

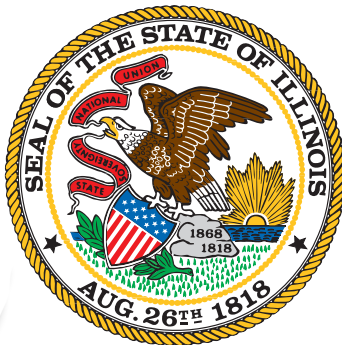


State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2011

## *HISPANIC Employment Plan*



Respectfully submitted to the Illinois General Assembly  
February 1, 2011, 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(h)]

## 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 \_\_\_\_\_ Disabled\* \_\_\_\_\_
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(h)]

DHR-20 (Rev 11-09)

\*For EEO monitoring purposes.

# **Appendix 2**





ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

James P. Sledge, Director

February 1, 2011

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director):

I am pleased to provide you with a copy of the 2011 State Hispanic Employment Plan which was submitted by the Department of Central Management Services to the General Assembly on February 1 as required by law.

The benefits of having a diverse workforce are many, including enabling agencies to provide better and more inclusive service to Illinois taxpayers and the general public. Therefore, I strongly encourage your agency to continue to build upon your affirmative action and Equal Employment Opportunity goals including emphasis on hiring, training, retention and promotion.

Please feel free to share the Plan with your senior management staff including your HR Director, AA/EEO Officer and Recruitment Manager. The Plan may also be accessed electronically at the CMS Diversity Enrichment Program web page at <http://www.work.illinois.gov/diversityenglish.htm>.

By working together on this initiative, we can achieve this goal and better serve all residents of our great state. If you have any questions or need additional information, please don't hesitate to contact Joe Ashcraft at 217/524-1075 or [Joseph.Ashcraft@illinois.gov](mailto:Joseph.Ashcraft@illinois.gov).

Sincerely,

James P. Sledge  
Director

Attachment



# **Appendix 3**





**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Erika Davis

Individual's Working Title: Management Operations Analyst/GPSI

Individual's Phone Number: (217) 558-4233

Individual's Mailing Address: 421 E. Capitol, Springfield, IL 62701

Individual's Email

Address: erika.l.davis@illinois.gov

1. As of June 30, 2010, 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

  0   Para-Professionals

  1   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2010, 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

  0   Para-Professionals

  1   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

34 Officials and Managers

87 Professionals

14 Technicians

0 Protective Service Workers

0 Para-Professionals

12 Office and Clerical

1 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

148

5. As of June 30, 2010, 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

Note: The FY'11 AAP has no underutilization of Hispanic employees in Regions 1 and 7.

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 10 budget allocation for each of these programs:  
There is no specific budget allocation for the HEPs. In FY10, the agency had 5 bilingual Spanish speaking positions, all of which were filled with Hispanic employees who work in the agency's Senior Helpline, (3) in Sangamon County and (2) in Cook County.
7. Provide FY10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
Currently, all 5 bilingual Spanish speaking option positions are situated in the Senior Helpline which assists seniors, and their caregivers access a host of public benefit programs for seniors that range from home and community-based alternative care options to assistance with pharmaceutical benefits. Three of the positions are classified as Executive I, one as an Executive II - working supervisor, and an Office Associate. All are covered by the AFSCME Agreement. The Department is required to pay the negotiated pay rate pursuant to the AFSCME Agreement and the B/L pay provisions in the CMS Pay Plan based on the employees' classification and applicable step. Combined, their current annual salary cost is approximately \$271, 932.00.
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 completes and circulates its annual Affirmative Action/EEO Plan to Executive and other concerned staff. Accordingly, staff actively utilizes the Plan in administering its complete HR and employee assistance functions, and to help guide its annual hiring and employee professional development and training goals.
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 will continue to provide support training opportunities offered by Illinois Association of Hispanic State Employees (IAHSE) for IDOA staff. In addition to the CMS positing system, announce vacancies of B/L positions to organizations such as IAHSE and others to increase the diversity of qualified applicants, for all positions, not just bilingual Spanish speaking positions when available.
  - b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
See 9d.

- c) 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 those strategies mentioned above, the Department also created 3 B/L Spanish speaking positions for the Circuit Breaker/Rx Program in Cook and Sangamon counties for when such opportunity presents itself to fill vacancies. They are namely a Revenue Tax Specialist Trainee, RTS I and RTS II for both Sangamon and Cook County. As the demand increases for bi-lingual staff to help LEP elderly, having those positions already established would enable the agency to re-direct resources, as well as expedite the hiring process for frontline positions to address such eventualities.

