk." = Unknown ; .)	Number of non-Hispanic Employees Receiving Bilingual Pay	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How Are Needs Determined? (Check survey forms for more complete information.)	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.)
Aging*	0	0	0	In addition to answering calls on our Senior Help Line (SHL), our bilingual staff respond to clients contacting the Department's Circuit Breaker Division with bilingual Spanish calls, correspondence and translations. The SHL logs all calls and documents bilingual calls. Our bilingual staff leave messages on voice mail for call backs. When an agency has bilingual staff, the word spreads throughout communities quickly. Clients, caregivers and professionals begin to call and ask to speak to the bilingual staff. Bilingual staff are also needed for public speaking, staffing exhibits, participating in conferences and translating outreach materials and forms.	The number of bilingual positions required to deliver quality service to the Spanish-speaking public. The call centers need four bilingual Spanish staff to meet the needs of callers, correspondence and outreach.
Agriculture	0	0	0	The agency receives many bilingual requests in the Chicago area because many employees work in predominantly Spanish-speaking state licensed and inspected establishments. For this reason, they maintain a bilingual supervisor in the Chicago area and have hired two additional Spanish-speaking meat inspectors.	3
Arts Council	0	0	0	Judgment is made by the agency based on the number of applications and phone inquiries received each year, and by the number of grant applications submitted to the agency receiving technical assistance to their own applications.	Due to a current headcount of 19, 1 person has been assigned this responsibility; this has proved to be sufficient for the agency's current needs.
Central Management Services	0	0	0	By reviewing the Affirmative Action Plan and actively pursuing Hispanic employees.	3
Children & Family Services*	1	0	0	NR; According to the response from the 2005 Survey: The caseworker makes the determination that bilingual services are needed to take a hotline report; the call is then assigned to a bilingual investigator or interpreter. Cases are also opened on the SACWIS system, which includes fields for marking language needs. The department complies with the Council on Accreditation Standards regarding the ratio of cases assigned to a worker: 9 to 1 for investigations and 12 to 1 for operations. DCFS also complies with the Burgos Consent Decree of 1977 which mandates the employment of bilingual staff in all offices where Spanish-speaking families are served.	NR

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Commerce & Economic Opportunity*	2	0	0	Determinations are made by management based on client needs in the respective Bureau or Office.	The Agency has 7 filled bilingual positions that require utilization of the Spanish language. There is one vacancy currently being filled that requires the ability to speak/write Spanish. The the best of the the Agency's determination, with the filling of that position, the Agency is meeting the needs of the Spanish speaking public.
Commerce Commission	0	0	0	The Consumer Services Division (CSD) currently has 5 employees using bilingual skills to fulfill job duties. Data indicates that approximately 1/3 of bilingual assistance calls were not answered in the CSD before the caller hung up. The loss of bilingual calls is significantly higher than the loss of nonbilingual calls (10% for the same time period). This difference is due to the low staffing level in CSD. The bilingual staff also receive calls where bilingual assistance is not needed. Because bilingual staff frequently answer nonbilingual calls the wait time for bilingual calls increases. All calls could be answered sooner if staffing were increased, thus resulting in a lower abandoned call rate.	The Consumer Services Division (CSD) currently has 5 employees using bilingual skills to fulfill job duties. Data indicates that approximately 1/3 of bilingual assistance calls were not answered in the CSD before the caller hung up. The loss of bilingual calls is significantly higher than the loss of nonbilingual calls (10% for the same time period). This difference is due to the low staffing level in CSD. The bilingual staff also receive calls where bilingual assistance is not needed. Because bilingual staff frequently answer nonbilingual calls the wait time for bilingual calls increases. All calls could be answered sooner if staffing were increased, thus resulting in a lower abandoned call rate.
Corrections	11	3	0		
Deaf and Hard of Hearing Commission	0	6	0	Agency clientele is about 100% deaf or hard-of-hearing; 7 positions required due to number of clients.	0
Employment Security	5	1	0	The agency determines bilingual needs by reviewing census data, unemployment insurance data and telephone language interpreter line usage.	192
Environmental Protection Agency	0	0	0	The agency uses a sample of calls to determine adequate service is provided to the public.	The agency uses a sample of calls to determine adequate service is provided to the public.
Executive Inspector General	0	0	0	No determination is made; service is rendered as a result of diverse staff.	



# BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

## 2006 REPORT

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Financial & Professional Regulation	3	0	0	Determined by the number of telephone inquiries and complaints the agency receives by persons who require translators, and the number of licensees who require translators during investigations/examinations.	Determined by the number of telephone inquiries and complaints the agency receives by persons who require translators, and the number of licensees who require translators during investigations/examinations.
Guardianship & Advocacy Commission	1	1	0	Based upon need after measuring client requirements.	4, all based in the Chicagoland area.
Healthcare & Family Services	17	0	0	Agency bilingual needs are based on geographical needs.	The number of bilingual positions required are based on geographical needs.
Human Rights Commission	0	0	0	Determination is based upon the volume of calls and/or complainants requiring bilingual services.	Determination based upon the number of requests for Spanish language services.
Human Rights Department	3	0	0	The need is determined by the type of service provided. The number of bilingual positions required to process cases is based on the number of charges filed annually by individuals who are only fluent in Spanish or Polish. Additionally, the Department has positions which do not process cases, but are required to communicate in Spanish.	The need is determined by the type of service provided. The number of bilingual positions required to process cases is based on the number of charges filed annually by individuals who are only fluent in Spanish or Polish. Additionally, the Department has positions which do not process cases, but are required to communicate in Spanish.
Human Services	13	2	0	The agency has developed a computerized reporting system that captures, by office, the application volume and caseload sizes of the Single Language Minority Household (SLMH) population. The statistics are examined on an annual basis to ensure that adequate bilingual staff is available to provide quation service to SLMH customers.	The agency has developed a computerized reporting system that captures, by office, the application volume and caseload sizes of the Single Language Minority Household (SLMH) population. The statistics are examined on an annual basis to ensure that adequate bilingual staff is available to provide quation service to SLMH customers.
Juvenile Justice	0	0	0		
Labor	0	0	0	The agency has determined the need for 7 total bilingual positions to encompass Spanish-speaking and Polish-speaking clientele.	6 for Spanish-speaking clients.

# BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

## 2006 REPORT

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Natural Resources	1	0	0	The agency takes into account the geographic location of the position as well as the programs offered at that location.	N/A
Prisoner Review Board	0	0	0	It is determined by the number of bilingual calls/letters received by the agency.	It is determined by the number of bilingual board hearings conducted.
Public Health	4	0	0	Management determines the bilingual needs when a new position is created and filled based upon the volume of calls received from the non-English speaking sector.	The agency has developed an LEP Task Force comprised of direct-service and mid-level management staff to address issues and service needs of LEP clients and to monitor quality assurance and provide recommendations for additional staffing.
Revenue	6	1	0	Due to complex issues encountered by the agency, bilingual tax experts are needed to communicate with foreign business owners and taxpayers, especially in the Chicago area.	19
State Fire Marshal	0	0	0	The agency has determined bilingual needs by demand and program initiative. Areas with a higher population of Spanish-speaking persons have been identified; other language needs have not been present.	The agency has determined bilingual needs by demand and program initiative. During FY '07, two positions requiring Spanish-speaking skills will be created.
State Police	0	0	0	Personnel in the field request the need for bilingual skills.	The number is determined by current usage.
Transportation	0	0	0	The agency does not serve a relatively high portion of the general public through personal contact. Highway Maintainers in the Emergency Traffic Patrol units would be most likely to do this.	Six openings are targeted for a Highway Maintainer position.
Workers' Compensation Commission	1	0	0	The agency monitors the needs of their Spanish-speaking program with the assistance and input of their Spanish-speaking employees. Cases requiring assistance of a bilingual staff member are tracked to determine the adequacy of service rendered. Have not increased the number of bilingual positions, as 96% of the injured employees who file workers' compensation claims hire English-speaking legal counsel.	Since 96% of the injured employees who file workers' compensation claims hire English-speaking legal counsel, they have not had a need to increase the number of bilingual employees.
<b>TOTALS:</b>	68	14	0		

# **Appendix 5**



# AGENCY EEO/AA PROFILE

**Agency:** Department on Aging

**Director:** Charles D. Johnson

**EEO/AA Officer:** Zina Smith

**Agency Workforce:** 146

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 1 African American, 2 Hispanics, 1 Female and 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 3 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 1 African American, 2 Hispanics, 1 Female and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 3 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 1 African American, 2 Hispanics, 1 Female and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 3 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 2 Hispanics, 1 Female and 2 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 3 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 African American, 2 Hispanics, 1 Female and 2 Asians. During the year, there were 8 opportunities to hire/promote in the underutilized categories; 1 or 13% (1 African American) addressed underutilization. This agency is underutilized by 3 people with disabilities.

### **FINDINGS**

Agency in compliance ☐

Agency in non-compliance ☒

### **RECOMMENDATIONS/COMMENTS**

The Department recommends that your agency establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

COPY

12/08/2006

Department on Aging  
Zina Smith  
421 East Capitol, Ste 100  
Springfield, Illinois 62701

Dear Zina:

Under Section 7-105(H) of the Illinois Human Rights Act, identified state agencies are required to establish and maintain preparation and promotional training programs when they have failed to meet their affirmative action and equal employment opportunity goals.

In an effort to assist these agencies in the development and modification of their training programs, the Division of Technical Services and Agency Training & Development has identified effective existing training programs and is serving as a resource to these agencies.

We are contacting you as an identified agency in need of establishing training programs to bring your agency in compliance. We would like to meet with you to provide information regarding programs such as Upward Mobility, the Training ClearingHouse, courses offered through our own training section and local community colleges, Illinois Institute for Training and Development through the Department of Human Rights, and various internship programs.

Please contact Bonnie Craig, Manager of our training section, at (217) 557-1583 to arrange a date and time that best meets your schedules.

Sincerely,

Larry Plummer, Manager  
Technical Services and Agency Training and Development  
(217) 557-1583

## Underutilization Summary by Region

Name of Agency: AGING

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 0

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 0**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)



State of Illinois  
List of Established Job Titles by EEO Category  
Aging

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	28
40070	Senior Public Serv Adm	17

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	3
00501	Admin Assistant 1	11
00502	Administrative Asst 2	8
13851	Executive 1	14
13852	Executive 2	17
19693	Human Resources Spec	1
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	2
35700	Pub Admin Intern	8
38572	Rev Tax Spec II	2
41313	Soc Serv Pro Planner 3	6
41314	Soc Serv Prog Planner 4	5
41771	Staff Develop Spec I	1
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	3
11437	Data Processing Supvr 3	1
38571	Rev Tax Spec I	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
30080	Office Specialist	2
38575	Rev Tax Spec Tr	2
43190	Student Intern	1
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
30010	Office Assistant	2
30015	Office Associate	5
30020	Office Clerk	2
38203	Reproduc Serv Tech 1	1

State of Illinois  
List of Established Job Titles by EEO Category  
Aging

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	1

# AGENCY EEO/AA PROFILE

**Agency:** Department of Agriculture

**Director:** Charles A. Hartke

**EEO/AA Officer:** Kathy Day

**Agency Workforce:** 475

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 36 African Americans, 8 Hispanics, 91 Females and 6 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 2 or 67% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 38 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 35 African Americans, 8 Hispanics, 90 Females and 6 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 37 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 35 African Americans, 8 Hispanics, 90 Females and 6 Asians. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 2 or 29% (2 Females) addressed underutilization. This agency is underutilized by 37 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 35 African Americans, 8 Hispanics, 88 Females and 6 Asians. During this quarter there were 9 opportunities to hire/promote in the underutilized categories; 4 or 44% (2 African Americans and 2 Females) addressed underutilization. This agency is underutilized by 36 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 36 African Americans, 8 Hispanics, 91 Females and 6 Asians. During the year, there were 25 opportunities to hire/promote in the underutilized categories; 8 or 32% (3 African Americans and 5 Females) addressed underutilization. This agency is underutilized by 36 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: AGRICULTURE

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1	1	3	1		6		14	3						
2						1	1	5			2	1	9							
3								2			1	1								
4											1		4							
5											1		4							
6											1		3							
7	1		3	1		3					2		6							
8								1			1		6							
9						1					2		7							
10								3					5							
11						1		3			1		2							
Total	1	0	3	1	0	7	2	17	1	0	18	2	60	3	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1					1					1		3			1		4		
8																				
9						1														
10																				
11																				
Total	1	0	0	0	0	2	0	0	0	0	1	0	3	0	0	1	0	4	0	0

Total underutilization for African Americans: 31      Total underutilization for Hispanics: 4      Total underutilization for Females: 87

Total underutilization for Asians: 5      Total underutilization for Native Americans: 0      **Total Underutilization: 127**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Agriculture

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15871	For Serv Ec Dev Exec 1	2
37015	Public Service Adm	60
40070	Senior Public Serv Adm	35

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	12
00502	Administrative Asst 2	13
00805	Agric Mkt Generalist	1
00807	Agric Marketing Reporter	4
00810	Agric Marketing Rep	5
00831	Agr Ld & Watr Res Spec 1	3
00832	Agr Ld & Watr Res Spec 2	2
00833	Agr Ld & Watr Res Spec 3	9
01072	Anm And Anm Prod Invtor	23
06941	Chemist 1	3
06942	Chemist 2	4
06943	Chemist 3	1
13792	Envir Prot Eng 2	1
13793	Envir Prot Eng 3	3
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	3
13822	Envir Prot Spec 2	3
13823	Envir Prot Spec 3	7
13851	Executive 1	16
13852	Executive 2	12
17272	Geographic Info Spec 2	1
19693	Human Resources Spec	1
21160	Information Serv Intern	1
21162	Inf Srvcs Specialist II	2
21166	Inf Systems Analyst II	8
21761	Intl Marketing Rep 1	2
27151	Microbiologist 1	3
27152	Microbiologist 2	5
30860	Paralegal Assistant	1
32501	Plant & Pest Spec I	25
32502	Plant & Pest Spec II	33
35700	Pub Admin Intern	9
45252	Tech Adv 2	1
47901	Veterinarian I	1
47903	Veterinarian 3	3

State of Illinois  
List of Established Job Titles by EEO Category  
Agriculture

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
48780	Warehouse Claims Spec	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	2
01215	Apiary Inspector	5
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
22997	Laboratory Associate 1	13
22998	Laboratory Associate 2	3
26070	Meat & Poultry Insp	95
26073	Meat & Poultry Insp Supv	11
27146	Metrologist Assoc	1
34603	Products & Stds Insp	38
34605	Products & Standards Tr	5
39951	Seed Analyst I	3
39952	Seed Analyst II	1
48881	Warehouse Examiner	5
48882	Warehouse Examiner Spec	28

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01075	Anim & Anim Prod Inv Tr	2
14031	Executive Secretary 1	4
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1
26075	Meat & Poultry Insp Trn	11
29993	Office Administrator 3	2
29994	Office Administrator 4	5
30025	Office Coordinator	8
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
39953	Seed Analyst Tr	1
43190	Student Intern	2
43200	Student Worker	8

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1

State of Illinois  
List of Established Job Titles by EEO Category  
Agriculture

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29992	Office Administrator 2	1
30005	Office Aide	2
30010	Office Assistant	21
30015	Office Associate	23
30020	Office Clerk	4

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	4
30800	Painter	3
32900	Plumber	5
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	6
05601	Building/Grounds Lead 1	4
05602	Building/Grounds Lead 2	1
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	4
09317	Conserv/Hist Preserv Wkr	12
22995	Laboratory Assistant	3
23060	Laborer (Building)	4
23085	Laborer Foreman	1
37551	Race Track Maint 1	2
37552	Race Track Maint 2	2
43051	Storekeeper I	1
43053	Storekeeper III	1



# AGENCY EEO/AA PROFILE

**Agency:** Arts Council

**Executive Director:** Terry A. Scrogum

**EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 19

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/05 THROUGH 6/30/06)

Agency underutilization at the beginning of FY06 was 1 Asian. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: ARTS COUNCIL

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								1												
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 1

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 1**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Arts Council

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	2
00502	Administrative Asst 2	1
01526	Arts Council Prog Coord	6
01527	Arts Council Program Rep	5
13852	Executive 2	1
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21166	Inf Systems Analyst II	1
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30080	Office Specialist	2
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1
30020	Office Clerk	1



# AGENCY EEO/AA PROFILE

**Agency:** Capital Development Board

**Executive Director:** Janet S. Grimes

**EEO/AA Officer:** Karen Newbold

**Agency Workforce:** 136

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 5 African Americans, 2 Hispanics, 29 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 8 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 5 African Americans, 2 Hispanics, 29 Females and 1 Asian. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 3 or 38% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 8 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 4 African Americans, 2 Hispanics, 27 Females and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 4 African Americans, 2 Hispanics, 26 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 8 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 5 African Americans, 2 Hispanics, 29 Females and 1 Asian. During the year, there were 11 opportunities to hire/promote in the underutilized categories; 4 or 36% (1 African American and 3 Females) addressed underutilization. This agency is underutilized by 8 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: CAPITAL DEVELOPMENT BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1	5												
2																				
3																				
4																				
5																				
6																				
7						1	1	27	1											
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	2	32	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	3																			
8																				
9																				
10																				
11																				
Total	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **4**
 Total underutilization for Hispanics: **2**
 Total underutilization for Females: **32**  
 Total underutilization for Asians: **1**
 Total underutilization for Native Americans: **0**
**Total Underutilization:** **39**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Capital Development Bd

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	5
00502	Administrative Asst 2	1
13852	Executive 2	1
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	2
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
30860	Paralegal Assistant	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06515	Cdb Account Technician	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
30025	Office Coordinator	1
30080	Office Specialist	7