- d) 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. and 9c. The Department is also required to utilize the CMS Upward Mobility List when filling vacancies. In order to obtain the most qualified and competent bilingual Spanish speaking staff, the agency has also instituted an on-site verbal and written test. In addition to receiving a CMS grade for the position, the on-site test will better ensure a more qualified candidate pool when selecting B/L frontline customer service personnel at the Department.

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

It is strictly administered by the Office of Human Resources which is also responsible for the EEO functions. A monitor form is required when completing all new hires and promotions which are sent to CMS for final approval.

- f) 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 has met all its AAP goals in FY10.

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

The number of Hispanic employees decreased by 1 position in FY10. The number of Spanish-speaking bilingual employees increased by 1 position in FY10.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
See the answers to questions 9 through 10 above.
- 

Please attach additional sheets as necessary.

Received by CMS on 2010 OCT 27 P 4: 01

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Dept of Agriculture**

**Name of Individual Completing Survey: Brent Eggleston**

**Individual's Working Title: Bureau Chief, Human Resources**

**Individual's Phone Number: 217-785-5099**

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

Individual's Email Address: **brent.eggleston@illinois.gov**

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  2   Professionals

  7   Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2010, 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

  2   Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance



3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

57 Officials and Managers  
130 Professionals  
155 Technicians  
5 Protective Service Workers  
22 Para-Professionals  
28 Office and Clerical  
19 Skilled Craft Workers  
16 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

432

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No. The IL Dept of Agriculture employs 3 bilingual Hispanic employees in the Bureau of Meat and Poultry Inspection. Their appropriation is combined with the Bureau's allocated budget.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): NA

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 IL Department of Agriculture's EEO/AA Officer participates on all Rutan interview panels to ensure that minority hiring requirements are understood and met, when possible. All administrative staff responsible for hiring and interviewing are trained regarding discrimination prohibitions and Affirmative Action during the Rutan training certification through CMS.

Following the approval of the Affirmative Action Plan, all Senior staff are notified of the agencies underutilization and instructed to address the underutilizations when possible. The AAP is also disseminated to all management staff and available at the front desk for all staff to review.

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 IL Dept of Agriculture EEO Officer participates in various job/career fairs at junior colleges, universities, and those hosted by other state agencies. Representatives from each Bureau participate in the annual career fair and the Chicago High School for Agricultural Sciences. In August, 2009 IDOA hired a member of the Director's Staff in Cook Co. This employee is instrumental in attending numerous career fairs in Northern IL.

In addition, IDOA posts all vacancies on the state of Illinois web-based electronic hiring system as well as IDES sponsored Skills Match website.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Structured oral interview and written test

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

As of June 30, 2010, the IL Department of Agriculture was at parity with the number of bilingual employees required to adequately service the needs of the Spanish speaking public. Even though there are no Spanish-speaking vacancies at present, IDOA continues to attend job fairs as well as post all openings on the statewide posting systems described above.

- 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 IDOA participates in the State of Illinois Upward Mobility program. IDOA's review of Spanish-speaking needs is ongoing. In the event the need for bilingual staff would increase, steps would be taken to ensure this was satisfied.

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

The EEO Officer participates in the interview process notifying all panel members of the underutilization for the position prior to the interviews being conducted. The EEO officer is also responsible for the completion of all hiring/promotion monitors.

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

Following review of the agency's AAP by DHR, IDOA was found to be in compliance with established criteria and may discontinue the training program previously required.

While there are few opportunities to address underutilization, IDOA will continue to attend job fairs as well as post all positions on the websites for all qualified candidates.

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 bilingual pay survey. Currently, the agency's needs for bilingual positions have been met with the 2 Spanish-speaking inspection staff. In addition, both positions are filled with Hispanic employees. Recruitment efforts will be directed toward addressing underutilization as outlined in the AAP.

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

Yes, one bilingual employee was discharged for failure to follow instructions. DHR sided with IDOA on this case of discrimination because of a lack of evidence on the employee's part.

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

As of June 30, 2010, there is no need to increase the number of Spanish-speaking bilinguals at IDOA as the appropriate level of staffing to accommodate the needs met.