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06520	Cdb Const Support Anlyst	1
06530	Cdb Project Technician	4
30010	Office Assistant	2
30015	Office Associate	2



# AGENCY EEO/AA PROFILE

**Agency:** Central Management Services

**Director:** Paul Campbell

**EEO/AA Officer:** Jeffrey A. Shuck

**Agency Workforce:** 1,613

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 34 African Americans, 13 Hispanics, 150 Females, 12 Asians and 1 Native American. During this quarter there were 39 opportunities to hire/promote in the underutilized categories; 22 or 56% (1 African American, 2 Hispanics, 18 Females and 1 Asian) addressed underutilization. This agency is underutilized by 32 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 33 African Americans, 11 Hispanics, 132 Females, 11 Asians and 1 Native American. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 6 or 40% (5 Females and 1 Asian) addressed underutilization. This agency is underutilized by 32 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 33 African Americans, 11 Hispanics, 127 Females, 10 Asians and 1 Native American. During this quarter there were 45 opportunities to hire/promote in the underutilized categories; 25 or 56% (6 African Americans, 1 Hispanic, and 18 Females) addressed underutilization. This agency is underutilized by 32 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 27 African Americans, 10 Hispanics, 109 Females, 10 Asians and 1 Native American. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 2 or 20% (2 Females) addressed underutilization. This agency is underutilized by 32 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 34 African Americans, 13 Hispanics, 150 Females, 12 Asians and 1 Native American. During the year, there were 109 opportunities to hire/promote in the underutilized categories; 55 or 50% (7 African Americans, 3 Hispanics, 43 Females and 2 Asians) addressed underutilization. This agency is underutilized by 32 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: CENTRAL MANAGEMENT SERVICES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	8		2	2			2		2											
2								1												
3																				
4																				
5																				
6																				
7	13	4	4		1			43	3			1	7					6		
8																				
9			1																	
10																				
11																				
Total	21	4	7	2	1	0	2	44	5	0	0	1	7	0	0	0	0	6	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								2			5	1	3				1	5	1	
2											1	1	3					1		
3													1							
4											1		2							
5													2			1		1		
6													2					1		
7	2			1		1	1					1	6			1	1	15	1	
8																				
9											1		1			1				
10													2					2		
11													2					1		
Total	2	0	0	1	0	1	1	2	0	0	8	3	24	0	0	3	2	26	2	0

Total underutilization for African Americans: 35      Total underutilization for Hispanics: 13      Total underutilization for Females: 116

Total underutilization for Asians: 10      Total underutilization for Native Americans: 1      **Total Underutilization: 175**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Central Management Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
36750	Public Info Coordinator	10
37004	Public Info Officer 4	3
37015	Public Service Adm	432
40070	Senior Public Serv Adm	237

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	3
00501	Admin Assistant 1	66
00502	Administrative Asst 2	32
05900	Buyer	5
08860	Communications Sys Spec	2
13851	Executive 1	45
13852	Executive 2	17
17365	Graphic Arts Design Supv	1
17366	Graphic Arts Designer	6
19692	Human Resources Rep	48
19693	Human Resources Spec	35
21160	Information Serv Intern	2
21161	Inf Svcs Specialist I	9
21162	Inf Svcs Specialist II	42
21165	Inf Systems Analyst I	74
21166	Inf Systems Analyst II	103
21167	Inf Systems Analyst III	12
21216	Info Tech/Com Sys Spec 1	4
21217	Info Tech/Com Sys Spec 2	2
21721	Internal Auditor 1	9
21726	Internal Auditor Trn	2
23371	Liab Claims Adjuster 1	1
23372	Liab Claims Adjuster 2	5
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	4
27132	Meth & Proc Adv 2	4
27133	Meth & Proc Adv III	1
35700	Pub Admin Intern	26
37003	Public Info Officer 3	3
38132	Registered Nurse 2	1
41771	Staff Develop Spec I	1
45252	Tech Adv 2	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	7

State of Illinois  
List of Established Job Titles by EEO Category  
Central Management Svcs

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	10
11415	Data Proc Admin Spec	37
11430	Data Processing Spec	42
11437	Data Processing Supvr 3	26
11440	Data Processing Tech	32
13732	Engineering Tech II	2
21561	Insurance Analyst I	7
21562	Insurance Analyst II	8
21563	Insurance Analyst 3	12
45295	Telecom Specialist	2

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	4
17685	Guard Supervisor	3
39851	Security Guard 1	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05905	Buyer Assistant	6
14031	Executive Secretary 1	11
14032	Executive Secretary 2	13
14033	Executive Secretary 3	5
19690	Human Resources Asst	10
19691	Human Resources Assoc	15
19694	Human Resources Trainee	1
29993	Office Administrator 3	3
29994	Office Administrator 4	7
29995	Office Administrator 5	2
30025	Office Coordinator	28
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	106

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	6
27181	Microfilm Operator I	1
29992	Office Administrator 2	2
30005	Office Aide	1
30010	Office Assistant	27
30015	Office Associate	18

State of Illinois  
List of Established Job Titles by EEO Category  
Central Management Svcs

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30020	Office Clerk	5
34792	Prop & Supply Clerk II	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01565	Asst Auto Shop Supv	1
03680	Auto And Body Repairer	1
03700	Automotive Mechanic	126
03749	Automotive Shop Supv	17
06650	Carpenter	5
06660	Carpenter Foreman	2
13200	Electrician	8
30800	Painter	4
32900	Plumber	3
42600	Stationary Engineer	49
42605	Stationary Eng-Asst Chf	9
42610	Stationary Eng-Chief	5

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03697	Automotive Attendant II	1
03730	Auto Parts Warehouser	14
03734	Auto Parts Warehous Spec	1
05598	Building/Grounds Laborer	22
05601	Building/Grounds Lead 1	7
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	16
05616	Building Services Worker	7
13500	Elevator Operator	2
21951	Janitor I	11
21952	Janitor II	4
22809	Labor Maint Lead Worker	1
23060	Laborer (Building)	3
25020	Maint Equip Operator	7
25500	Maintenance Worker	16
25510	Maint Worker Power Plant	3
43051	Storekeeper I	1
43052	Storekeeper II	5
43053	Storekeeper III	1
43060	Stores Clerk	1

# AGENCY EEO/AA PROFILE

**Agency:** Department of Children and Family Services

**DIRECTOR:** Bryan Samuels

**EEO/AA Officer:** Michael Holmes

**Agency Workforce:** 3,271

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 6 African Americans, 28 Hispanics, 2 Females, 110 Asians and 2 Native Americans. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 275 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 6 African Americans, 28 Hispanics, 2 Females, 110 Asians and 2 Native Americans. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 275 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 6 African Americans, 28 Hispanics, 2 Females, 110 Asians and 2 Native Americans. During this quarter there were 31 opportunities to hire/promote in the underutilized categories; 3 or 10% (2 Hispanics and 1 Female) addressed underutilization. This agency is underutilized by 272 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 6 African Americans, 26 Hispanics, 1 Female, 110 Asians and 2 Native Americans. During this quarter there were 60 opportunities to hire/promote in the underutilized categories; 1 or 2% (1 Asian) addressed underutilization. This agency is underutilized by 270 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 6 African Americans, 28 Hispanics, 2 Females, 110 Asians and 2 Native Americans. During the year, there were 93 opportunities to hire/promote in the underutilized categories; 4 or 4% (2 Hispanics, 1 Female and 1 Asian) addressed underutilization. This agency is underutilized by 270 people with disabilities.

### **FINDINGS**

Agency in compliance ☐ Agency in non-compliance ☒

### **RECOMMENDATIONS/COMMENTS**

The Department recommends that your agency continue the training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services ("DCMS"), which should enhance your agency's ability to address its affirmative action needs. Accordingly, DCMS will be notified of the need to continue this training program.

For FY'07, your agency EEO/AA Officer must submit on a monthly basis a report on the progress in reaching your affirmative action goals.



# CMS

COPY  
12/08/2006

ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

Department of Children and Family Services  
Michael Holmes  
100 West Randolph  
Chicago, Illinois 60601

Dear Michael :

Section 7-105(H) of the Illinois Human Rights Act requires Central Management Services to provide agencies with technical assistance to establish or maintain training programs designed to assist agencies in meeting affirmative action plan goals. We have recently been notified by the Department of Human Rights that your agency has again been identified as one not meeting your affirmative action goals.

We have provided you with information on established training programs that have proven to be very effective. We have also provided you with a manual containing core competencies for several positions utilized by your agency. This manual was designed as a tool to be used when you contact institutions of higher learning to discuss training program designs that meet the specific needs of your workforce.

In a continuing effort to assist you, we are asking for your input into the training programs as well as the design and content of this manual. We want to be sure we are offering you pertinent information that will help you meet your goals.

Please contact Bonnie Craig, Manager of the training section at (217) 557-1583 if additional information or assistance will be helpful toward this end.

Sincerely,



Larry Plummer, Manager  
Technical Services and Agency Training & Development

# Underutilization Summary by Region

Name of Agency: CHILDREN & FAMILY SERVICES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				8					48					1						
2																				
3									1											
4							1		1											
5																				
6		1		1			1		3											
7				1					1											
8						1														
9		1																		
10							1													
11							1		1											
Total	0	2	0	10	0	1	4	0	55	0	0	0	0	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				3			3		6								1			
2	1						1													
3																				
4	1																			
5																				
6						1														
7		1					1													
8																				
9							1													
10																				
11																				
Total	2	1	0	3	0	1	6	0	6	0	0	0	0	0	0	0	1	0	0	0

Total underutilization for African Americans: 4 Total underutilization for Hispanics: 14 Total underutilization for Females: 0

Total underutilization for Asians: 75 Total underutilization for Native Americans: 0 **Total Underutilization: 93**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Children & Family Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07204	Cd Wf Stf Devlpmt Co Iv	12
07241	C & F S Intern Opt 1	61
07242	C & F S Intern Opt 2	60
37015	Public Service Adm	788
40070	Senior Public Serv Adm	120

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	23
00133	Accountant Advanced	6
00135	Accountant Supervisor	8
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	51
00502	Administrative Asst 2	39
05815	Business Manager	1
07161	Child Prot Advanced Spec	169
07162	Child Prot Assoc Spec	24
07163	Child Protection Spec	184
07190	Child Welf Adm Case Rev	30
07196	Child Welf Court Facil	1
07197	Child Welfare Nurse Spec	22
07201	Cd Wf Stf Devlpmt Co 1	6
07203	Cd Wf Stf Devlpmt Co 3	10
07215	Child Welf Advanced Spec	349
07216	Child Welfare Assoc Spec	9
07217	Child Welf Senior Spec	34
07218	Child Welfare Specialist	426
11471	Day Care Lic Rep 1	1
11472	Day Care Lic Rep 2	54
13851	Executive 1	40
13852	Executive 2	34
17366	Graphic Arts Designer	1
19692	Human Resources Rep	9
19693	Human Resources Spec	10
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	36
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	5
25541	Mgmt Operations Anal I	1
25542	Mgmt Operations Anal 2	34
25583	Management Systems Spec	15
27132	Meth & Proc Adv 2	1
30860	Paralegal Assistant	22

State of Illinois  
List of Established Job Titles by EEO Category  
Children & Family Svcs

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
35700	Pub Admin Intern	34
37003	Public Info Officer 3	3
38199	Reimbursement Officer 1	4
38200	Reimbursement Officer 2	4
41312	Soc Serv Pro Planner II	14
41313	Soc Serv Pro Planner 3	33
41314	Soc Serv Prog Planner 4	51
42742	Stat Research Spec 2	2
42745	Stat Research Supv	2
45252	Tech Adv 2	8
45253	Tech Adv 3	5
45308	Telecom Systems Analyst	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	33
00116	Account Technician II	9
02424	Asst Reimburse Officer	2
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	4
11440	Data Processing Tech	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	8
14031	Executive Secretary 1	23
14032	Executive Secretary 2	14
14033	Executive Secretary 3	21
19690	Human Resources Asst	1
19691	Human Resources Assoc	4
19694	Human Resources Trainee	1
29993	Office Administrator 3	14
29994	Office Administrator 4	11
30025	Office Coordinator	92
30080	Office Specialist	19
34202	Private Secretary 2	2
41295	Social Serv Comm Planner	12
43190	Student Intern	7
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	4

State of Illinois  
List of Established Job Titles by EEO Category  
Children & Family Svcs

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
29992	Office Administrator 2	1
30005	Office Aide	2
30010	Office Assistant	53
30015	Office Associate	357
30020	Office Clerk	6

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	3
05601	Building/Grounds Lead 1	1
43051	Storekeeper I	3
43052	Storekeeper II	2
43053	Storekeeper III	1



# AGENCY EEO/AA PROFILE

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 4

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: CIVIL SERVICE COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 0

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 0**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American



State of Illinois  
List of Established Job Titles by EEO Category  
Civil Service Commission

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00502	Administrative Asst 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1



# AGENCY EEO/AA PROFILE

**Agency:** Department of Commerce and Economic Opportunity

**Director:** Jack Lavin

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 436

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 1 African American, 3 Hispanics, 3 Females and 3 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 1 or 25% (1 African American) addressed underutilization. This agency is underutilized by 24 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 3 Hispanics, 3 Females and 3 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 3 or 75% (2 Females and 1 Asian) addressed underutilization. This agency is underutilized by 24 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 3 Hispanics, 1 Female and 2 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 19 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 3 Hispanics, 1 Female and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Hispanic) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 African American, 3 Hispanics, 3 Females and 3 Asians. During the year, there were 13 opportunities to hire/promote in the underutilized categories; 5 or 38% (1 African American, 1 Hispanic, 2 Females and 1 Asian) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: COMMERCE & ECONOMIC OPPORTUNITY

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1	1				3	1	3											
2																				
3																				
4																				
5																				
6																				
7		1				1														
8																				
9																				
10																				
11								1												
Total	0	2	1	0	0	1	3	2	3	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 1

Total underutilization for Hispanics: 5

Total underutilization for Females: 3

Total underutilization for Asians: 3

Total underutilization for Native Americans: 0

**Total Underutilization: 12**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Comm & Econ Opportunity

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15872	For Serv Ec Dev Exec 2	4
37015	Public Service Adm	175
40070	Senior Public Serv Adm	108

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	13
00133	Accountant Advanced	15
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	29
00502	Administrative Asst 2	35
07603	Civil Engineer 3	1
08903	Community Planner 3	2
12931	Economic Dev Rep 1	9
12932	Economic Dev Rep 2	13
13711	Energy/Natur Res Spec 1	1
13712	Energy/Natur Res Spec 2	8
13713	Energy/Natur Res Spec 3	8
13851	Executive 1	23
13852	Executive 2	21
17272	Geographic Info Spec 2	1
17365	Graphic Arts Design Supv	1
19692	Human Resources Rep	3
19693	Human Resources Spec	4
19791	Human Serv Grant Coord 1	2
19792	Human Serv Grant Coord 2	3
21051	Ind & Com Devlpmt Rep I	32
21052	Ind & Com Devlpmt Rep 2	51
21121	Ind Serv Consultant 1	3
21122	Ind Serv Consultant 2	4
21127	Ind Serv Hygienist	2
21130	Ind Serv Hygienist Tech	2
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	9
21761	Intl Marketing Rep 1	2
24031	Local Housing Advisor 1	1
24032	Local Housing Adv 2	1
24033	Local Housing Adv 3	1
24103	Local Rev & Fisc Adv 3	2
25542	Mgmt Operations Anal 2	1
25591	Manpower Planner 1	1
25592	Manpower Planner 2	7

State of Illinois  
List of Established Job Titles by EEO Category  
Comm & Econ Opportunity

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25593	Manpower Planner 3	24
25597	Manpower Planner Tr	1
26203	Mechanical Engineer 3	3
27132	Meth & Proc Adv 2	1
35700	Pub Admin Intern	43
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
42745	Stat Research Supv	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	3
00118	Account Technician Tr	1
17400	Graphic Arts Tech	1
42748	Stat Research Technician	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19690	Human Resources Asst	1
21125	Ind Serv Cons Tr	1
29993	Office Administrator 3	1
29994	Office Administrator 4	4
30025	Office Coordinator	22
30080	Office Specialist	1
34202	Private Secretary 2	2
43200	Student Worker	3

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	2
30010	Office Assistant	11
30015	Office Associate	11

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	3

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	3





# AGENCY EEO/AA PROFILE

**Agency:** Illinois Commerce Commission

**Executive Director:** Tim Anderson

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 255

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 9 African Americans, 4 Hispanics, 33 Females and 5 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 5 or 100% (1 African American and 4 Females) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 8 African Americans, 4 Hispanics, 29 Females and 5 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (1 Hispanic and 1 Female) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 8 African Americans, 3 Hispanics, 28 Females and 5 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 7 African Americans, 3 Hispanics, 28 Females and 5 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 2 or 100% (2 Females) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 9 African Americans, 4 Hispanics, 33 Females and 5 Asians. During the year, there were 13 opportunities to hire/promote in the underutilized categories; 10 or 77% (2 African Americans, 1 Hispanic and 7 Females) addressed underutilization. This agency is underutilized by 19 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: COMMERCE COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1				4	1		4											
2																				
3																				
4																				
5																				
6																				
7	1		4			2	1	22	1											
8																				
9																				
10																				
11																				
Total	1	1	4	0	0	6	2	22	5	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7						1														
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 8      Total underutilization for Hispanics: 3      Total underutilization for Females: 26

Total underutilization for Asians: 5      Total underutilization for Native Americans: 0      **Total Underutilization: 42**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Commerce Commission

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	2
08457	Commerce Comm Police Sgt	2
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	3
21167	Inf Systems Analyst III	2
37603	Railroad Safety Spec 3	5
37604	Railroad Safety Spec 4	4
47452	Utility Engineer II	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08451	Commerce Comm Pol Ofr 1	2
08452	Commerce Comm Pol Ofr 2	3
08455	Commerce Comm Pol Ofr Tr	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	4
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

# AGENCY EEO/AA PROFILE

**Agency:** Department of Corrections

**Director:** Roger E. Walker, Jr.

**EEO/AA Officer:** Janet Richmond

**Agency Workforce:** 13,793

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 131 African Americans, 188 Hispanics, 2,036 Females, 116 Asians and 4 Native Americans. During this quarter there were 27 opportunities to hire/promote in the underutilized categories; 9 or 33% (9 Females) addressed underutilization. This agency is underutilized by 1,213 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 131 African Americans, 188 Hispanics, 2,027 Females, 116 Asians and 4 Native Americans. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 7 or 70% (2 African Americans, 2 Hispanics and 3 Females) addressed underutilization. This agency is underutilized by 1,213 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 129 African Americans, 186 Hispanics, 2,024 Females, 116 Asians and 4 Native Americans. During this quarter there were 17 opportunities to hire/promote in the underutilized categories; 3 or 18% (3 Females) addressed underutilization. This agency is underutilized by 1,212 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 129 African Americans, 186 Hispanics, 2,021 Females, 116 Asians and 4 Native Americans. During this quarter there were 95 opportunities to hire/promote in the underutilized categories; 47 or 49% (6 African Americans, 1 Hispanic, 39 Females and 1 Asian) addressed underutilization. This agency is underutilized by 1,212 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 131 African Americans, 188 Hispanics, 2,036 Females, 116 Asians and 4 Native Americans. During the year, there were 149 opportunities to hire/promote in the underutilized categories; 66 or 44% (8 African Americans, 3 Hispanics, 54 Females, and 1 Asian) addressed underutilization. This agency is underutilized by 1,212 people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: CORRECTIONS

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			6	1			16		15			6		1			30	17	9	
2									1		1	1				6		44		
3			3						1									51	2	
4			4					1								13	3	34	2	
5						3	2		1		3							97	4	
6				1		1		1	2								4	39	7	
7				1					2									131		
8						1	1		1								4	101		
9			1				1											57		
10																1	4	124		
11		1				9	1				1						5	311		
Total	0	1	14	3	0	14	21	2	23	0	5	7	0	1	0	20	50	1,006	24	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							2		2		5	3	5	1			3	1	2	
2	1					1	1				1		3			2		4		
3	1					1					1		4					9		
4	1					1							2			1	1	7		
5	1					1	1				1	1	2			3	2	10	1	
6											1		1				1	6	1	
7	1	1				1					2	1	3			3	2	27	1	
8	1					1	1						6			1	2	9		
9						1							2			1		7		
10	1										1		6				1	16	1	
11	3	1				2	2		1			1	9			3	4	39		
Total	10	2	0	0	0	9	7	0	3	0	12	6	43	1	0	14	16	135	6	0

Total underutilization for African Americans: 84

Total underutilization for Hispanics: 110

Total underutilization for Females: 1,200

Total underutilization for Asians: 61

Total underutilization for Native Americans: 0

**Total Underutilization: 1,455**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	481
40070	Senior Public Serv Adm	183

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	48
00133	Accountant Advanced	15
00135	Accountant Supervisor	19
00501	Admin Assistant 1	29
00502	Administrative Asst 2	46
01440	Architect	2
01530	Assignment Coordinator	2
05810	Business Admin Spec	10
05815	Business Manager	24
06901	Chaplain 1	17
06902	Chaplain II	28
08220	Clinical Lab Technolog 1	1
08250	Clinical Psychologist	3
09655	Corr Casework Supv	76
09661	Corr Couns I	67
09662	Corr Couns II	99
09663	Corr Couns 3	20
09811	Cor Leisure Activ Spec 1	23
09812	Cor Leisure Act Spec 2	33
09813	Cor Leisure Act Spec 3	9
09814	Cor Leisure Act Spec 4	23
09825	Corrections Nurse 1	13
09826	Corrections Nurse 2	22
09842	Corrs Parole Agent	141
09844	Corr Senior Parole Agnt	145
10232	Crim Justice Spec 2	6
11751	Dentist I	2
11752	Dentist II	3
13100	Educator	105
13851	Executive 1	21
13852	Executive 2	65
18041	Health Information Adm	5
19692	Human Resources Rep	38
19693	Human Resources Spec	5
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	11
21166	Inf Systems Analyst II	15



State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
21167	Inf Systems Analyst III	1
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	15
23401	Librarian 1	17
23430	Library Associate	15
25542	Mgmt Operations Anal 2	2
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	16
32010	Pharmacy Services Coord	1
32200	Physician	1
33003	Polygraph Exam 3	2
35612	Psychologist 2	4
35613	Psychologist 3	12
35700	Pub Admin Intern	21
38231	Research Scientist 1	1
38233	Research Scientist 3	1
41412	Social Worker 2	2
41413	Social Worker 3	6
41771	Staff Develop Spec I	5
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	127
00116	Account Technician II	55
06500	Canine Specialist	7
08831	Comm Equip Tech I	4
08832	Comm Equipment Tech 2	3
08833	Comm Equipment Tech 3	1
09746	Corr Agricultural Supv	6
09747	Corr Agric Lead Worker	5
09800	Corr Identification Supv	24
09801	Corr Identification Tech	29
09803	Corr Ind Marketing Rep	6
09805	Corr Industry Lead Wkr	14
09807	Corr Industry Supv	23
09808	Corr Laundry Mgr 1	26
09837	Corr Residence Coun I	7
09838	Corr Residence Coun II	7
09879	Corr Vocational Instr	24

State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	4
11437	Data Processing Supvr 3	3
11440	Data Processing Tech	3
13340	Elec Equip Instal/Repair	1
17400	Graphic Arts Tech	1
32008	Pharmacist Technician	2
37507	Radio Tech Prog Coord	3

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09673	Correctional Lieutenant	41
09675	Correctional Officer	51
09676	Correctional Officer Tr	32
09717	Correctional Sergeant	30
09871	Corr Trans Officer I	10
09872	Corr Trans Officer II	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	1
11650	Dental Assistant	9
11700	Dental Hygienist	1
14031	Executive Secretary 1	50
14032	Executive Secretary 2	8
14033	Executive Secretary 3	37
18047	Health Information Tech	2
19690	Human Resources Asst	11
19691	Human Resources Assoc	14
29990	Office Admin Specialist	30
29993	Office Administrator 3	46
29994	Office Administrator 4	2
30025	Office Coordinator	100
30080	Office Specialist	8
34202	Private Secretary 2	2
41285	Social Service Aide Tr	1
43190	Student Intern	3
43200	Student Worker	33

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	16
09771	Corrections Clerk I	8
09772	Corrections Clerk II	29
09773	Corrections Clerk III	13

State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18045	Health Information Assoc	11
27181	Microfilm Operator I	1
27183	Microfilm Operator III	1
29992	Office Administrator 2	15
30010	Office Assistant	191
30015	Office Associate	248
30020	Office Clerk	9
34793	Prop & Supply Clerk III	1
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	7
44413	Switchboard Operator 3	1
45321	Telecommunicator	3
45325	Telecommunicator Trn	3

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
04250	Barber	21
04350	Beautician	2
05200	Brickmason	3
06650	Carpenter	29
06660	Carpenter Foreman	1
09818	Corrections Locksmith	26
09821	Corr Maint Craftsman	50
09822	Corrections Maint Supv	2
13200	Electrician	32
30800	Painter	13
32900	Plumber	29
38205	Reproduc Serv Tech 3	1
38600	Roofer	1
42600	Stationary Engineer	21
42605	Stationary Eng-Asst Chf	27
42610	Stationary Eng-Chief	29
42800	Steamfitter	15
45000	Teacher Of Barbering	3
45050	Teacher Of Beauty Cult	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	40
09794	Corrctns Food Serv Sup 2	43
09795	Corrctns Food Serv Sup 3	41
09796	Corr Grounds Supv	11
09809	Corr Laundry Mgr 2	4

State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09823	Corrections Maint Worker	8
09824	Corr Medical Technician	9
09861	Corr Supply Supv I	35
09862	Corr Supply Supv II	38
09863	Corr Supply Supv III	29
09875	Corr Utilities Opr	4
23060	Laborer (Building)	4
25020	Maint Equip Operator	20
25510	Maint Worker Power Plant	7
40500	Sewage Plant Operator	2
42650	Stationary Fireman	8
43051	Storekeeper I	1
43052	Storekeeper II	1
45700	Trades Tender	1
49050	Water Plant Operator	2

# AGENCY EEO/AA PROFILE

**Agency:** Criminal Justice Information Authority

**Executive Director:** Lori G. Levin

**EEO/AA Officer:** Bobbie Fox

**Agency Workforce:** 70

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 1 African American and 3 Hispanics. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 6 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 1 African American and 3 Hispanics. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 5 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 1 African American and 3 Hispanics. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 African American) addressed underutilization. This agency is underutilized by 5 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 3 Hispanics. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 5 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 African American and 3 Hispanics. During the year, there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 African American) addressed underutilization. This agency is underutilized by 5 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant.

# Underutilization Summary by Region

Name of Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1	1	1			1						2							
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	1	1	1	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 2

Total underutilization for Females: 3

Total underutilization for Asians: 1

Total underutilization for Native Americans: 0

**Total Underutilization: 6**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Criminal Justice Auth

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Adm	9

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
05810	Business Admin Spec	1
10231	Crim Justice Spec 1	7
10232	Crim Justice Spec 2	7
10236	Crim Justice Spec Trn	6
13851	Executive 1	2
19693	Human Resources Spec	1
21160	Information Serv Intern	3
21162	Inf Srvcs Specialist II	4
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
35700	Pub Admin Intern	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
19690	Human Resources Asst	1
19694	Human Resources Trainee	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1



# AGENCY EEO/AA PROFILE

**Agency:** Deaf and Hard of Hearing Commission

**Director:** John Miller

**EEO/AA Officer:** Tonia Bogener

**Agency Workforce:** 6

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: DEAF AND HARD OF HEARING COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 0**

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

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Deaf&Hard Of Hearing Com

**Officals / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	1
35700	Pub Admin Intern	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
43190	Student Intern	1



# AGENCY EEO/AA PROFILE

**Agency:** Illinois Council on Developmental Disabilities

**Executive Director:** Sheila Romano

**EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 11

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: COUNCIL ON DEVELOPMENTAL DISABILITIES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 0

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 0**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Dev Disabilities Council

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	6
40070	Senior Public Serv Adm	4

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	1
13852	Executive 2	1
35700	Pub Admin Intern	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30025	Office Coordinator	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
30010	Office Assistant	1
30015	Office Associate	1





# AGENCY EEO/AA PROFILE

**Agency:** Emergency Management Agency

**Director:** William C. Burke

**EEO/AA Officer:** Kevin Sledge

**Agency Workforce:** 235

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 4 African Americans, 1 Hispanic, 9 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 1 person with a disability.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 4 African Americans, 1 Hispanic, 9 Females and 4 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 1 person with a disability.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 4 African Americans, 1 Hispanic, 9 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 African American) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 3 African Americans, 1 Hispanic, 9 Females and 4 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 4 African Americans, 1 Hispanic, 9 Females and 4 Asians. During the year, there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (2 African Americans) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\* There were too few opportunities to be considered statistically significant.

# Underutilization Summary by Region

Name of Agency: EMERGENCY MANAGEMENT AGENCY

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							2		3											
2																				
3																				
4																				
5																				
6																				
7			3			2			1				1							
8																				
9																				
10																				
11																				
Total	0	0	3	0	0	2	2	0	4	0	0	0	1	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7						1		2												
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 3      Total underutilization for Hispanics: 2      Total underutilization for Females: 6

Total underutilization for Asians: 4      Total underutilization for Native Americans: 0      **Total Underutilization: 15**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Emergency Mgmt Agency

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	22
40070	Senior Public Serv Adm	5

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	8
00502	Administrative Asst 2	3
08860	Communications Sys Spec	1
12585	Disaster Serv Planner	2
13851	Executive 1	9
13852	Executive 2	6
17272	Geographic Info Spec 2	1
19692	Human Resources Rep	1
19693	Human Resources Spec	1
21162	Inf Srvcs Specialist II	2
35700	Pub Admin Intern	2
41771	Staff Develop Spec I	10

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	2
08831	Comm Equip Tech I	1
13340	Elec Equip Instal/Repair	1
13345	EI Eq Inst/Repair Ld Wkr	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	8
14032	Executive Secretary 2	2
19691	Human Resources Assoc	1
29994	Office Administrator 4	1
30025	Office Coordinator	9
30080	Office Specialist	2
43190	Student Intern	3
43200	Student Worker	9

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11425	Data Processing Oper	1
13540	Emer Response Ld Telecom	1
13543	Emer Response Telecom	1
30010	Office Assistant	1

State of Illinois  
List of Established Job Titles by EEO Category  
Emergency Mgmt Agency

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	6

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1



# AGENCY EEO/AA PROFILE

**Agency:** Department of Employment Security

**Director:** Brenda A. Russell

**EEO/AA Officer:** Carlos Charneco

**Agency Workforce:** 1,588

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 6 African Americans, 10 Hispanics, 25 Females, 16 Asians and 1 Native American. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 5 or 100% (1 Hispanic, 3 Females and 1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 6 African Americans, 9 Hispanics, 22 Females, 15 Asians and 1 Native American. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 6 or 75% (1 African American, 4 Females and 1 Asian) addressed underutilization.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 5 African Americans, 9 Hispanics, 18 Females, 14 Asians and 1 Native American. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 4 or 67% (2 Hispanics, 1 Female and 1 Asian) addressed underutilization.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 5 African Americans, 7 Hispanics, 17 Females, 13 Asians and 1 Native American. During this quarter there were 19 opportunities to hire/promote in the underutilized categories; 2 or 11% (1 Hispanic and 1 Asian) addressed underutilization.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 6 African Americans, 10 Hispanics, 25 Females, 16 Asians and 1 Native American. During the year, there were 38 opportunities to hire/promote in the underutilized categories; 17 or 45% (1 African American, 4 Hispanics, 8 Females and 4 Asians) addressed underutilization. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**



## Underutilization Summary by Region

**Name of Agency:** EMPLOYMENT SECURITY

**Report Date:** End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		4	4	2					9				2	1						
2			1						1											
3						1														
4						3			1											
5																				
6								2	1											
7			4					6												
8								2												
9																				
10						1														
11						1			1											
Total	0	4	9	2	0	6	0	10	13	0	0	0	2	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		2	4	2			1													
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9			3																	
10																				
11																				
Total	0	2	7	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **6**      Total underutilization for Hispanics: **7**      Total underutilization for Females: **28**

Total underutilization for Asians: **18**      Total underutilization for Native Americans: **0**      **Total Underutilization: 59**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Employment Security

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	312
40070	Senior Public Serv Adm	98

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	12
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	23
00501	Admin Assistant 1	12
00502	Administrative Asst 2	30
13600	Emp Secur Fld Office Sup	117
13650	Empl Securty Program Rep	160
13651	Emp Sec Pgm Rep-Intrmtnt	140
13667	Empl Securty Service Rep	132
13671	Empl Security Spec 1	1
13672	Empl Security Spec 2	1
13673	Empl Security Spec 3	40
13681	Empl Secur Tax Auditor 1	36
13682	Empl Secur Tax Auditor 2	47
13851	Executive 1	21
13852	Executive 2	10
17365	Graphic Arts Design Supv	1
18300	Hearings Referee	18
18301	Hearings Referee-Intrmit	6
19692	Human Resources Rep	4
19693	Human Resources Spec	9
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	11
21162	Inf Srvcs Specialist II	12
21165	Inf Systems Analyst I	13
21166	Inf Systems Analyst II	14
21732	Internal Security Inv 2	4
23401	Librarian 1	1
25541	Mgmt Operations Anal I	1
25542	Mgmt Operations Anal 2	2
25583	Management Systems Spec	2
27133	Meth & Proc Adv III	1
34725	Project Designer	1
35700	Pub Admin Intern	27
38207	Research Economist 1	4
42741	Stat Research Spec 1	5
42743	Stat Research Spec 3	6
42745	Stat Research Supv	4

State of Illinois  
List of Established Job Titles by EEO Category  
Employment Security

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
47002	U I Adjudicator 2	4
47003	U I Adjudicator 3	4
47081	Unempl Ins Rev Analyst 1	28
47082	Unempl Ins Rev Analyst 2	42
47087	Unempl Ins Revenue Spec	4
47096	Unempl Ins Special Agent	17
47702	Veterans Emplmt Rep II	59

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	1
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	8
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	6
17400	Graphic Arts Tech	1
42748	Stat Research Technician	5
45313	Telecom Systems Tech 2	1
47001	U I Adjudicator 1	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	11
14033	Executive Secretary 3	7
19690	Human Resources Asst	2
19691	Human Resources Assoc	7
19694	Human Resources Trainee	1
29993	Office Administrator 3	7
29994	Office Administrator 4	13
29995	Office Administrator 5	1
30025	Office Coordinator	10
30080	Office Specialist	2
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	12
43200	Student Worker	18
47701	Veterans Emplmt Rep I	57

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06920	Check Issuance Mach Opr	4

State of Illinois  
List of Established Job Titles by EEO Category  
Employment Security

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06925	Check Issuance Mach Supv	2
11420	Data Processing Asst	1
11425	Data Processing Oper	2
21686	Intermittent Clerk	3
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
29992	Office Administrator 2	2
30010	Office Assistant	12
30015	Office Associate	94
30020	Office Clerk	5
38203	Reproduc Serv Tech 1	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25020	Maint Equip Operator	4
43051	Storekeeper I	1
43052	Storekeeper II	1
43053	Storekeeper III	1
43060	Stores Clerk	1