To increase the number of Hispanic employees in various EEOC categories, IDOA plans to continue recruitment efforts by attending available job fairs as well as ongoing training for appropriate staff regarding underutilization. As of August, 2010, IDOA now has a staff member in Cook County to attend job fairs and represent IDOA in Northern Illinois on a regular basis while the Sangamon County staff will continue to represent the agency south of Cook County.

Prior to all interviews, IDOA EEO Officer will continue to inform the interview panels of the underutilization for the respective positions. We will also continue to post positions on the state of Illinois web-based electronic hiring system as well as IDES/Skills Match website.

Please attach additional sheets as necessary.

Received 2010 OCT 02 A 10: 52

## State Hispanic Employment Plan Survey

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  
Fax: 217/558-4497

Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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

**Illinois Arts Council**

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

**Romie Munoz**

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

**Director of Administration**

Individual's Working Title: \_\_\_\_\_

**312-814-8250**

Individual's Phone Number: \_\_\_\_\_

**JRTC/Illinois Arts Council  
100 West Randolph, #10-500  
Chicago, IL 60601**

Individual's Mailing Address: \_\_\_\_\_

**Romie.Munoz@Illinois.gov**

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

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  2   Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: **None**

       Officials and Managers

       Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

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

\_\_\_\_ **11** \_\_\_\_ Professionals

\_\_\_\_ Technicians

\_\_\_\_ Protective Service Workers

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

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

\_\_\_\_ Skilled Craft Workers

\_\_\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

**17 Full-time employees and 2 Part-time.**

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5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

**No, the Illinois Arts Council (IAC) does not have a budget allocated for Hispanic Employment Programs. Governor Blagojevich's punitive 30% reductions in FY2008 & FY2009, to the 50% cut in our programs by the legislature and to the 9% and now an additional 3% reserves placed by Governor Quinn's in FY2010. Agency's program funds have been decimated and the staff has been reduced by 10%. FY2011 budget is the same as FY2010. More reserves are anticipated.**

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**5% was of the individual's pay for Bilingual 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?

**It is the responsibility of the Director of Administration who is also the Personnel Manager and EEO Officer to comply with the mandates of the Hispanic Employment Plan. In addition, by receiving memos from the Executive Director, the Dept. of CMS Bureau of Personnel, Division of Statewide Services and the Department of Human Rights.**

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 a vacancy occurs: (OMB not approving to hire)**

- Post with CMS vacant positions.**
- Post with CMS vacant Office Specialist with Spanish Speaking Option**
- Contact CMS Diversity Enrichment Program for potential candidates**
- Contact Illinois Association of Hispanic State Employees (IAHSE) And encourage employees to attend the IAHSE conference**
- Contact Universities for Student Interns**



- Contact the CMS Examining and Testing for candidates
- Reviewing the EEO/AA Plan along with the EEO/AA Quarterly Reports submitted to the Dept. of Human Rights.
- On the Open Competitive List, seek out Hispanic Candidates.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**The IAC has not had the opportunity to fill a position with bilingual option since we were unable to hire/replace our former employee who has since passed away a few years ago. OMB has not approved any positions for IAC to hire. If and when we do fill this vacancy, we would have the candidate do an oral interview as well as a written test.**

- c) 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 above.**

- d) 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:

**As mentioned before, the IAC encourages our Hispanic Employees to attend the IAHSE conference and encouraging the bargaining unit employees to take advantage of the Upward Mobility Program. Employees have taken training to enhance their IT skills (Excel, Word). Non Hispanic employee is currently learning Spanish to enhance her skills at the front desk.**

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

**The Director of Administration/Personnel Manager has submitted the mandatory Hiring and Promotional Monitor to the Department of CMS along with the proper paperwork when a position has been filled. CMS will not accept the paperwork submitted without the proper documents needed in order to process the paperwork.**

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

**Memo's and emails from DHR and CMS to all agencies indicating to complete the mandatory Hiring and Promotional monitors when completing the paperwork for submittal to CMS Personnel.**

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:

**By submitting Quarterly Reports to DHR.**

Were there any increases or decreases 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.