# AGENCY EEO/AA PROFILE

**Agency:** Environmental Protection Agency

**Director:** Douglas P. Scott

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 1,063

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 42 African Americans, 15 Hispanics, 244 Females and 5 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 9 or 60% (2 African Americans and 7 Females) addressed underutilization. This agency is underutilized by 79 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 40 African Americans, 15 Hispanics, 237 Females and 5 Asians. During this quarter there were 13 opportunities to hire/promote in the underutilized categories; 8 or 62% (2 African Americans, 1 Hispanic and 5 Females) addressed underutilization. This agency is underutilized by 78 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 38 African Americans, 14 Hispanics, 232 Females and 5 Asians. During this quarter there were 19 opportunities to hire/promote in the underutilized categories; 11 or 58% (2 African Americans, 8 Females and 1 Asian) addressed underutilization. This agency is underutilized by 78 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 36 African Americans, 14 Hispanics, 224 Females and 4 Asians. During this quarter there were 17 opportunities to hire/promote in the underutilized categories; 8 or 47% (8 Females) addressed underutilization. This agency is underutilized by 78 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 42 African Americans, 15 Hispanics, 244 Females and 5 Asians. During the year, there were 64 opportunities to hire/promote in the underutilized categories; 36 or 56% (6 African Americans, 1 Hispanic, 28 Females, and 1 Asian) addressed underutilization. This agency is underutilized by 78 people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: ENVIRONMENTAL PROTECTION AGENCY

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1		5			8		21				1	12	1						
2						1	1	3												
3																				
4								8												
5																				
6							1	9					3							
7	5		29			10	6	116			1	1	7							
8																				
9			1			3		6												
10																				
11						1		9												
Total	6	0	35	0	0	23	8	172	0	0	1	2	22	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								1												
2																				
3																				
4																				
5																				
6																				
7	2	1		1			1		1				1					2		
8																				
9																				
10																				
11																				
Total	2	1	0	1	0	0	1	1	1	0	0	0	1	0	0	0	0	2	0	0

Total underutilization for African Americans: 32 Total underutilization for Hispanics: 12 Total underutilization for Females: 233

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 **Total Underutilization: 280**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Environmental Protection

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	114
40070	Senior Public Serv Adm	109

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	8
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	8
00502	Administrative Asst 2	7
06941	Chemist 1	3
06942	Chemist 2	4
06943	Chemist 3	1
13791	Envir Prot Eng 1	43
13792	Envir Prot Eng 2	35
13793	Envir Prot Eng 3	62
13794	Envir Prot Eng Iv	19
13801	Envir Prot Geo I	10
13802	Envir Prot Geo II	12
13803	Envir Prot Geo III	12
13821	Envir Prot Spec 1	57
13822	Envir Prot Spec 2	45
13823	Envir Prot Spec 3	96
13824	Envir Prot Spec Iv	54
13851	Executive 1	23
13852	Executive 2	11
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	3
21127	Ind Serv Hygienist	1
21160	Information Serv Intern	3
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	5
22990	Lab Equip Spec	4
23022	Lab Quality Spec 2	2
23402	Librarian 2	1
23430	Library Associate	1
23600	Life Sci Career Trainee	26
25583	Management Systems Spec	4
27131	Meth & Proc Adv 1	5



State of Illinois  
List of Established Job Titles by EEO Category  
Environmental Protection

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27132	Meth & Proc Adv 2	5
27133	Meth & Proc Adv III	1
27151	Microbiologist 1	1
27152	Microbiologist 2	1
35700	Pub Admin Intern	6
45252	Tech Adv 2	7
45253	Tech Adv 3	11

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	5
00116	Account Technician II	6
00118	Account Technician Tr	1
13733	Engineering Tech III	1
13762	Environ Equip Opr 2	1
13785	Envir Protection Assoc	14
13811	Envir Prot Legal Inv I	6
13812	Envir Prot Legal Inv II	4
13815	Env Prot Legal Inv Spec	4
13831	Envir Prot Tech I	4
13832	Envir Prot Tech II	5
22997	Laboratory Associate 1	4
22998	Laboratory Associate 2	2
27175	Micro Lab Technician I	1
27176	Micro Lab Technician II	1
47580	Veh Emission Compli Insp	31
47583	Veh Emission Compli Supv	4
47584	Veh Emis Qual Asur Audr	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	3
14031	Executive Secretary 1	1
14032	Executive Secretary 2	5
14033	Executive Secretary 3	4
19690	Human Resources Asst	3
19691	Human Resources Assoc	2
19694	Human Resources Trainee	2
27135	Meth & Proc Car Assoc 1	7
27136	Meth & Proc Car Assoc 2	3
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	24
29994	Office Administrator 4	1
29995	Office Administrator 5	5

State of Illinois  
List of Established Job Titles by EEO Category  
Environmental Protection

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30025	Office Coordinator	43
30080	Office Specialist	4
34202	Private Secretary 2	1
43190	Student Intern	14
43200	Student Worker	7

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
28490	Motorist Assistance Spec	2
30010	Office Assistant	44
30015	Office Associate	42
30020	Office Clerk	7
30075	Office Occupations Tr	5

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05602	Building/Grounds Lead 2	1
22995	Laboratory Assistant	1
43051	Storekeeper I	2
43052	Storekeeper II	3
43060	Stores Clerk	2

# AGENCY EEO/AA PROFILE

**Agency:** Financial and Professional Regulation

**Secretary:** Dean Martinez

**EEO/AA Officer:** Richard Foxman

**Agency Workforce:** 825

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 24 African Americans, 24 Hispanics, 91 Females, 9 Asians and 1 Native American. During this quarter there were 21 opportunities to hire/promote in the underutilized categories; 15 or 71% (3 African Americans, 4 Hispanics, 7 Females and 1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 21 African Americans, 20 Hispanics, 84 Females, 8 Asians and 1 Native American. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 8 or 67% (1 African American, 2 Hispanics and 5 Females) addressed underutilization.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 20 African Americans, 18 Hispanics, 79 Females, 8 Asians and 1 Native American. During this quarter there were 20 opportunities to hire/promote in the underutilized categories; 16 or 80% (4 African Americans, 2 Hispanics, 8 Females and 2 Asians) addressed underutilization.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 16 African Americans, 16 Hispanics, 71 Females, 6 Asians and 1 Native American. During this quarter there were 24 opportunities to hire/promote in the underutilized categories; 5 or 21% (5 Females) addressed underutilization.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 24 African Americans, 24 Hispanics, 91 Females, 9 Asians and 1 Native American. During the year, there were 77 opportunities to hire/promote in the underutilized categories; 44 or 57% (8 African Americans, 8 Hispanics, 25 Females and 3 Asians) addressed underutilization. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: FINANCIAL & PROFESSIONAL REGULATION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1					2	1	17	2	1				1						
2																				
3																				
4								2												
5																				
6																				
7		1		1			2				2									
8								1												
9						1														
10								2												
11																				
Total	1	1	0	1	0	3	3	22	2	1	2	0	0	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 6 Total underutilization for Hispanics: 4 Total underutilization for Females: 22

Total underutilization for Asians: 4 Total underutilization for Native Americans: 1 **Total Underutilization: 37**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Fin & Prof Reg

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	1
37015	Public Service Adm	191
40070	Senior Public Serv Adm	94

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	10
00135	Accountant Supervisor	2
00187	Actuarial Asst	3
00195	Actuarial Examiner	2
00196	Actuarial Examiner Trn	2
00197	Actuarial Sr Examiner	2
00201	Actuary 1	3
00202	Actuary 2	4
00203	Actuary 3	3
00501	Admin Assistant 1	61
00502	Administrative Asst 2	28
04131	Bank Examiner 1	17
04132	Bank Examiner 2	17
04133	Bank Examiner 3	21
10162	Crim Intelligence Anal 2	1
12778	Drug Compliance Invest	7
13851	Executive 1	24
13852	Executive 2	17
14971	Fin Inst Exam 1	14
14972	Fin Inst Exam 2	12
14973	Fin Inst Exam 3	16
14978	Fin Inst Exam Tr	27
17366	Graphic Arts Designer	1
18181	Hlth Ser Inv 1 Opta-Gen	7
18182	Hlth Ser Inv 1 Opt B-Csi	13
18185	Hlth Ser Inv 2 Opt A-Gen	2
18186	Hlth Ser Inv 2 Opt B-Csi	4
19692	Human Resources Rep	5
19693	Human Resources Spec	2
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	9
21601	Ins Co Claims Examiner 1	1
21602	Ins Co Claims Examiner 2	1
21608	Ins Co Fld Staff Exam	6
21610	Ins Co Fin Examiner Trn	5

State of Illinois  
List of Established Job Titles by EEO Category  
Fin & Prof Reg

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
21671	Ins Performance Exam 1	2
21672	Ins Performance Exam II	2
21673	Ins Performance Exam III	3
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
29731	Nursing Act Asst Coord	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	5
37730	Real Estate Inv	6
37760	Real Estate Prof Examr	5
41771	Staff Develop Spec I	1
45252	Tech Adv 2	12
45256	Tech Advsr Advcd Prg Sp	7

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	1
11430	Data Processing Spec	1
11440	Data Processing Tech	2
21561	Insurance Analyst I	10
21562	Insurance Analyst II	12
21563	Insurance Analyst 3	14
21564	Insurance Analyst 4	21
23571	Licensing Inv 1	2
23572	Licensing Inv 2	3
23573	Licensing Inv 3	6
23574	Licensing Inv 4	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	14
14032	Executive Secretary 2	7
14033	Executive Secretary 3	2
19691	Human Resources Assoc	1
29993	Office Administrator 3	1
29994	Office Administrator 4	7
30025	Office Coordinator	22
30080	Office Specialist	2
34202	Private Secretary 2	5
43190	Student Intern	1
43200	Student Worker	23

State of Illinois  
List of Established Job Titles by EEO Category  
Fin & Prof Reg

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	1
27182	Microfilm Operator II	1
30010	Office Assistant	10
30015	Office Associate	50
30020	Office Clerk	4

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43053	Storekeeper III	1
43060	Stores Clerk	1



# AGENCY EEO/AA PROFILE

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** David Foreman

**EEO/AA Officer:** Stephanie Kirk

**Agency Workforce:** 154

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 6 African Americans, 3 Hispanics, 14 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 8 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 6 African Americans, 3 Hispanics, 14 Females and 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 8 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 6 African Americans, 3 Hispanics, 14 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 6 African Americans, 3 Hispanics, 13 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 7 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 6 African Americans, 3 Hispanics, 14 Females and 2 Asians. During the year, there were 7 opportunities to hire/promote in the underutilized categories; 1 or 14% (1 Female) addressed underutilization. This agency is underutilized by 7 people with disabilities.

### **FINDINGS**

Agency in compliance ☐ Agency in non-compliance ☒

### **RECOMMENDATIONS/COMMENTS**

The Department recommends that your agency establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

COPY  
12/06/2006

Office of State Fire Marshall  
Stephanie Kirk  
1035 Stephenson Drive  
Springfield, Illinois 62703

Dear Stephanie:

Under Section 7-105(H) of the Illinois Human Rights Act, identified state agencies are required to establish and maintain preparation and promotional training programs when they have failed to meet their affirmative action and equal employment opportunity goals.

In an effort to assist these agencies in the development and modification of their training programs, the Division of Technical Services and Agency Training & Development has identified effective existing training programs and is serving as a resource to these agencies.

We are contacting you as an identified agency in need of establishing training programs to bring your agency in compliance. We would like to meet with you to provide information regarding programs such as Upward Mobility, the Training ClearingHouse, courses offered through our own training section and local community colleges, Illinois Institute for Training and Development through the Department of Human Rights, and various internship programs.

Please contact Bonnie Craig, Manager of our training section, at (217) 557-1583 to arrange a date and time that best meets your schedules.

Sincerely,

Larry Plummer, Manager  
Technical Services and Agency Training and Development  
(217) 557-1583

# Underutilization Summary by Region

Name of Agency: FIRE MARSHAL

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1	1	2	1		4	2	7	1						
2																				
3																				
4																				
5																				
6																				
7	1		2			3					1		2							
8																				
9																				
10																				
11								3												
Total	1	0	2	0	0	4	1	5	1	0	5	2	9	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 10

Total underutilization for Hispanics: 3

Total underutilization for Females: 16

Total underutilization for Asians: 2

Total underutilization for Native Americans: 0

**Total Underutilization: 31**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
State Fire Marshal

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	24
40070	Senior Public Serv Adm	9

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	7
01481	Arson Investigator 1	14
01482	Arson Investigator 2	15
01485	Arson Investigations Tr	2
13495	Elevator Inspector	2
13851	Executive 1	7
13852	Executive 2	2
19692	Human Resources Rep	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	1
21732	Internal Security Inv 2	1
35700	Pub Admin Intern	2
41093	Site Interpretive Coord	1
43005	Storage Tank Safety Spec	17
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
04910	Boiler Safety Specialist	16
11440	Data Processing Tech	1
13732	Engineering Tech II	1
13733	Engineering Tech III	1
15285	Fire Certification Spec	8
15351	Fire Protection Spec 1	2

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15316	Fire Prevention Insp I	8
15317	Fire Prevention Insp II	19

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1

State of Illinois  
List of Established Job Titles by EEO Category  
State Fire Marshal

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
29993	Office Administrator 3	2
29995	Office Administrator 5	1
30025	Office Coordinator	2
34202	Private Secretary 2	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
30010	Office Assistant	4
30015	Office Associate	8
30020	Office Clerk	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2

# AGENCY EEO/AA PROFILE

**Agency:** Guardianship and Advocacy Commission

**Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Diane M. Devereux

**Agency Workforce:** 113

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 1 African American and 5 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is at parity for people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 1 African American and 5 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 1 African American and 5 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 1 or 25% (1 Asian) addressed underutilization.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 1 African American and 4 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 African American and 5 Asians. During the year, there were 5 opportunities to hire/promote in the underutilized categories; 1 or 20% (1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\*This agency failed to meet the Department's minimum affirmative action standard of 25%; however it reduced their underutilization and made a good faith effort to address their goals.



# Underutilization Summary by Region

Name of Agency: GUARDIANSHIP & ADVOCACY COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				1					2											
2																				
3																				
4																				
5																				
6									1											
7								1												
8																				
9																				
10																				
11																				
Total	0	0	0	1	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 1

Total underutilization for Asians: 4 Total underutilization for Native Americans: 0 **Total Underutilization: 5**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Guardianship & Advocacy

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	24
40070	Senior Public Serv Adm	7
48483	Vol Services Coord III	8

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
17710	Guardianship Rep	14
19692	Human Resources Rep	1
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21165	Inf Systems Analyst I	3
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	18

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
30025	Office Coordinator	1
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	9
30075	Office Occupations Tr	5

# AGENCY EEO/AA PROFILE

**Agency:** Healthcare & Family Services

**Director:** Barry S. Maram

**EEO/AA Officer:** Raven J. Knighten

**Agency Workforce:** 2,273

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 21 African Americans, 14 Hispanics, 25 Females, 9 Asians and 2 Native Americans. During this quarter there were 18 opportunities to hire/promote in the underutilized categories; 6 or 33% (1 African American and 5 Females) addressed underutilization. This agency is at parity for people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 20 African Americans, 14 Hispanics, 20 Females, 9 Asians and 2 Native Americans. During this quarter there were 29 opportunities to hire/promote in the underutilized categories; 17 or 59% (3 African Americans and 14 Females) addressed underutilization.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 17 African Americans, 14 Hispanics, 6 Females, 9 Asians and 2 Native Americans. During this quarter there were 64 opportunities to hire/promote in the underutilized categories; 13 or 20% (4 African Americans, 4 Hispanics and 5 Females) addressed underutilization.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 13 African Americans, 10 Hispanics, 1 Female, 9 Asians and 2 Native Americans. During this quarter there were 38 opportunities to hire/promote in the underutilized categories; 11 or 29% (5 African Americans, 5 Hispanics and 1 Asian) addressed underutilization.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 21 African Americans, 14 Hispanics, 25 Females, 9 Asians and 2 Native Americans. During the year, there were 149 opportunities to hire/promote in the underutilized categories; 47 or 32% (13 African Americans, 9 Hispanics, 24 Females and 1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: HEALTHCARE & FAMILY SERVICES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	3	3	1																	
2									1											
3																				
4																				
5						1		1												
6							1		1											
7	3			1	1		3													
8																				
9																				
10																				
11						1														
Total	6	3	1	1	1	2	4	1	2	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		5		6			3													
2																				
3																				
4																				
5																				
6			1																	
7	2			2	1															
8																				
9																				
10																				
11																				
Total	2	5	1	8	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 10

Total underutilization for Hispanics: 15

Total underutilization for Females: 3

Total underutilization for Asians: 11

Total underutilization for Native Americans: 2

**Total Underutilization: 41**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Healthcare & Family Srv

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	54
37015	Public Service Adm	387
40070	Senior Public Serv Adm	183

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	51
00133	Accountant Advanced	37
00135	Accountant Supervisor	13
00140	Acctg Fiscl Admin Car Tr	5
00501	Admin Assistant 1	108
00502	Administrative Asst 2	56
13851	Executive 1	205
13852	Executive 2	178
18150	Health Fac Surv Nurse	54
19692	Human Resources Rep	9
19693	Human Resources Spec	9
19785	Human Serv Caseworker	42
19792	Human Serv Grant Coord 2	6
19793	Human Serv Grant Coord 3	5
19796	Human Srv Grants Cord Tr	1
21160	Information Serv Intern	5
21161	Inf Srvcs Specialist I	25
21162	Inf Srvcs Specialist II	40
21165	Inf Systems Analyst I	47
21166	Inf Systems Analyst II	41
21167	Inf Systems Analyst III	5
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	4
22003	Kidcare Supervisor	18
25541	Mgmt Operations Anal I	29
25542	Mgmt Operations Anal 2	31
25583	Management Systems Spec	7
26501	Medical Asst Cons 1	1
26502	Medical Asst Cons 2	16
26503	Medical Asst Cons 3	4
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	9
27133	Meth & Proc Adv III	2
30860	Paralegal Assistant	1
34631	Program Integ Auditor I	5
34632	Program Integ Auditor II	6
34635	Program Integ Auditor Tr	5
35700	Pub Admin Intern	40

State of Illinois  
List of Established Job Titles by EEO Category  
Healthcare & Family Srv

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
35750	Public Aid Appeals Adv	3
35841	P A Family Supp Spec 1	74
35870	Public Aid Investigator	24
35874	P A Investigator Trn	18
35880	P A Lead Casework Spec	23
35892	P A Qual Contr Reviewer	21
35900	P A Quality Control Supv	8
41313	Soc Serv Pro Planner 3	1
41314	Soc Serv Prog Planner 4	9
41320	Soc Servs Career Tr	7
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	1
42745	Stat Research Supv	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
49102	Weatherization Spec 2	4
49103	Weatherization Spec 3	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	14
00116	Account Technician II	10
11415	Data Proc Admin Spec	3
11430	Data Processing Spec	6
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	6
11440	Data Processing Tech	8
45312	Telecom Systems Tech 1	1
45313	Telecom Systems Tech 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	35
14032	Executive Secretary 2	14
14033	Executive Secretary 3	10
19690	Human Resources Asst	2
19691	Human Resources Assoc	8
19694	Human Resources Trainee	2
29993	Office Administrator 3	23
29994	Office Administrator 4	62
29995	Office Administrator 5	7
30025	Office Coordinator	198
30080	Office Specialist	15
34201	Private Secretary 1	1

State of Illinois  
List of Established Job Titles by EEO Category  
Healthcare & Family Srv

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	14
43200	Student Worker	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
00112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	2
30010	Office Assistant	55
30015	Office Associate	155
30020	Office Clerk	32
38203	Reproduc Serv Tech 1	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	2
43053	Storekeeper III	1
43060	Stores Clerk	3



# AGENCY EEO/AA PROFILE

**Agency:** Historic Preservation Agency

**Director:** Robert Coomer

**EEO/AA Officer:** Tad Allen

**Agency Workforce:** 250

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.		X	
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 9 African Americans, 16 Females and 1 Asian. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 3 or 60% (3 Females) addressed underutilization. This agency is underutilized by 20 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 9 African Americans, 13 Females and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 20 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 9 African Americans, 12 Females and 1 Asian. During this quarter there were 5 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 20 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 9 African Americans, 12 Females and 1 Asian. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 2 or 40% (2 African Americans) addressed underutilization. This agency is underutilized by 20 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 9 African Americans, 16 Females and 1 Asian. During the year, there were 17 opportunities to hire/promote in the underutilized categories; 6 or 35% (2 African Americans and 4 Females) addressed underutilization. This agency is underutilized by 20 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

This agency submitted all required reports during the year; however, the reports were often late, resulting in a late notice being issued by the Department. The Department recommends timely submission of EEO/AA reports in FY07.

# Underutilization Summary by Region

Name of Agency: HISTORIC PRESERVATION AGENCY

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7			2			2			2				4							
8																				
9						1		1												
10																				
11																				
Total	0	0	2	0	0	3	0	1	2	0	0	0	4	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	3			1									1					6		
8																				
9																1		3		
10																				
11																				
Total	3	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	9	0	0

Total underutilization for African Americans: 7      Total underutilization for Hispanics: 0      Total underutilization for Females: 17

Total underutilization for Asians: 3      Total underutilization for Native Americans: 0      **Total Underutilization: 27**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Historic Preservation

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	31
40070	Senior Public Serv Adm	14

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	2
00502	Administrative Asst 2	4
01440	Architect	1
13851	Executive 1	13
13852	Executive 2	14
18981	Hist Docum Conservator 1	1
18985	Hist Exhibits Designer	1
18987	Hist Lib Chf Of Acquisit	1
19002	Hist Research Editor 2	1
19008	Hist Research Spec	3
19692	Human Resources Rep	2
19880	Iconographer	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
21167	Inf Systems Analyst III	1
23401	Librarian 1	9
23430	Library Associate	6
24000	Local Hist Serv Rep	1
25610	Manuscripts Mgr	1
34725	Project Designer	4
35700	Pub Admin Intern	8
37003	Public Info Officer 3	1
37725	Ranger	3
41093	Site Interpretive Coord	21
41117	Site Services Spec 1	10
41118	Site Services Spec 2	8
41120	Site Superintendent	13
41771	Staff Develop Spec I	5
48481	Vol Services Coord I	6
48482	Vol Services Coord II	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	1
13360	Electronics Technician	1
32086	Photographer 2	1

State of Illinois  
List of Established Job Titles by EEO Category  
Historic Preservation

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17681	Guard 1	1
41115	Site Security Officer	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	2
19690	Human Resources Asst	2
23421	Library Aide I	4
23450	Library Technical Asst	1
29990	Office Admin Specialist	1
30025	Office Coordinator	4
34201	Private Secretary 1	1
41090	Site Interpreter	12
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
30010	Office Assistant	4
30015	Office Associate	1
30020	Office Clerk	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06650	Carpenter	2
13200	Electrician	1
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	2
05601	Building/Grounds Lead 1	3
09317	Conserv/Hist Preserv Wkr	41
41132	Site Technician 2	30
43051	Storekeeper I	1



# AGENCY EEO/AA PROFILE

**Agency:** Department of Human Rights

**Director:** Rocco J. Claps

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 126

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 4 Females and 4 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 2 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 4 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 2 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 3 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 2 Females and 4 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 3 or 100% (2 Females and 1 Asian) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 4 Females and 4 Asians. During the year, there were 5 opportunities to hire/promote in the underutilized categories; 5 or 100% (4 Females and 1 Asian) addressed underutilization. This agency is underutilized by 1 person with a disability.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**



# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS DEPARTMENT

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								1	2											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 1

Total underutilization for Asians: 3

Total underutilization for Native Americans: 0

**Total Underutilization: 4**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Human Rights Department

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	29
40070	Senior Public Serv Adm	12

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	7
00502	Administrative Asst 2	5
19771	Human Rights Mediator	1
19774	Human Rights Inv I	14
19775	Human Rights Inv II	12
19776	Human Rights Inv III	7
19780	Human Rights Spec 3	3
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
35700	Pub Admin Intern	5
45252	Tech Adv 2	2
45253	Tech Adv 3	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
11435	Data Processing Supvr 1	1
11440	Data Processing Tech	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
30025	Office Coordinator	5
34202	Private Secretary 2	1
43200	Student Worker	3

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30005	Office Aide	1
30010	Office Assistant	1
30015	Office Associate	11

# AGENCY EEO/AA PROFILE

**Agency:** Human Rights Commission

**Executive Director:** James P. Sledge

**EEO/AA Officer:** Gail Kruger

**Agency Workforce:** 17

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 1 person with a disability.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is underutilized by 1 person with a disability.

### **THIRD THROUGH FOURTH QUARTERS (1/1/06 THROUGH 6/30/06)**

As of 1/1/06, agency underutilization was 1 Asian. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 1 person with a disability.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 Asian. During the year, there were 2 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is underutilized by 1 person with a disability.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant

# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      **Total Underutilization: 1**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Human Rights Commission

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	3
00502	Administrative Asst 2	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29993	Office Administrator 3	1
29994	Office Administrator 4	1
34201	Private Secretary 1	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	3
30015	Office Associate	4

# AGENCY EEO/AA PROFILE

**Agency:** Department of Human Services

**Secretary:** Carol L. Adams, Ph.D.

**EEO/AA Officer:** Margaret LaPorte, Ph.D.

**Agency Workforce:** 14,949

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 62 African Americans, 232 Hispanics, 118 Females, 87 Asians and 15 Native Americans. During this quarter there were 128 opportunities to hire/promote in the underutilized categories; 12 or 9% (1 African American, 10 Hispanics and 1 Asian) addressed underutilization. This agency is underutilized by 527 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 61 African Americans, 222 Hispanics, 118 Females, 86 Asians and 15 Native Americans. During this quarter there were 59 opportunities to hire/promote in the underutilized categories; 12 or 20% (10 Hispanics and 2 Asians) addressed underutilization. This agency is underutilized by 524 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 61 African Americans, 212 Hispanics, 118 Females, 84 Asians and 15 Native Americans. During this quarter there were 123 opportunities to hire/promote in the underutilized categories; 8 or 7% (1 African American, 6 Hispanics, and 1 Female) addressed underutilization. This agency is underutilized by 522 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 60 African Americans, 206 Hispanics, 117 Females, 84 Asians and 15 Native Americans. During this quarter there were 80 opportunities to hire/promote in the underutilized categories; 13 or 16% (3 African Americans, 4 Hispanics, 2 Females and 4 Asians) addressed underutilization. This agency is underutilized by 522 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 62 African Americans, 232 Hispanics, 118 Females, 87 Asians and 15 Native Americans. During the year, there were 390 opportunities to hire/promote in the underutilized categories; 45 or 12% (5 African Americans, 30 Hispanics, 3 Females and 7 Asians) addressed underutilization. This agency is underutilized by 522 people with disabilities.

### **FINDINGS**

Agency in compliance ☐

Agency in non-compliance ☒

### **RECOMMENDATIONS/COMMENTS**

The Department recommends that the Department of Human Services ("DHS") establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with Central Management Services, which should enhance the ability to address the affirmative actions needs of DHS. Accordingly, the Department of Central Management Services will be notified of the need to continue this training program.





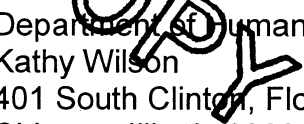
ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

12/08/2006

  
Department of Human Services  
Kathy Wilson  
401 South Clinton, Floor 003  
Chicago, Illinois 60607

Dear Kathy:

Under Section 7-105(H) of the Illinois Human Rights Act, identified state agencies are required to establish and maintain preparation and promotional training programs when they have failed to meet their affirmative action and equal employment opportunity goals.

In an effort to assist these agencies in the development and modification of their training programs, the Division of Technical Services and Agency Training & Development has identified effective existing training programs and is serving as a resource to these agencies.

We are contacting you as an identified agency in need of establishing training programs to bring your agency in compliance. We would like to meet with you to provide information regarding programs such as Upward Mobility, the Training ClearingHouse, courses offered through our own training section and local community colleges, Illinois Institute for Training and Development through the Department of Human Rights, and various internship programs.

Please contact Bonnie Craig, Manager of our training section, at (217) 557-1583 to arrange a date and time that best meets your schedules.

Sincerely,



Larry Plummer, Manager  
Technical Services and Agency Training and Development  
(217) 557-1583

# Underutilization Summary by Region

Name of Agency: HUMAN SERVICES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		3			1							119		18	3		1	27		
2		2												1			1	2		
3									1											
4	1																			
5	1			1										2				3		
6									6											
7		1		3												1		1		
8		1				4	2			1		3		4				4		
9		1					2							2	2	1		3		
10							2													
11						6				1		3	92	1	1	1		3		
Total	2	8	0	4	1	10	6	0	7	2	0	125	92	28	6	3	2	43	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1					1		8		14			11	11	2			30		2	
2	1												2				1			
3																				
4	1																			
5						3	1		1		1	1	3				10		2	1
6	1																			
7	2	1					1		1				3				1	5		
8	5	2	6	1	1						1	1	6				3		1	
9							1													
10																				
11	1	1					1													
Total	11	4	6	1	2	3	12	0	16	0	2	13	25	2	0	0	45	5	5	1

Total underutilization for African Americans: 31 Total underutilization for Hispanics: 215 Total underutilization for Females: 171

Total underutilization for Asians: 63 Total underutilization for Native Americans: 12 **Total Underutilization: 492**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	4
26401	Medical Adm 1 Opt D	11
26402	Medical Adm 2 Opt C	2
26403	Medical Adm 2 Opt D	15
26404	Medical Administrator 3	3
26908	Mental Health Prog Admin	1
37004	Public Info Officer 4	2
37015	Public Service Adm	1202
40070	Senior Public Serv Adm	419
48483	Vol Services Coord III	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	37
00133	Accountant Advanced	26
00135	Accountant Supervisor	16
00140	Acctg Fiscl Admin Car Tr	1
00157	Activity Therapist	48
00160	Activity Therapist Coord	23
00163	Activity Therapist Supv	10
00501	Admin Assistant 1	184
00502	Administrative Asst 2	84
04351	Behavioral Analyst 1	7
04352	Behavioral Analyst II	5
04355	Behavioral Analyst Assoc	8
05810	Business Admin Spec	3
05815	Business Manager	18
06902	Chaplain II	5
08235	Clinical Pharmacist	15
08250	Clinical Psychologist	38
11751	Dentist I	2
11752	Dentist II	8
12501	Dietary Manager I	11
12502	Dietary Manager II	13
12510	Dietitian	15
12530	Disabil Appeals Officer	2
12537	Disabil Claims Adjud 1	41
12538	Disabil Claims Adjud 2	43
12539	Disabil Claims Adjud Trn	1
12540	Disab Claims Analyst	6
12558	Disability Claims Spec	8
12980	Educ Media Prog Spec	2
13100	Educator	106
13105	Educator-Provisional	1

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	273
13852	Executive 2	195
17366	Graphic Arts Designer	2
17960	Habilitation Prog Coord	108
18041	Health Information Adm	13
18150	Health Fac Surv Nurse	4
18227	Hearng & Speech Adv Spec	11
18231	Hearing And Speech Assoc	8
18233	Hearing & Speech Spec	24
19670	Human Relations Rep	6
19692	Human Resources Rep	34
19693	Human Resources Spec	39
19785	Human Serv Caseworker	323
19788	Human Serv Casework Mgr	340
19810	H S Sign Lang Interpretr	1
21160	Information Serv Intern	11
21161	Inf Srvcs Specialist I	30
21162	Inf Srvcs Specialist II	55
21165	Inf Systems Analyst I	73
21166	Inf Systems Analyst II	67
21167	Inf Systems Analyst III	4
21731	Internal Security Inv 1	9
21732	Internal Security Inv 2	37
23401	Librarian 1	6
23430	Library Associate	1
25541	Mgmt Operations Anal I	11
25542	Mgmt Operations Anal 2	35
25583	Management Systems Spec	1
26811	Mental Health Adm I	88
26812	Mental Health Adm II	13
26817	Mental Health Adm Tr	3
26924	M H Specialist 1	22
26925	M H Specialist 2	17
26926	M H Specialist 3	4
26928	M H Specialist Tr	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	6
29820	Nutritionist	10
29900	Occupational Therapist	9
29908	Occuptnl Ther Prog Coord	2
32145	Physical Therapist	3
32200	Physician	29
32221	Physician Spec Opt A	18

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32222	Physician Spec Opt B	25
32223	Physician Spec Opt C	37
32224	Physician Spec Opt D	39
32225	Physician Spec Opt E	4
34900	Property Consultant	8
35611	Psychologist 1	14
35612	Psychologist 2	38
35613	Psychologist 3	59
35626	Psychologist Associate	6
35660	Psychology Intern	4
35700	Pub Admin Intern	97
35750	Public Aid Appeals Adv	7
35880	P A Lead Casework Spec	20
35892	P A Qual Contr Reviewer	31
35900	P A Quality Control Supv	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	3
38001	Recreation Worker 1	4
38002	Recreation Worker 2	2
38131	Registered Nurse 1	178
38132	Registered Nurse 2	242
38135	Regis Nurse-Adv Practice	2
38145	Rehabilitation Counselor	135
38158	Rehab Counselor Senior	160
38159	Rehabilitatn Counslr Trn	118
38163	Rehab/Mobility Instruc	32
38167	Rehab/Mobility Instru Tr	23
38176	Rehab Serv Advisor I	50
38194	Rehab Workshop Supv 1	2
38195	Rehab Workshop Supv 2	2
38196	Rehab Wksh Supv III	2
38199	Reimbursement Officer 1	13
38200	Reimbursement Officer 2	5
38207	Research Economist 1	2
38270	Resident Physician	1
39200	School Psychologist	2
41312	Soc Serv Pro Planner II	2
41313	Soc Serv Pro Planner 3	82
41314	Soc Serv Prog Planner 4	42
41320	Soc Servs Career Tr	206
41411	Social Worker 1	11
41412	Social Worker 2	85
41413	Social Worker 3	61
41414	Social Worker 4	22

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41430	Social Worker Intern	10
41771	Staff Develop Spec I	74
41782	Staff Develop Tech II	1
41787	Staff Pharmacist	8
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	4
42745	Stat Research Supv	2
45252	Tech Adv 2	4
45308	Telecom Systems Analyst	2
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	74
00116	Account Technician II	20
02424	Asst Reimburse Officer	4
08200	Clinical Lab Associate	2
08213	Clinical Lab Phlebotomist	9
08215	Clinical Lab Tech 1	3
08216	Clinical Lab Tech 2	4
11440	Data Processing Tech	2
13300	Eeg Technician	1
13360	Electronics Technician	2
13732	Engineering Tech II	1
17400	Graphic Arts Tech	2
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	1
23551	Licensed Prac Nurse I	31
23552	Licensed Prac Nurse II	107
27011	Mental Health Tech I	132
27012	Mental Health Tech II	195
27013	Mental Health Tech III	114
27014	Mental Health Tech Iv	73
27015	Mental Health Tech V	28
27021	Mental Health Tech Tr I	24
32007	Pharmacist Lead Tech	6
32008	Pharmacist Technician	17
37500	Radiologic Technologist	6
37505	Radiologic Tech Chief	1
37507	Radio Tech Prog Coord	4
38192	Rehab Workshop Inst I	2
38193	Rehab Workshop Inst II	10
38280	Residential Serv Supv	136