**As mentioned prior, our budget was drastically cut. FY2010 budget was \$7.5 million. We have lost over 60% of our budget within the last 3 years. This fiscal year our budget stayed the same as FY2010. Once again, this drop will be very negative for our constituents and will be greatly affected by this change which includes Individuals and Hispanic organizations that receive funding from our agency.**

**Two of the Officials and Managers do speak Spanish to constituents on occasion however, are not receiving bilingual pay.**

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Emily Montgomery

Individual's Working Title: Administrator, Personnel

Individual's Phone Number: (217) 782-7222

Individual's Mailing Address: 401 South Spring Street, 3<sup>rd</sup> Floor Stratton Springfield, Illinois 62706

Individual's Email Address: emily.montgomery@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  1   Officials and Managers

       Professionals

       Technicians

       Protective Service Workers

  1   Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

14 Officials and Managers

72 Professionals

1 Technicians

0 Protective Service Workers

31 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

121

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

CDB does not have specific budget allocations for Hispanic Employment Programs. We currently have no need for Bilingual Programs.

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7. Provide FY09 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 Personnel Unit advises management/Senior Staff of underutilization status quarterly and during the hiring process.

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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):  
When appropriate, CDB will continue to utilize various minority outreach programs in order to reach out to eligible candidates.

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- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
Due to CDBs minimal interaction with the general public, we have not experienced the need for Spanish speaking bilinguals on staff. Should such need arise, we will address accordingly.

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- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Due to CDBs minimal interaction with the general public, we have not experienced the need for Spanish speaking bilinguals on staff. Should such need arise, we will address accordingly

- d) 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 Capital Development Board has money allocated specifically for the training and development of all employees. Reasonable Training Requests are approved and paid for by the agency. Code employees are also eligible to participate in the Upward mobility Program offered by CMS..

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- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
Hiring Monitors are completed when we hire/promote employees.

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- f) 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:

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

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
If allowed to increase our staff, CDB will strive to find qualified and eligible Hispanic applicants for our positions.

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Please attach additional sheets as necessary.



**State Hispanic Employment Plan Survey**

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Central Management Services

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: 401 S. Spring St., Room 720, Springfield, IL 62706

Individual's Email

Address: fred.stewart@illinois.gov

---

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  9   Officials and Managers

 10  Professionals

  3  Technicians

      Protective Service Workers

  2  Para-Professionals

  4  Office and Clerical

  2  Skilled Craft Workers

  3  Service-Maintenance

2. As of June 30, 2010, 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

  2  Professionals

      Technicians

      Protective Service Workers

      Para-Professionals

      Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

43 Officials and Managers  
426 Professionals  
78 Technicians  
527 Protective Service Workers  
6 Para-Professionals  
128 Office and Clerical  
190 Skilled Craft Workers  
122 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,500

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

3 Officials and Managers  
1 Professionals  
       Technicians  
       Protective Service Workers  
       Para-Professionals  
       Office and Clerical  
2 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 10 budget allocation for each of these programs:  
No. However, any costs associated with this program are absorbed by the Diversity Enrichment Program.
- 
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
There were none. However, any associated costs were absorbed by the Diversity Enrichment 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 EEO/AA Officer sends the quarterly Underutilization Summary by Region to the Division/Bureau Chiefs, as well as Shared Services keeping them informed of the areas in which we need to hire Hispanics as well as other minorities.
- 
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 two employees who assist in recruiting Hispanic candidates. In FY 2010, they attended 28 different events trying to recruit qualified Hispanic candidates.
- 
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
Written and oral tests are administered to determine the requisite skills of the applicant.
- 
- c) 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.
-

- d) 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 Plan is available for assisting employees in getting a promotion, as well as the tuition assistance program, when funds are available.

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

The EEO/AA Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of the RUTAN exempt hires and promotions. Meetings with Shared Services have occurred regarding hires and promotions.

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- f) 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 have been conducted. However, the number of underutilized Hispanics has remained relatively the same from 2009 to 2010.

---

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

The underutilization of Hispanics at the end of FY 2009 was 7. The underutilization at the end of 2010 was 8. This was probably due to retirement or separation from Central Management Services.

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

CMS will continue to try to recruit Hispanics and other minorities, especially in the underutilized categories.