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39901	Sec Therapy Aide I	82
39902	Sec Therapy Aide II	48
39903	Sec Therapy Aide III	5
39904	Sec Therapy Aide Iv	21
39905	Sec Therapy Aide Tr	7
42748	Stat Research Technician	1
48200	Vocational Instructor	12

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14435	Facil Fire Safety Coord	1
17682	Guard 2	2
39870	Security Officer	34
39875	Security Officer Chief	10
39876	Secur Officer Lieutenant	12
39877	Security Officer Sgt	26
45830	Transportation Officer	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
07184	Child Development Aide	2
11650	Dental Assistant	8
11700	Dental Hygienist	8
13130	Educator Aide	9
14031	Executive Secretary 1	92
14032	Executive Secretary 2	38
14033	Executive Secretary 3	23
17981	Handicapped Serv Rep 1	1
18047	Health Information Tech	7
18262	Hearing & Spch Tech II	5
19690	Human Resources Asst	5
19691	Human Resources Assoc	23
23450	Library Technical Asst	2
27135	Meth & Proc Car Assoc 1	4
27136	Meth & Proc Car Assoc 2	1
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	66
29994	Office Administrator 4	28
29995	Office Administrator 5	7
30025	Office Coordinator	174
30080	Office Specialist	12
32192	Physical Ther Aide II	4
32193	Physical Ther Aide III	5

State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	112
38156	Rehab Counselor Aide II	2
38277	Residential Care Worker	29
38279	Residential Care Wkr Trn	4
43190	Student Intern	54
43200	Student Worker	88

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	35
08050	Clerical Trainee	3
08815	Comm Dispatcher	1
18045	Health Information Assoc	12
29991	Office Administrator 1	5
29992	Office Administrator 2	37
30005	Office Aide	7
30010	Office Assistant	294
30015	Office Associate	352
30020	Office Clerk	117
34792	Prop & Supply Clerk II	4
34793	Prop & Supply Clerk III	4
38141	Rehab Case Coord 1	82
38142	Rehab Case Coord 2	107
38203	Reproduc Serv Tech 1	3
44411	Switchboard Operator 1	57
44412	Switchboard Operator 2	4
44413	Switchboard Operator 3	17

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01231	App/Dry Goods Spec I	6
01232	App/Dry Goods Spec II	2
04100	Baker	1
04250	Barber	5
04350	Beautician	6
05200	Brickmason	1
06650	Carpenter	18
06660	Carpenter Foreman	1
06860	Cement Finisher	1
13200	Electrician	13
24300	Locksmith	1
24750	Machinist	3
30800	Painter	18



State of Illinois  
List of Established Job Titles by EEO Category  
Human Services

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32800	Plasterer	1
32900	Plumber	13
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	4
38205	Reproduc Serv Tech 3	5
42600	Stationary Engineer	20
42605	Stationary Eng-Asst Chf	8
42610	Stationary Eng-Chief	20
42800	Steamfitter	7
45550	Tinsmith	3

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	14
05601	Building/Grounds Lead 1	2
05613	Bldg/Grounds Maint Wkr	2
09601	Cook I	18
09602	Cook II	15
17549	Grounds Supv	2
21465	Institutional Maint Wkr	4
23050	Laborer	1
23060	Laborer (Building)	4
25020	Maint Equip Operator	20
25500	Maintenance Worker	5
25510	Maint Worker Power Plant	6
42650	Stationary Fireman	8
43051	Storekeeper I	36
43052	Storekeeper II	13
43053	Storekeeper III	17
43060	Stores Clerk	11
44221	Support Service Coord 1	60
44222	Support Service Coord 2	16
44225	Support Service Lead	31
44238	Support Service Wkr	153



# AGENCY EEO/AA PROFILE

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood

**EEO/AA Officer:** Katherine A. Spinato

**Agency Workforce:** 11

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/05 THROUGH 6/30/06)

Agency underutilization at the beginning of FY06 was 1 Hispanic. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 2 people with disabilities.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: INVESTMENT, STATE BOARD OF

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1													
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 1

Total underutilization for Females: 0

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 1**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Investment Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
34201	Private Secretary 1	1



# AGENCY EEO/AA PROFILE

**Agency:** Department of Labor

**Director:** Art Ludwig

**EEO/AA Officer:** Melissa Lange

**Agency Workforce:** 73

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 6 African Americans, 8 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 4 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 6 African Americans, 8 Females and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 2 or 100% (2 Females) addressed underutilization. This agency is underutilized by 4 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 6 African Americans, 6 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 4 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 6 African Americans, 6 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 African American) addressed underutilization. This agency is underutilized by 4 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 6 African Americans, 8 Females and 1 Asian. During the year, there were 3 opportunities to hire/promote in the underutilized categories; 3 or 100% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 4 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\* There were too few opportunities to be considered statistically significant.



# Underutilization Summary by Region

Name of Agency: LABOR

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1		3			4		1	1						
2																				
3																				
4																				
5																				
6																				
7						1		2					3							
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	2	0	5	0	0	4	0	4	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1																		
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 6

Total underutilization for Hispanics: 1

Total underutilization for Females: 9

Total underutilization for Asians: 1

Total underutilization for Native Americans: 0

**Total Underutilization: 17**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Labor

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	8
40070	Senior Public Serv Adm	7

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	12
13851	Executive 1	3
13852	Executive 2	4
18300	Hearings Referee	1
19692	Human Resources Rep	1
21127	Ind Serv Hygienist	3
21160	Information Serv Intern	1
22750	Labor Conciliator	9
35700	Pub Admin Intern	4
42743	Stat Research Spec 3	1
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	2
08919	Compliance Officer	6
13837	Equal Pay Specialist	1
37007	Public Safety Inspector	7

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	2
48770	Wage Claims Spec	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	9
30020	Office Clerk	1

# AGENCY EEO/AA PROFILE

**Agency:** Labor Relations Board

**Executive Director:** John Brosnan

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 19

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH THIRD QUARTERS (7/1/05 THROUGH 3/31/06)**

Agency underutilization at the beginning of FY06 was 1 African American, 1 Hispanic, 1 Female and 1 Asian. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 1 person with a disability.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 1 African American, 1 Hispanic, 1 Female and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 1 person with a disability.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 1 African American, 1 Hispanic, 1 Female and 1 Asian. During the year, there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 1 person with a disability.

## **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant.

# Underutilization Summary by Region

Name of Agency: LABOR RELATIONS BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      **Total Underutilization: 1**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Labor Relations Bd State

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	10
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30080	Office Specialist	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1

# AGENCY EEO/AA PROFILE

**Agency:** Educational Labor Relations Board

**Chairman:** Lynne Sered

**EEO/AA Officer:** Helen Higgins

**Agency Workforce:** 16

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: EDUCATIONAL LABOR RELATIONS BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0

Total underutilization for Hispanics: 0

Total underutilization for Females: 0

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 0**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)



State of Illinois  
List of Established Job Titles by EEO Category  
Labor Rel Bd Educational

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	13
40070	Senior Public Serv Adm	4

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30025	Office Coordinator	1
43200	Student Worker	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	2
30015	Office Associate	2



# AGENCY EEO/AA PROFILE

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Dr. Thomas J. Jurkanin

**EEO/AA Officer:** Luann Hickman

**Agency Workforce:** 23

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/05 THROUGH 6/30/06)

This agency calculated at parity for all affirmative action groups.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: LAW ENFORCEMENT TRAINING & STANDARDS BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 0**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Law Enf Trng&Standard Bd

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	3
13852	Executive 2	3
32990	Police Training Spec	3
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
30080	Office Specialist	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	1
44411	Switchboard Operator 1	1



# AGENCY EEO/AA PROFILE

**Agency:** Medical District Commission

**Executive Director:** Samuel W. Pruett

**EEO/AA Officer:** Paula Philbrook

**Agency Workforce:** 20

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### SUMMARY AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: MEDICAL DISTRICT COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0     
 Total underutilization for Hispanics: 0     
 Total underutilization for Females: 0  
 Total underutilization for Asians: 0     
 Total underutilization for Native Americans: 0     
 **Total Underutilization: 0**

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

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American



State of Illinois  
List of Established Job Titles by EEO Category  
Medical District Comm

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
40070	Senior Public Serv Adm	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13852	Executive 2	3
35700	Pub Admin Intern	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1



# AGENCY EEO/AA PROFILE

**Agency:** Department of Military Affairs

**Major General:** Randal E. Thomas

**EEO/AA Officer:** Doug Wagner

**Agency Workforce:** 246

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.		<b>X</b>	
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 9 African Americans, 3 Hispanics, 57 Females, 1 Asian and 1 Native American. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 14 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 9 African Americans, 3 Hispanics, 56 Females, 1 Asian and 1 Native American. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 14 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 9 African Americans, 3 Hispanics, 56 Females, 1 Asian and 1 Native American. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 14 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 9 African Americans, 3 Hispanics, 56 Females, 1 Asian and 1 Native American. During this quarter there were 2 opportunities to hire in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 14 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 9 African Americans, 3 Hispanics, 57 Females, 1 Asian and 1 Native American. During the year, there were 4 opportunities to hire/promote in the underutilized categories; 1 or 25% (1 Female) addressed underutilization. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant.

Late notices and a Notice to Show Cause were issued to your agency during the year for failure to timely submit reports. Efforts should be made in FY07 to meet report deadlines.

# Underutilization Summary by Region

Name of Agency: MILITARY AFFAIRS

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																		10		
5								1										1		
6																				
7						1		2		2						3	1	13		
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	3	0	2	0	0	0	0	0	3	1	24	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																		8	1	
2																		2		
3																		1		
4																1		3		
5																1	1	4		
6																				
7																1		7		
8																				
9																				
10																		2		
11																		3		
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	30	1	0

Total underutilization for African Americans: 7      Total underutilization for Hispanics: 2      Total underutilization for Females: 57

Total underutilization for Asians: 1      Total underutilization for Native Americans: 2      **Total Underutilization: 69**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Military Affairs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
13851	Executive 1	1
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21165	Inf Systems Analyst I	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13732	Engineering Tech II	1
13733	Engineering Tech III	2

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	1
17683	Guard 3	1
39870	Security Officer	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
30015	Office Associate	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	3
32900	Plumber	2
38119	Ref & Air Cond Repairer	1
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	43

State of Illinois  
List of Established Job Titles by EEO Category  
Military Affairs

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	8
05605	Building/Grounds Supv	3
05613	Bldg/Grounds Maint Wkr	19
43052	Storekeeper II	1





# AGENCY EEO/AA PROFILE

**Agency:** Department of Natural Resources

**Interim Director:** Sam Flood

**EEO/AA Officer:** Marvin N. Sprague

**Agency Workforce:** 1,288

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 82 African Americans, 33 Hispanics, 325 Females, 10 Asians and 1 Native American. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 4 or 25% (1 Hispanic and 3 Females) addressed underutilization. This agency is underutilized by 88 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 82 African Americans, 32 Hispanics, 322 Females, 10 Asians and 1 Native American. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 13 or 81% (1 African American, 1 Hispanic, 10 Females and 1 Asian) addressed underutilization. This agency is underutilized by 88 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 81 African Americans, 31 Hispanics, 312 Females, 9 Asians and 1 Native American. During this quarter there were 22 opportunities to hire/promote in the underutilized categories; 9 or 41% (1 African American and 8 Females) addressed underutilization. This agency is underutilized by 87 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 80 African Americans, 31 Hispanics, 304 Females, 9 Asians and 1 Native American. During this quarter there were 23 opportunities to hire/promote in the underutilized categories; 8 or 35% (3 African Americans and 5 Females) addressed underutilization. This agency is underutilized by 85 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 82 African Americans, 32 Hispanics, 325 Females, 10 Asians and 1 Native American. During the year, there were 77 opportunities to hire/promote in the underutilized categories; 34 or 44% (5 African Americans, 2 Hispanics, 26 Females and 1 Asian) addressed underutilization. This agency is underutilized by 85 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: NATURAL RESOURCES

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	3	2	4	1		7	4	13	3							8	4	8	1	
2	1	1	5			2	1	10	1							2	2	6		
3								6												
4	1		4			1		12	1		1		4							
5	1		2			1		7												
6						1		4												
7	5		36			5	1	12			2		3					4		
8			2			1		9												
9	1		2			2		9			5	1	7							
10			4			1		19												
11	2		10			4		25	1	1	1		4			1		6		
Total	14	3	69	1	0	25	6	126	6	1	9	1	18	0	0	11	6	24	1	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1	1														9	6	16	2	
2																2	2	11		
3																1	1	5		
4																2		3		
5																1	1	8		
6																		1		
7	2	1					1						1				1	7		
8																1	1	9		
9																		6		
10																1		8		
11																4	1	22		
Total	3	2	0	0	0	0	1	0	0	0	0	0	1	0	0	21	13	96	2	0

Total underutilization for African Americans: 83

Total underutilization for Hispanics: 32

Total underutilization for Females: 334

Total underutilization for Asians: 10

Total underutilization for Native Americans: 1

**Total Underutilization: 460**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	5
37015	Public Service Adm	273
40070	Senior Public Serv Adm	96

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	10
00133	Accountant Advanced	3
00135	Accountant Supervisor	7
00501	Admin Assistant 1	23
00502	Administrative Asst 2	18
01440	Architect	1
06941	Chemist 1	1
06942	Chemist 2	1
07601	Civil Engineer 1	5
07602	Civil Engineer 2	10
07603	Civil Engineer 3	17
07604	Civil Engineer 4	6
07607	Civil Engineer Trn	5
09300	Conserv Educ Rep	17
09311	Conserv Grant Admin 1	5
09312	Conserv Grant Admin 2	6
09313	Conserv Grant Admin 3	6
13793	Envir Prot Eng 3	1
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	1
13822	Envir Prot Spec 2	1
13823	Envir Prot Spec 3	8
13824	Envir Prot Spec Iv	5
13851	Executive 1	30
13852	Executive 2	24
17271	Geographic Info Sepc 1	5
17272	Geographic Info Spec 2	7
19692	Human Resources Rep	4
19693	Human Resources Spec	5
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	6
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	1
23093	Land Acquis Agent 3	11
23131	Land Reclamation Spec 1	1
23132	Land Reclamation Spec 2	3
23145	Landscape Architect	10
23150	Landscape Planner	1

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23402	Librarian 2	1
23430	Library Associate	1
26203	Mechanical Engineer 3	1
27152	Microbiologist 2	2
28831	Natural Resources Coord	28
28832	Natural Resources Spec	110
28833	Natural Resour Adv Spec	48
34725	Project Designer	1
35700	Pub Admin Intern	7
37003	Public Info Officer 3	3
37725	Ranger	58
38283	Resources Planner III	11
40090	Senior Ranger	1
41071	Site Assistant Supt 1	55
41072	Site Assistant Supt 2	16
41120	Site Superintendent	34
41771	Staff Develop Spec I	1
45253	Tech Adv 3	1
45261	Technical Mgr 1	1
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3
49421	Well Insp 1	3
49422	Well Insp 2	4

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	9
13340	Elec Equip Instal/Repair	1
13345	El Eq Inst/Repair Ld Wkr	1
13731	Engineering Tech 1	4
13732	Engineering Tech II	4
13733	Engineering Tech III	10
13734	Engineering Tech Iv	6
13785	Envir Protection Assoc	1
13811	Envir Prot Legal Inv I	2
22997	Laboratory Associate 1	1
28852	Natural Resource Tech 2	27
32086	Photographer 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09341	Conserv Police Officer 1	18
09342	Conserv Police Officer 2	29

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09345	Conserv Pol Officer Tr	1
17681	Guard 1	2
41115	Site Security Officer	11
42230	State Mine Inspector	14
42240	State Mine Insp-At-Large	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	10
14032	Executive Secretary 2	12
14033	Executive Secretary 3	4
19690	Human Resources Asst	3
19691	Human Resources Assoc	3
29990	Office Admin Specialist	2
29993	Office Administrator 3	9
29994	Office Administrator 4	4
29995	Office Administrator 5	2
30025	Office Coordinator	61
30080	Office Specialist	8
34202	Private Secretary 2	2
43190	Student Intern	20
43200	Student Worker	51

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
30010	Office Assistant	32
30015	Office Associate	81
30075	Office Occupations Tr	2
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	1
09561	Construction Supv I	1
09562	Construction Supv II	1
13200	Electrician	1
32900	Plumber	1
33360	Power Shovel Opr (Maint)	2

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
49061	Waterways Const Supv I	5
49062	Waterways Const Supv II	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	5
05601	Building/Grounds Lead 1	3
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	2
09317	Conserv/Hist Preserv Wkr	141
21687	Intermit Laborer Maint	5
24290	Lock And Dam Tender	1
28851	Natural Resource Tech 1	8
41131	Site Technician 1	13
41132	Site Technician 2	204
43051	Storekeeper I	7
43052	Storekeeper II	1





# AGENCY EEO/AA PROFILE

**Agency:** Prisoner Review Board

**Chairman:** Jorge Montes

**EEO/AA Officer:** Suzie Davis

**Agency Workforce:** 18

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/05 THROUGH 6/30/06)

Agency underutilization at the beginning of FY06 was 1 African American. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 1 person with a disability.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: PRISONER REVIEW BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 0**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Prisoner Review Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13851	Executive 1	5
21165	Inf Systems Analyst I	1
35700	Pub Admin Intern	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
29994	Office Administrator 4	8
30025	Office Coordinator	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	8
30020	Office Clerk	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1
43052	Storekeeper II	1



# AGENCY EEO/AA PROFILE

**Agency:** Property Tax Appeal Board

**Executive Director:** James W. Chipman

**EEO/AA Officer:** Becky Moody

**Agency Workforce:** 18

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/05 THROUGH 6/30/06)

Agency underutilization at the beginning of FY06 was 1 Female. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 2 people with disabilities.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: PROPERTY TAX APPEAL BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 0**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Property Tax Appeal Bd

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37004	Public Info Officer 4	1
37015	Public Service Adm	7
40070	Senior Public Serv Adm	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	2
00502	Administrative Asst 2	3
01252	Appraisal Specialist 2	1
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
45252	Tech Adv 2	2
45253	Tech Adv 3	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
29994	Office Administrator 4	1
30025	Office Coordinator	1
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	3





# AGENCY EEO/AA PROFILE

**Agency:** Department of Public Health

**Director:** Eric E. Whitaker, M.D., M.P.H.

**EEO/AA Officer:** Robin A. Tucker-Smith

**Agency Workforce:** 1,130

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 17 African Americans, 19 Hispanics, 10 Females and 5 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 3 or 27% (2 African Americans and 1 Hispanic) addressed underutilization. This agency is underutilized by 76 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 15 African Americans, 18 Hispanics, 10 Females and 5 Asians. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 3 or 30% (3 Hispanics) addressed underutilization. This agency is underutilized by 76 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 15 African Americans, 15 Hispanics, 10 Females and 5 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 2 or 40% (1 African American and 1 Hispanic) addressed underutilization. This agency is underutilized by 76 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 14 African Americans, 14 Hispanics, 10 Females and 5 Asians. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 2 or 25% (1 Hispanic and 1 Female) addressed underutilization. This agency is underutilized by 76 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 17 African Americans, 19 Hispanics, 10 Females and 5 Asians. During the year, there were 34 opportunities to hire/promote in the underutilized categories; 10 or 29% (3 African Americans, 6 Hispanics, and 1 Female) addressed underutilization. This agency is underutilized by 76 people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: PUBLIC HEALTH

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			2	1			7					1								
2						2	1		1											
3																				
4			1			2		1												
5																				
6	1					1	1		2											
7											1		2							
8																				
9	1		1			2	1													
10																				
11	1					1	1		1											
Total	3	0	4	1	0	8	11	1	4	0	1	1	2	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	2					1			1							1		3		
8																				
9																				
10																				
11																				
Total	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	3	0	0

Total underutilization for African Americans: 16

Total underutilization for Hispanics: 12

Total underutilization for Females: 10

Total underutilization for Asians: 6

Total underutilization for Native Americans: 0

**Total Underutilization: 44**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	31
26400	Medical Adm 1 Opt C	2
26401	Medical Adm 1 Opt D	1
26402	Medical Adm 2 Opt C	1
26404	Medical Administrator 3	4
26405	Medical Administrator 4	1
32910	Pldg Consultant	1
36430	Public Health Educator	10
37004	Public Info Officer 4	1
37015	Public Service Adm	385
40070	Senior Public Serv Adm	125
47941	Vision/Hearing Cons I	1
47942	Vision/Hearing Cons II	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	19
00133	Accountant Advanced	5
00135	Accountant Supervisor	8
00140	Acctg Fiscl Admin Car Tr	3
00501	Admin Assistant 1	76
00502	Administrative Asst 2	25
01440	Architect	14
05541	Bldg Construction Insp I	2
05815	Business Manager	1
06941	Chemist 1	2
06942	Chemist 2	3
06943	Chemist 3	5
08220	Clinical Lab Technolog 1	26
08221	Clinical Lab Technol 2	14
08229	Clinical Lab Tech Trn	6
13180	Electrical Engineer	1
13751	Environmental Eng 1	2
13752	Environmental Eng 2	1
13753	Environmental Eng 3	5
13754	Environmental Eng 4	6
13768	Environmntl Hlth Spec 1	15
13769	Environmntl Hlth Spec 2	16
13770	Environmntl Hlth Spec 3	45
13851	Executive 1	29
13852	Executive 2	32
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17366	Graphic Arts Designer	1
18011	Hlth Facil Surveyor 1	5
18012	Hlth Facil Surveyor 2	27
18013	Hlth Facil Surveyor 3	8
18150	Health Fac Surv Nurse	31
19692	Human Resources Rep	1
19693	Human Resources Spec	3
21160	Information Serv Intern	11
21161	Inf Srvcs Specialist I	13
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	9
21167	Inf Systems Analyst III	1
23022	Lab Quality Spec 2	8
23025	Lab Research Scientist	9
23027	Lab Research Spec 1	2
23028	Lab Research Spec 2	1
23600	Life Sci Career Trainee	2
25541	Mgmt Operations Anal I	3
25542	Mgmt Operations Anal 2	3
25545	Mgt Oper Analyst Tr	2
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	7
27132	Meth & Proc Adv 2	20
27133	Meth & Proc Adv III	10
27151	Microbiologist 1	2
27152	Microbiologist 2	3
30317	Oral Health Consultant	4
34725	Project Designer	3
35700	Pub Admin Intern	36
36434	P H Educator Assoc	2
36611	P H Program Spec 1	11
36612	P H Program Spec 2	12
36613	P H Program Spec 3	19
37003	Public Info Officer 3	1
38132	Registered Nurse 2	3
38207	Research Economist 1	2
38232	Research Scientist 2	2
38233	Research Scientist 3	1
41312	Soc Serv Pro Planner II	1
41313	Soc Serv Pro Planner 3	2
41314	Soc Serv Prog Planner 4	1
41771	Staff Develop Spec I	4
42741	Stat Research Spec 1	2

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	2
42745	Stat Research Supv	1
45252	Tech Adv 2	2
47943	Vision/Hearing Cons III	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	1
00118	Account Technician Tr	1
08200	Clinical Lab Associate	3
08215	Clinical Lab Tech 1	1
08216	Clinical Lab Tech 2	7
13733	Engineering Tech III	1
13734	Engineering Tech Iv	4
22997	Laboratory Associate 1	3
22998	Laboratory Associate 2	2
32915	Plumbing Inspector	6
48000	Vit Rec Qual Cont Insp	9

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	6
14031	Executive Secretary 1	3
14032	Executive Secretary 2	8
14033	Executive Secretary 3	2
19690	Human Resources Asst	1
19691	Human Resources Assoc	2
19694	Human Resources Trainee	1
27135	Meth & Proc Car Assoc 1	9
27136	Meth & Proc Car Assoc 2	2
27137	Meth & Proc Car Assoc Tr	3
29993	Office Administrator 3	30
29994	Office Administrator 4	4
29995	Office Administrator 5	3
30025	Office Coordinator	39
30080	Office Specialist	5
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	5

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
27182	Microfilm Operator II	1
30010	Office Assistant	31
30015	Office Associate	85
30020	Office Clerk	11
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	5
43052	Storekeeper II	3
43053	Storekeeper III	3
43060	Stores Clerk	2





# AGENCY EEO/AA PROFILE

**Agency:** State Retirement Systems

**Acting Executive Secretary:** Timothy B. Blair

**EEO/AA Officer:** Marty Nantkes

**Agency Workforce:** 84

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH SECOND QUARTERS (7/1/05 THROUGH 12/31/06)**

Agency underutilization at the beginning of FY06 was 4 African Americans and 2 Females. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is at parity for people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 4 African Americans and 2 Females. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization.

## **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 4 African Americans and 2 Females. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 4 African Americans and 2 Females. During the year, there were 4 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is at parity for people with disabilities.

## **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant.

# Underutilization Summary by Region

Name of Agency: STATE RETIREMENT SYSTEMS

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1		2			2					1									
8																				
9																				
10																				
11																				
Total	1	0	2	0	0	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7						1														
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 5      Total underutilization for Hispanics: 0      Total underutilization for Females: 2

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 7**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
State Retirement Systems

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Adm	7

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	7
00133	Accountant Advanced	4
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
13851	Executive 1	3
13852	Executive 2	5
19692	Human Resources Rep	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	1
27133	Meth & Proc Adv III	1
38310	Ret Sys Disabil Spec	4

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	3
11430	Data Processing Spec	1
11440	Data Processing Tech	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29993	Office Administrator 3	1
29994	Office Administrator 4	2
30025	Office Coordinator	3
30080	Office Specialist	5
30961	Pen & Death Benft Tech 1	1
30962	Pen & Death Benft Tech 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	2
30010	Office Assistant	6
30015	Office Associate	7

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1

State of Illinois  
List of Established Job Titles by EEO Category  
State Retirement Systems

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1



# AGENCY EEO/AA PROFILE

**Agency:** Department Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 1,904

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 32 African Americans, 34 Hispanics, 73 Females, 9 Asians and 1 Native American. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 3 or 25% (1 African American, 1 Hispanic and 1 Female) addressed underutilization. This agency is underutilized by 6 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 31 African Americans, 33 Hispanics, 72 Females, 9 Asians and 1 Native American. During this quarter there were 29 opportunities to hire/promote in the underutilized categories; 12 or 41% (4 African Americans and 8 Females) addressed underutilization. This agency is underutilized by 6 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 27 African Americans, 33 Hispanics, 64 Females, 9 Asians and 1 Native American. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 4 or 27% (3 African Americans and 1 Hispanic) addressed underutilization. This agency is underutilized by 5 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 24 African Americans, 32 Hispanics, 64 Females, 9 Asians and 1 Native American. During this quarter there were 23 opportunities to hire/promote in the underutilized categories; 15 or 65% (3 African Americans, 4 Hispanics and 8 Females) addressed underutilization. This agency is underutilized by 2 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 32 African Americans, 34 Hispanics, 73 Females, 9 Asians and 1 Native American. During the year, there were 79 opportunities to hire/promote in the underutilized categories; 34 or 43% (11 African Americans, 6 Hispanics and 17 Females) addressed underutilization. This agency is underutilized by 2 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**



# Underutilization Summary by Region

Name of Agency: REVENUE

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	4	2	9	6			18	46		1	3	1	6	1						
2			1			3		5												
3																				
4																				
5																				
6																				
7	4			2		5	4	28			3	1		1						
8																				
9			1			1		5												
10																				
11			1					5												
Total	8	2	12	8	0	9	22	89	0	1	6	2	6	2	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1						1						1							
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0

Total underutilization for African Americans: 24

Total underutilization for Hispanics: 27

Total underutilization for Females: 108

Total underutilization for Asians: 10

Total underutilization for Native Americans: 1

**Total Underutilization: 170**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Revenue

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37015	Public Service Adm	330
40070	Senior Public Serv Adm	156

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	6
00133	Accountant Advanced	4
00135	Accountant Supervisor	3
00501	Admin Assistant 1	51
00502	Administrative Asst 2	33
01251	Appraisal Specialist 1	2
01255	Appraisal Specialist Trn	1
13851	Executive 1	17
13852	Executive 2	14
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19692	Human Resources Rep	5
19693	Human Resources Spec	6
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	19
21162	Inf Srvcs Specialist II	23
21165	Inf Systems Analyst I	24
21166	Inf Systems Analyst II	52
21167	Inf Systems Analyst III	12
21721	Internal Auditor 1	3
21726	Internal Auditor Trn	3
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	15
27132	Meth & Proc Adv 2	1
30860	Paralegal Assistant	2
35700	Pub Admin Intern	4
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	40
38371	Rev Auditor 1	62
38372	Rev Auditor 2	63
38373	Rev Auditor 3	66
38375	Revenue Auditor Trainee	47
38401	Rev Collection Ofr 1	9

State of Illinois  
List of Established Job Titles by EEO Category  
Revenue

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38402	Rev Collection Ofr 2	10
38403	Rev Collection Ofr 3	10
38405	Rev Collection Ofr Trn	8
38425	Rev Computer Audit Spec	8
38557	Rev Sr Special Agent	15
38558	Rev Special Agent	14
38565	Rev Special Agent Trn	15
38572	Rev Tax Spec II	38
38573	Rev Tax Spec III	18
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
42745	Stat Research Supv	2
45251	Technical Advisor 1	3
45252	Tech Adv 2	8
45253	Tech Adv 3	2
45256	Tech Advsr Advcd Prg Sp	36
45308	Telecom Systems Analyst	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	13
11415	Data Proc Admin Spec	6
11430	Data Processing Spec	7
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	11
11443	Data Processing Tech Trn	1
23568	Licensing Asst	3
23751	Liq Cont Sp Agent I	16
23752	Liq Cont Sp Agent II	5
27176	Micro Lab Technician II	1
38571	Rev Tax Spec I	35
45313	Telecom Systems Tech 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	28
14032	Executive Secretary 2	4

State of Illinois  
List of Established Job Titles by EEO Category  
Revenue

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	8
19690	Human Resources Asst	2
19691	Human Resources Assoc	2
19694	Human Resources Trainee	1
24520	Lottery Telemarketng Rep	3
29993	Office Administrator 3	4
29994	Office Administrator 4	20
29995	Office Administrator 5	5
30025	Office Coordinator	29
30080	Office Specialist	6
34201	Private Secretary 1	3
34202	Private Secretary 2	3
38575	Rev Tax Spec Tr	15
43190	Student Intern	5
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	5
08050	Clerical Trainee	3
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	42
30015	Office Associate	52
30020	Office Clerk	23
34540	Procurement Rep	2
38203	Reproduc Serv Tech 1	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	1
38204	Reproduc Serv Tech 2	2
38205	Reproduc Serv Tech 3	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
24402	Lottery Commod Dist II	1
43051	Storekeeper I	5
43052	Storekeeper II	2
43060	Stores Clerk	1

# AGENCY EEO/AA PROFILE

**Agency:** Illinois State Police

**Director:** Larry G. Trent

**EEO/AA Officer:** Suzanne L. Y. Bond

**Agency Workforce:** 3,492

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 189 African Americans, 39 Hispanics, 553 Females, 41 Asians and 1 Native American. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 300 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 189 African Americans, 39 Hispanics, 552 Females, 41 Asians and 1 Native American. During this quarter there were 105 opportunities to hire/promote in the underutilized categories; 54 or 51% (16 African American, 2 Hispanics, 34 Females and 2 Asians) addressed underutilization. This agency is underutilized by 299 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 173 African Americans, 37 Hispanics, 518 Females, 39 Asians and 1 Native American. During this quarter there were 23 opportunities to hire/promote in the underutilized categories; 10 or 43% (3 African Americans, 2 Hispanics, 4 Females and 1 Asian) addressed underutilization. This agency is underutilized by 298 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 170 African Americans, 35 Hispanics, 514 Females, 38 Asians and 1 Native American. During this quarter there were 31 opportunities to hire/promote in the underutilized categories; 8 or 26% (3 African Americans, 3 Hispanics and 2 Females) addressed underutilization. This agency is underutilized by 297 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 189 African Americans, 39 Hispanics, 553 Females, 41 Asians and 1 Native American. During the year, there were 160 opportunities to hire/promote in the underutilized categories; 73 or 46% (22 African Americans, 7 Hispanics, 41 Females and 3 Asians) addressed underutilization. This agency is underutilized by 297 people with disabilities.

### **FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: STATE POLICE

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			6	1		24	16	4	15	1	26	2	54	5		51		101	1	
2						1	1	2			2		12			3	2	19	1	
3													6			3		17		
4						1		3			1		5			3		13	1	
5							1	2			1		16				2	21		
6													8	1		3	2	9	2	
7	3	1		1		9	1	2	3		2		27	1		2		27	1	
8								1			1		12			3		18		
9						1	1	4			2		18			4	2	29	1	
10											1		9			1	1	13		
11			2			2		3			1	1	13			6		35	1	
Total	3	1	8	2	0	38	20	21	18	1	37	3	180	7	0	79	9	302	8	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				1		5	5		3								2	3		
2	1					2														
3																				
4	1					1														
5	1					1	1	3												
6						1		1												
7	2	1				4	1											5		
8																				
9						3														
10																				
11	1					1	1													
Total	6	1	0	1	0	18	8	4	3	0	0	0	0	0	0	0	2	8	0	0

Total underutilization for African Americans: 181

Total underutilization for Hispanics: 44

Total underutilization for Females: 523

Total underutilization for Asians: 39

Total underutilization for Native Americans: 1

**Total Underutilization: 788**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
State Police

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	230
40070	Senior Public Serv Adm	97

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	6
00133	Accountant Advanced	2
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	1
00501	Admin Assistant 1	80
00502	Administrative Asst 2	39
08860	Communications Sys Spec	1
10161	Crim Intelligence Anal 1	15
10162	Crim Intelligence Anal 2	15
10165	Crim Intellig Analy Spec	7
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	44
13852	Executive 2	54
15891	Forensic Scientist 1	50
15892	Forensic Scientist 2	47
15893	Forensic Scientist 3	78
15897	Forensic Scientist Tr	27
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19692	Human Resources Rep	1
19693	Human Resources Spec	3
21160	Information Serv Intern	4
21161	Inf Srvcs Specialist I	20
21162	Inf Srvcs Specialist II	27
21165	Inf Systems Analyst I	20
21166	Inf Systems Analyst II	31
21167	Inf Systems Analyst III	2
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	3
25541	Mgmt Operations Anal I	2
25542	Mgmt Operations Anal 2	2
25545	Mgt Oper Analyst Tr	1
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	3
33003	Polygraph Exam 3	9
35700	Pub Admin Intern	6
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1



State of Illinois  
List of Established Job Titles by EEO Category  
State Police

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41771	Staff Develop Spec I	1
41782	Staff Develop Tech II	2
42002	St Police Field Spec 2	8
42743	Stat Research Spec 3	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
45371	Terror Research Spec 1	1
45372	Terror Research Spec 2	1
45375	Terror Research Spec Trn	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	18
03502	Audio Visual Tech II	1
05170	Breath Alcohol Anal Tech	6
08831	Comm Equip Tech I	20
08832	Comm Equipment Tech 2	10
08833	Comm Equipment Tech 3	28
09980	Crime Scene Inv	1
11430	Data Processing Spec	6
11440	Data Processing Tech	6
11443	Data Processing Tech Trn	2
13340	Elec Equip Instal/Repair	1
15204	Fingerprint Technician	3
32086	Photographer 2	1
45305	Telecommunication Supv	21
45312	Telecom Systems Tech 1	1
46100	Truck Weighing Insp	21