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Children and Family Services

Name of Individual Completing Survey: Michelle Jackson

Individual's Working Title: Deputy Director Human Services

Individual's Phone Number: 312-814-0027

Individual's Mailing Address: 100 W. Randolph, 6<sup>th</sup> Floor, Chicago, IL 60601

Individual's Email Address: Michelle.d.jackson@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

31 Officials and Managers

153 Professionals

3 Technicians

0 Protective Service Workers

7 Para-Professionals

19 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

20 Officials and Managers

130 Professionals

1 Technicians

0 Protective Service Workers

3 Para-Professionals

15 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

715 Officials and Managers

2120 Professionals

35 Technicians

0 Protective Service Workers

140 Para-Professionals

394 Office and Clerical

4 Skilled Craft Workers

12 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

**3103**

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

7 Officials and Managers

3 Professionals

0 Technicians

0 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 10 budget allocation for each of these programs:

According to the Union Contractual Agreement, effective 7/1/2000, positions whose job descriptions require the employee to be bi-lingual shall receive \$100.00 per month or 5.0% of their monthly base salary whichever is greater in addition to the rates of pay set forth in the Agreement.

In addition DCFS provides the Interpreter Service for Limited/Non English Speaking Clients to be used when conducting the official business with such people who receive DCFS services or seek to apply for services and to enable the clients to receive other services such as counseling, homemaker, etc.

Also, DCFS has the Latino Consortium, which is an association of child welfare agencies, other social service agencies and government agencies that provide services to Latino families in the State of Illinois.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

In FY09 DCFS paid \$1,110,034 in bi-lingual pay. The majority was paid to Spanish-speaking employees.

In FY09 DCFS paid \$171,737 for the Interpreter Services.

In FY09 DCFS paid \$68,251,445 to the Latino Consortium agencies.

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?**

DCFS has established a Diversity Committee which meets on a monthly basis to address agency issues and topics dealing with hiring, recruiting and complying with various mandates, regulations, etc. as it relates to the agency's staffing needs and population. The Diversity Committee consists of representatives from Human Resources (specifically responsible for selection, recruiting, and interviewing), Office of Latino Services, and the various units within the Office of Affirmative Action. In addition, DCFS conducts annual training of the agency's personnel liaisons on topics of hiring, interviewing, recruitment and Human Resources compliance items. Prior to concluding a new hire to DCFS, the personnel liaisons are required to complete the New Hire Monitor Form which addresses the agency's compliance with hiring requirements.

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

The agency also maintains a selection and recruitment unit within the personnel division. This unit is charged with recruitment for DCFS, and has made a concerted effort to Hispanic recruitment, especially in areas of the state with high level of vacancies' (events for the past fiscal year are identified below).

**Meet-N-Greets**

Elgin College	Waubansee College, Aurora
College of DuPage, Glen Ellyn	Rock Valley College, Rockford
McHenry College	Westwood College, Chicago

**Career Fairs**

Cultural Diversity Job Fair, Chicago	IDES Job Fair, Belvedere
DePaul University	Northern Illinois University
University of Illinois, Champaign	University of Illinois, Chicago
Aurora University	Loyola University
University of Chicago	

In addition, there are four positions in the affirmative action division specifically assigned to work directly on Hispanic hiring and maintaining a presence in the Hispanic communities throughout the state. DCFS also provides sponsorship and management representation to the Latino Advisory Committee and the Latino Consortium. Both organizations keep the DCFS management aware of the needs and issues addressing the Latino population in terms of service and employment.

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

The Office of Affirmative Action (OAA) continues to conduct monthly diversity recruitment meetings in Chicago and Springfield via video conferences. These meetings include the Deputy Directors of Personnel and Affirmative Action, the Office of Latino Services (OLS), and other senior members of the Director's staff. Every month we look at our underutilization rates and bilingual needs and create and analyze strategies to ensure improvement with respect to our diversity. The Office of Latino Services has been in contact with different Latino coalitions in down state communities in order to target recruit Latino and bilingual applicants which assists the Recruitment Office. The Office of Latino Services will cover events at the request of the Office of Employee Services. During 2009, OLS staff assisted with the creation of a State Agency's Outreach Committee which has representatives from six state agencies who meet bi-monthly to discuss outreach and recruitment events statewide. The purpose is to assist each other by identifying and selecting which events should be covered and by which agency. Those state agencies seeking candidates will jointly cover recruitment events and if there is a cost, they will share in the cost.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none).**

The Office of Latino Services continually updates its calendar of Statewide Latino Events in Illinois. It provides copies to the Office of Recruitment Office, the Office of Communications and advises them to Latino/Bilingual recruitment opportunities. The Latino Advisory Committee has an Employees subcommittee. This subcommittee works in tandem with agency efforts to identify and help recruit targeted candidates for employment. The Office of Latino Services, the Recruitment Office, and the Office of Affirmative Action continue to meet once a month in order to coordinate our target recruitment efforts where there is the biggest need. The Office of Latino Services has continued to work closely with the Latino Consortium agencies that are under contract to DCFS in encouraging high school and college Latino students to enter the field of social work to be employable by DCFS upon their graduation.