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	2
32977	Police Lieutenant	5
32981	Police Officer I	26
32982	Police Officer II	2
32983	Police Officer III	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	21
14032	Executive Secretary 2	5

State of Illinois  
List of Established Job Titles by EEO Category  
State Police

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	6
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	1
29993	Office Administrator 3	24
29994	Office Administrator 4	27
29995	Office Administrator 5	6
30025	Office Coordinator	61
30080	Office Specialist	23
33005	Polygraph Examiner Trn	1
41801	St Police Crime Inf Eval	4
41901	St Pol Evidence Tech 1	9
41902	St Pol Evidence Tech 2	27
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	3
21686	Intermittent Clerk	2
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	34
30015	Office Associate	46
30020	Office Clerk	7
34791	Prop & Supply Clerk I	3
45322	Telecom Call Taker	22
45323	Telecom Lead Call Taker	19
45325	Telecommunicator Trn	20
45326	Telecommunicator Spec	23
45327	Telecommunicator Ld Spec	22

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
13200	Electrician	2
38205	Reproduc Serv Tech 3	2
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	2
42610	Stationary Eng-Chief	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	7

State of Illinois  
List of Established Job Titles by EEO Category  
State Police

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	4
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	9
23080	Laborer (Maintenance)	1
25020	Maint Equip Operator	2
43051	Storekeeper I	6
43052	Storekeeper II	2
43053	Storekeeper III	2
43060	Stores Clerk	1



# AGENCY EEO/AA PROFILE

**Agency:** State Police Merit Board

**Executive Director:** James E. Seiber

**EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 5

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

## FINDINGS

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: STATE POLICE MERIT BOARD

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 0**

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

AA = African American   H = Hispanic   F = Female   A = Asian   NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
State Police Merit Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19692	Human Resources Rep	1
19693	Human Resources Spec	1
21160	Information Serv Intern	1
21165	Inf Systems Analyst I	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1





# AGENCY EEO/AA PROFILE

**Agency:** Department of Transportation

**Secretary:** Timothy Martin

**EEO/AA Officer:** Elbert Simon

**Agency Workforce:** 5,760

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 258 African Americans, 170 Hispanics, 1,791 Females, 46 Asians and 8 Native Americans. During this quarter there were 42 opportunities to hire/promote in the underutilized categories; 19 or 45% (2 African Americans and 17 Females) addressed underutilization. This agency is underutilized by 455 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 256 African Americans, 170 Hispanics, 1,774 Females, 46 Asians and 8 Native Americans. During this quarter there were 31 opportunities to hire/promote in the underutilized categories; 13 or 42% (3 African Americans and 10 Females) addressed underutilization. This agency is underutilized by 453 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 253 African Americans, 170 Hispanics, 1,764 Females, 46 Asians and 8 Native Americans. During this quarter there were 37 opportunities to hire/promote in the underutilized categories; 21 or 57% (2 African Americans, 2 Hispanics and 17 Females) addressed underutilization. This agency is underutilized by 452 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 251 African Americans, 168 Hispanics, 1,747 Females, 46 Asians and 8 Native Americans. During this quarter there were 44 opportunities to hire/promote in the underutilized categories; 25 or 57% (6 African Americans, 6 Hispanics and 13 Females) addressed underutilization. This agency is underutilized by 451 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 258 African Americans, 170 Hispanics, 1,791 Females, 46 Asians and 8 Native Americans. During the year, there were 154 opportunities to hire/promote in the underutilized categories; 78 or 51% (13 African Americans, 8 Hispanics and 57 Females) addressed underutilization. This agency is underutilized by 451 people with disabilities.

### **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: TRANSPORTATION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	16	7	35			18	10	86		1		4	51							
2	2	2	16			6	1	25	2		5		29	1						
3		2	10	1				27	1	1		1	14							
4																				
5	2		11	1		2		24	1		9	3	50							
6	1	1	12	3		1	1	21	5		4	3	25	5						
7			64					66		1			77							
8																				
9	5	1	8					26				2	29							
10	1		7				1	22			1	1	10							
11	1	1	6			2	1	18	1			1	15							
Total	28	14	169	5	0	29	14	315	10	3	19	15	300	6	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	5					1	1				1	5	9	1		52	66	248	24	
2	2	1														16	15	89	3	1
3																	8	61	2	1
4																				
5	1															16	8	81	2	
6	1															19	8	79	7	
7	1	1		1		1	1		1		1		1			12	6	94	3	1
8																				
9																37	5	111	2	1
10	1															4	3	59	1	
11																2	3	52	1	
Total	11	2	0	1	0	2	2	0	1	0	2	5	10	1	0	158	122	874	45	4

Total underutilization for African Americans: 249

Total underutilization for Hispanics: 174

Total underutilization for Females: 1,668

Total underutilization for Asians: 69

Total underutilization for Native Americans: 7

**Total Underutilization: 2,167**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Transportation

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	45
40070	Senior Public Serv Adm	9

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	20
00133	Accountant Advanced	13
00135	Accountant Supervisor	3
00501	Admin Assistant 1	13
00502	Administrative Asst 2	3
00956	Aircraft Pilot 2	1
00957	Aircraft Pilot 2-Dual Rt	1
13851	Executive 1	1
13852	Executive 2	3
15640	Flight Safety Coord	1
19692	Human Resources Rep	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	6
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	2
21721	Internal Auditor 1	4
21726	Internal Auditor Trn	5

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	14
00116	Account Technician II	7
00951	Aircraft Dispatcher	1
00952	Aircraft Lead Dispatcher	1
00955	Aircraft Pilot 1	1
11440	Data Processing Tech	1
17400	Graphic Arts Tech	1
18525	Hwy Construction Supv I	3
18526	Highway Const Supv 2	2
27176	Micro Lab Technician II	1
32092	Photographic Technicn 2	1
32093	Photographic Technicn 3	1
38910	Safety Respons Analyst	3
47570	Vehicle Compliance Insp	7

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	98
14032	Executive Secretary 2	31

State of Illinois  
List of Established Job Titles by EEO Category  
Transportation

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	23
19691	Human Resources Assoc	11
29993	Office Administrator 3	8
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	75
30080	Office Specialist	7

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	5
08050	Clerical Trainee	1
08815	Comm Dispatcher	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	2
29992	Office Administrator 2	2
30010	Office Assistant	33
30015	Office Associate	22
30020	Office Clerk	6
30075	Office Occupations Tr	74
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	1
38915	Saf Respon Analyst Supv	2
44411	Switchboard Operator 1	4
47585	Vehicle Permit Evaluator	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03680	Auto And Body Repairer	1
03700	Automotive Mechanic	18
03749	Automotive Shop Supv	1
05310	Bridge Mechanic	2
06650	Carpenter	1
18465	Heavy Const Equip Opr	19
21500	Instrument Designer	1
33360	Power Shovel Opr (Maint)	8
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	3
40960	Sign Painter	1
41000	Sign Shop Foreman	2
42600	Stationary Engineer	1

State of Illinois  
List of Established Job Titles by EEO Category  
Transportation

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05320	Bridge Tender	4
11500	Deck Hand	2
14801	Ferry Operator I	2
14802	Ferry Operator II	2
18639	Highway Maintainer	206
18659	Highway Maint Lead Wkr	264
21951	Janitor I	2
21952	Janitor II	3
22809	Labor Maint Lead Worker	1
23080	Laborer (Maintenance)	27
25500	Maintenance Worker	9
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	10
43051	Storekeeper I	19
43052	Storekeeper II	11
43053	Storekeeper III	1
43060	Stores Clerk	2

# AGENCY EEO/AA PROFILE

**Agency:** Department of Veterans' Affairs

**Director:** Roy L. Dolgos

**EEO/AA Officer:** Deborah Collier

**Agency Workforce:** 1,167

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.		X	
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.		X	
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/05 THROUGH 9/30/05)**

Agency underutilization at the beginning of FY06 was 22 African Americans, 22 Hispanics, 30 Females, 9 Asians and 1 Native American. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 1 or 13% (1 Hispanic) addressed underutilization. This agency is underutilized by 75 people with disabilities.

### **SECOND QUARTER (10/1/05 THROUGH 12/31/05)**

As of 10/1/05, agency underutilization was 22 African Americans, 21 Hispanics, 30 Females, 9 Asians and 1 Native American. During this quarter there were 43 opportunities to hire/promote in the underutilized categories; 12 or 28% (6 African Americans, 4 Females, 1 Hispanic and 1 Asian) addressed underutilization. This agency is underutilized by 74 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 16 African Americans, 20 Hispanics, 26 Females, 8 Asians and 1 Native American. During this quarter there were 25 opportunities to hire/promote in the underutilized categories; 1 or 4% (1 African American) addressed underutilization. This agency is underutilized by 73 people with disabilities.

### **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 15 African Americans, 20 Hispanics, 26 Females, 8 Asians and 1 Native American. During this quarter there were 38 opportunities to hire/promote in the underutilized categories; 6 or 16% (4 African Americans and 2 Hispanics) addressed underutilization. This agency is underutilized by 73 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 22 African Americans, 22 Hispanics, 30 Females, 9 Asians and 1 Native American. During the year, there were 114 opportunities to hire/promote in the underutilized categories; 20 or 18% (11 African Americans, 4 Hispanics, 4 Females and 1 Asian) addressed underutilization. This agency is underutilized by 73 people with disabilities.

### **FINDINGS**

Agency in compliance ☐

Agency in non-compliance ☒

### **RECOMMENDATIONS/COMMENTS**

The Department did not approve the Department of Veterans' Affairs' ("DVA") affirmative action plan because DVA failed to appoint a full-time EEO/AA Officer who reports to the agency director, pursuant to Section 2520.780 of the Department's Rules and Regulations. The Department recommends that such appointment be made as early in FY07 as possible.

The Department recommends that DVA continue the training program in accordance with Section 7-105 (H) of the Human rights Act and in cooperation with Central Management Services, which should enhance the ability to address the affirmative action needs of DVA. Accordingly, the Department of Central Management Services will be notified of the need to continue this training program. The Department of Human rights is available to provide necessary assistance and will continue to review DVA's affirmative action activities on a quarterly basis.





ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

12/08/2006

Department of Veteran's Affairs  
Deborah Collier  
833 South Spring  
Springfield, Illinois 62706

COPY

Dear Deborah :

Section 7-105(H) of the Illinois Human Rights Act requires Central Management Services to provide agencies with technical assistance to establish or maintain training programs designed to assist agencies in meeting affirmative action plan goals. We have recently been notified by the Department of Human Rights that your agency has again been identified as one not meeting your affirmative action goals.

We have provided you with information on established training programs that have proven to be very effective. We have also provided you with a manual containing core competencies for several positions utilized by your agency. This manual was designed as a tool to be used when you contact institutions of higher learning to discuss training program designs that meet the specific needs of your workforce.

In a continuing effort to assist you, we are asking for your input into the training programs as well as the design and content of this manual. We want to be sure we are offering you pertinent information that will help you meet your goals.

Please contact Bonnie Craig, Manager of the training section at (217) 557-1583 if additional information or assistance will be helpful toward this end.

Sincerely,

Larry Plummer, Manager  
Technical Services and Agency Training & Development

## Underutilization Summary by Region

**Name of Agency:** VETERANS' AFFAIRS

**Report Date:** End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1													7							
2													1							
3																				
4																				
5	1					3	1							1				3		
6																				
7																				
8							2				2	2		1				3		
9																				
10													2							
11													1							
Total	1	0	0	0	0	3	3	0	0	0	2	2	11	2	0	0	0	6	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5		3		2		1	1				1		2				2		1	
6																				
7								3												
8	1	4		1			1						3				4	6	1	
9																				
10																				
11	2																			
Total	3	7	0	3	0	1	2	3	0	0	1	0	5	0	0	0	6	6	2	0

Total underutilization for African Americans: **11**

Total underutilization for Hispanics: **20**

Total underutilization for Females: **31**

Total underutilization for Asians: **7**

Total underutilization for Native Americans: **0**

**Total Underutilization: 69**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	2
37015	Public Service Adm	47
40070	Senior Public Serv Adm	17

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	3
00135	Accountant Supervisor	4
00157	Activity Therapist	4
00163	Activity Therapist Supv	1
00501	Admin Assistant 1	5
00502	Administrative Asst 2	3
05810	Business Admin Spec	1
05815	Business Manager	5
06901	Chaplain 1	2
12501	Dietary Manager I	3
12502	Dietary Manager II	3
12510	Dietitian	1
13851	Executive 1	3
13852	Executive 2	9
18041	Health Information Adm	4
19692	Human Resources Rep	4
19693	Human Resources Spec	6
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	1
23430	Library Associate	3
32010	Pharmacy Services Coord	1
32153	Physical Ther Prog Coord	1
32200	Physician	2
32221	Physician Spec Opt A	1
32222	Physician Spec Opt B	2
35700	Pub Admin Intern	1
38131	Registered Nurse 1	11
38132	Registered Nurse 2	27
38135	Regis Nurse-Adv Practice	1
38199	Reimbursement Officer 1	5
38200	Reimbursement Officer 2	1
41311	Soc Serv Pro Planner I	4
41312	Soc Serv Pro Planner II	2
41412	Social Worker 2	3

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41787	Staff Pharmacist	2
47683	Vet Educational Spec III	2
48481	Vol Services Coord I	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	10
00118	Account Technician Tr	2
00151	Activity Program Aide I	1
00152	Activity Program Aide II	4
02424	Asst Reimburse Officer	1
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	2
23551	Licensed Prac Nurse I	12
23552	Licensed Prac Nurse II	16
32007	Pharmacist Lead Tech	2
32008	Pharmacist Technician	2
37007	Public Safety Inspector	1
37507	Radio Tech Prog Coord	2
47800	Vet Serv Officer	54

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	6
39875	Security Officer Chief	2
39877	Security Officer Sgt	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
19690	Human Resources Asst	4
19691	Human Resources Assoc	5
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	2
32192	Physical Ther Aide II	3
32193	Physical Ther Aide III	4
41281	Social Service Aide I	2
41282	Social Service Aide II	2

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41285	Social Service Aide Tr	1
43200	Student Worker	3
47750	Vet Nurs Asst-Certified	14

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	4
11425	Data Processing Oper	1
18045	Health Information Assoc	1
30010	Office Assistant	13
30015	Office Associate	20
34793	Prop & Supply Clerk III	3
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	6
44412	Switchboard Operator 2	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
04250	Barber	2
06650	Carpenter	1
13200	Electrician	1
24750	Machinist	1
30800	Painter	2
32900	Plumber	1
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	1
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	1
05613	Bldg/Grounds Maint Wkr	5
09601	Cook I	4
09602	Cook II	5
21465	Institutional Maint Wkr	1
23191	Laundry Manager I	1
25020	Maint Equip Operator	4
25510	Maint Worker Power Plant	2

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42650	Stationary Fireman	1
43051	Storekeeper I	6
43052	Storekeeper II	3
43053	Storekeeper III	2
43060	Stores Clerk	2
44221	Support Service Coord 1	5
44225	Support Service Lead	4
44238	Support Service Wkr	18

# AGENCY EEO/AA PROFILE

**Agency:** Workers' Compensation Commission

**Chairman:** Dennis Ruth

**EEO/AA Officer:** Rebecca Loreda Paz

**Agency Workforce:** 169

**Fiscal Year:** 2006

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH SECOND QUARTERS (7/1/05 THROUGH 12/31/06)**

Agency underutilization at the beginning of FY06 was 3 African Americans, 2 Hispanics, 12 Females and 1 Asian. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 5 people with disabilities.

### **THIRD QUARTER (1/1/06 THROUGH 3/31/06)**

As of 1/1/06, agency underutilization was 3 African Americans, 2 Hispanics, 12 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 5 people with disabilities.

## **FOURTH QUARTER (4/1/06 THROUGH 6/30/06)**

As of 4/1/06, agency underutilization was 3 African Americans, 2 Hispanics, 12 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 5 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY06 was 3 African Americans, 2 Hispanics, 12 Females and 1 Asian. During the year, there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 5 people with disabilities.

## **FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to be considered statistically significant.



# Underutilization Summary by Region

Name of Agency: WORKERS' COMPENSATION COMMISSION

Report Date: End of 1st Qtr FY07

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						2		11	1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	2	0	11	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		2		1					1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	2	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2 Total underutilization for Hispanics: 2 Total underutilization for Females: 11

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 **Total Underutilization: 18**

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

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Workers Compensation Comm

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	15
40070	Senior Public Serv Adm	19

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	14
00502	Administrative Asst 2	7
01401	Arbitrator	18
13851	Executive 1	3
13852	Executive 2	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	2
21601	Ins Co Claims Examiner 1	1
23372	Liab Claims Adjuster 2	1
25541	Mgmt Operations Anal I	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	2
42743	Stat Research Spec 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	6
49640	Worker Comp Ins Comp Inv	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	2
29993	Office Administrator 3	2
29994	Office Administrator 4	2
30025	Office Coordinator	6
34202	Private Secretary 2	1
43200	Student Worker	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1

State of Illinois  
List of Established Job Titles by EEO Category  
Workers Compensation Comm

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09900	Court Reporter	10
09903	Court Reporter Supv	1
11420	Data Processing Asst	1
21080	Ind Commission Reporter	1
21095	Industrial Commis Tech	6
30010	Office Assistant	1
30015	Office Associate	2
30020	Office Clerk	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43053	Storekeeper III	1
43060	Stores Clerk	2