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

Every year the DCFS Latino Advisory Committee, under the direction of the Office of Latino Services, organizes the Latino Family Institute Days. This is a conference and series of workshops designed for DCFS employees as well as those from private agencies that have contracts with DCFS. The workshops are designed to promote better practices among frontline and management staff with respect to Latino issues in particular and child welfare practices in general. Other trainings include: IAHSE Conference, IAACOMA (Illinois Association of Agencies and Community Organizations and Migrant Advocacy) Conference, and Hispanic Mental Health Conference, Latino Social Workers' Organization Conference (LSWO), National Association of Social Workers. Additionally there are ongoing clinical trainings and workshops that focus on Latino family issues.

- d) 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 Latino Advisory Committee, under the direction of the Office of Latino Services, organizes the Annual Latino Family Institute Training. This is a Conference and series of workshops are designed for both DCFS and Contracted private agency staff working with Latino families. The workshops are designed to promote better practices among frontline and management staff with respect to Latino issues in particular and child welfare practices in general. DCFS also provides Burgos Consent Decree training to address the cultural and language needs of Spanish-speaking families. Other trainings include: Illinois Association of Hispanic State Employees Conference, the Illinois Association of Agencies and

Community Organizations and Migrant Advocacy Conference, Latino Behavioral Health Conference, Latino Social Workers' Organization Conference, and the National Association of Social Workers.

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

The Deputy of the Office of Affirmative Action met with Executive Staff as a group as well as on an individual basis in order to apprise them of their affirmative action goals and ask each one to develop a plan in order to address their specific areas of underutilization.

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

Yes

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:**

DCFS was in compliance with IDHR.

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

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

Provide Spanish classes thru state at state offices.

Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey

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: Civil Service Commission (CSC)

Name of Individual Completing Survey: Andrew Barris

Individual's Working Title: Assistant Executive Director

Individual's Phone Number: 217 762-7373

Individual's Mailing Address: 400 West Monroe, Ste. 306, Spfld, IL 62704

Individual's Email Address: andrew.burns@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

4

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

N/A Officials and Managers  
N/A Professionals  
N/A Technicians  
N/A Protective Service Workers  
N/A Para-Professionals  
N/A Office and Clerical  
N/A Skilled Craft Workers  
N/A 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 10 budget allocation for each of these programs:

*See attachment*

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

*See attachment*

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?

*See attachment*

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*

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

*See attachment*



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

See attachment

- d) 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 attachment

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

See attachment

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

See attachment

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:

See attachment

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

*See attachment*

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

*See attachment*

Please attach additional sheets as necessary.

## **STATE HISPANIC EMPLOYMENT PLAN**

The CSC does not discriminate on the basis of religion, race, national origin, sex, age, handicap or any other non-merit factor in providing employment opportunities. Due to the size of the agency, the Commission has no formal plan for recruiting employees. Furthermore, budget constraints and operational limitations dictate that the current size of the agency (4 employees) will not increase at any time in the immediate future.

**State Hispanic Employment Plan Survey 2011**

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Agency-wide EO Compliance/Education & Training Mgr.

Individual's Phone Number: 217/524-2997 (Voice) or 217/558-6971 (Fax)

Individual's Mailing Address: Director's Office/EOMC (Ridgely Building)  
500 East Monroe Street, 8<sup>th</sup> Flr., Springfield, IL., 62701

Individual's Email

Address: Victoria.Benn@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_7\_\_\_ Officials and Managers

\_\_\_8\_\_\_ Professionals

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

\_\_\_N/A\_\_\_ Protective Service Workers

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

\_\_\_1\_\_\_ Office and Clerical

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

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

2. As of June 30, 2010, 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

\_\_\_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, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_206\_\_\_ Officials and Managers

\_\_\_278\_\_\_ Professionals

\_\_\_4\_\_\_ Technicians

\_\_\_N/A\_\_\_ Protective Service Workers

\_\_\_10\_\_\_ Para-Professionals

\_\_\_18\_\_\_ Office and Clerical

\_\_\_1\_\_\_ Skilled Craft Workers

\_\_\_2\_\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

440.0 employees, which includes 2 – Comptroller's Office; 11.0 LOA; and 0 – part-time

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

\_\_\_1\_\_\_ Officials and Managers (located in Sangamon County – 084)

\_\_\_0\_\_\_ 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 10 budget allocation for each of these programs:

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide FY10 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 DCEO's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in underutilized or utilized areas, the DCEO Office of EOMC immediately sends out a written notice to the Acting Deputy Director of Human Resources and their staff as well as the respective hiring authority reminding them of their EO/AA, Executive Order #15 (1999) and State Hispanic Employment Plan obligations to adhere to such laws; and

All staff within the Office of Human Resources as well as DCEO's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the State Hispanic Employment Plan; and

DCEO's Acting Deputy Director of Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified Latinas/Latinos to the workforce; and

The Director meets regularly with the Acting Deputy Director of HR to strategize our efforts to increase the number of highly qualified Latinas/Latinos at DCEO as well as meet the AA goals.

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 Latina/Latino applicants and employees within management and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the Acting Deputy Director of Human Resources and the Deputy Director of EOMC.

DCEO's Agency-wide EO Compliance/Education and Training Manager maintains contact with DCEO's Assistant Director Roxanne Nava who in turn maintains an excellent business relationship with the Senior Advisor to the Governor, statewide Latina/Latino local and state officials, statewide businesses owned by minorities and Women, and the Illinois Hispanic Chamber of Commerce regarding the need for state agency's to increase their number of highly qualified Latinas/Latinos to state service. DCEO also contacted Olga Iniguez, CMS Coordinator, for the Hispanic Employment Plan; Carlos Charneco, EEO Manager at IDHS and Past President of IAHSE; Susan Allen, Liaison, with IDHR; Staff from the CMS Diversity Enrichment Program and statewide EEO Officers to apprise these employment sources of current vacancies within DCEO as well as our attempts to identify future employment/career fairs which may be scheduled in areas that are predominately located in Latina/Latino communities.

DCEO maintains a close relationship with the following community outreach partners:

- Billy Ocasio, Chief of Staff and Senior Advisor, Office of the Governor
- Denise Martinez, Director, Governor's Office of New Americans Initiative
- Martha Lopez, President, Illinois Association of Hispanic State Employees (IAHSE);
- Rosemary Bombela, Illinois State Director of the League of United Latin American Citizens (LULAC);
- Blanca Vargas, Community Relations Liaison, Illinois Department of Human Rights and Illinois State Director for Women of the League of United Latin American Citizens (LULAC);
- Elizabeth Ortiz, President, Illinois Latino Council on Higher Education (ILACHE);
- Geoffrey Obrzut, Chief Executive Officer, Illinois Community College Board (ICCB);
- Eloy Salazar, Executive Director, Illinois Migrant Council (IMC); and
- Employment and training facilities that are identified by our Bureau of Workforce Development that is located in Latina/Latino communities.



DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our budget permits. DCEO was represented at the following Career/Job Fairs, statewide conferences and special events:

22<sup>nd</sup> Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, September 25, 2009, Chicago, Illinois

2010 Springfield Collegiate Career Fair sponsored by the University of Illinois, Benedictine University, Robert Morris University and Lincoln Land Community College, February 18, 2010, Springfield, Illinois

22<sup>nd</sup> Annual Illinois Association of Minorities in Government (IAMG) State of the State Training Conference, March 4 – 5, 2010, Effingham, Illinois

DCEO was invited and participated at a special event sponsored by the United States Department of Labor (U.S. DOL), Veterans Employment and Training Service (VETS), the Office of Contract Compliance Programs (OFCCP), the State of Illinois Department of Employment Security and the Illinois Chamber of Commerce designed to assist veterans seek employment within the public and private sectors. The event was held at the Illinois National Guard – 183<sup>rd</sup> Air Guard Wing, Springfield, Illinois

State Representative La Shawn K. Ford, 8<sup>th</sup> Legislative District, the Chicago Urban League and the Illinois Department of Central Management Services (CMS) sponsored a Diversity Career Fair, June 23, 2010, Chicago, Illinois

DCEO's Agency-wide EO Compliance/Education and Training Manager outreached to local area churches, community-based organizations, advocacy groups, statewide minority professional organizations, staff from the CMS Diversity Enrichment Program, other state agency Equal Opportunity/Recruitment Managers, the Illinois Department of Human Rights and the CMS SD/DHS Recruitment Program.

The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes.

The Department maintains recruitment files compiled with lists of highly qualified individuals, including Latina/Latino/Hispanic applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latina/Latino/Hispanic applicants for state service.

The Office of Human Resources as well as the Office of Equal Opportunity Monitoring & Compliance assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.

DCEO's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal Latina/Latino/Hispanic employees to DCEO management staff for consideration when promotional opportunities arise.

As a result the Department hired:

**One (1) highly qualified Latina Professional in the DCEO Springfield Director's Office, which met one of our FY10 Affirmative Action goals.**

**One (1) highly qualified Latina Official/Manager in the DCEO Chicago Office/Bureau of Tourism**

**One (1) highly qualified Latino Professional in the DCEO Chicago Office of Energy Assistance**

**One (1) highly qualified Latino student worker in the DCEO Chicago Director's Office**

And promoted:

**One (1) highly qualified Latina Official/Manager in the DCEO Chicago Director's Office**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Some positions have an examining option for the bilingual skill through CMS. In addition, when conducting interviews for positions with bilingual options, the Agency might also assess a candidate's bilingual skill level through the use of an interview question which can be communicated in the appropriate language option required for the position.

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

As positions become vacant, the Office of Human Resources reviews them to determine if a bi-lingual option is suitable. Bureaus may also be contacted to provide a review of the vacant position to determine if a bi-lingual option is feasible.

When DCEO's Agency-wide EO Compliance/Education and Training Manager is notified of positions that require a posting and are posted as bi-lingual, the information is shared with statewide professional organizations such as:

Illinois Association of Hispanic State Employees;  
Illinois Association of Minorities in Government  
Illinois Latino Council on Higher Education;  
CMS Diversity Enrichment Program;  
Community organizations such the Service, Employment &  
Redevelopment organization; and  
League of United Latin American Citizens

- d) 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:

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for Latina/Latino/Hispanic employees so they have an opportunity to take advantage of career advancement opportunities within the Department. DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

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

Per Section 2520.770 (h) of the Human Rights Rules and Regulations this law requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: "No hire or promotion commitment shall be made until the agency EO Manager or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Director or designee shall sign and date the monitor, indicating approval. All staff within DCEO's Office of Human Resources has been made aware of this law when they attend the monthly personnel managers meetings sponsored by CMS. And the DCEO Office of EOMC reminds HR on a periodic basis of this mandate.

- f) 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:

2010 Hispanic employee summary:	2011 Hispanic employee summary:
8 – Official/Managers	7 – Official/Managers
8 – Professionals	8 – Professionals
2 – Para-Professionals	1 – Para Professionals
1 – Office/Clerical	1 – Office/Clerical
0 – Skilled Craft Worker	0 – Skilled Craft Worker
2010 Spanish-speaking bilingual summary:	2011 Spanish-speaking bilingual summary:
3 – Official/Managers	2 – Official/Managers
4 – Professionals	4 – Professionals
1 – Para-Professional	1 – Para-Professional
1 – Office/Clerical	1 – Office/Clerical

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

During FY10 the following Latina/Latino staff chose to voluntary resign or retire, one (1) Latina Official/Manager in Region 1/Cook County and two (2) Latino Official/Managers in Region 1/Cook County. However, during this same period the Department hired – One (1) highly qualified Latina Official/Manager in the DCEO Chicago Office/Bureau of Tourism and promoted one (1) highly qualified Latina Official/Manager in the DCEO Chicago Director's Office.

In the professional EEO job category one (1) Latino Professional in Region 1/Cook County chose to resign and one (1) Latina Professional in Region 1/Cook County chose to retire. The Department was able to hire one (1) highly qualified Latina Professional in the DCEO Springfield Director's Office. And in addition, hired one (1) highly qualified Latino Professional in our Chicago Office of Energy Assistance.

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

The Department encourages all DCEO employees, including our Latina/Latino staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latina/Latino employees are also requested to access our Portal II system on the Intranet to identify current vacancies as they occur. DCEO encourages all staff to connect friends and family members who are interested in state service, by accessing the new CMS electronic employment system at <http://work.illinois.gov/>. Interested parties should complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. Latina/Latino applicants with disabilities should contact the CMS/SD Program Coordinator or the DHS/ Disability Recruitment Program Coordinator. And Latina/Latino veterans should contact the CMS/Veteran's Outreach Program Coordinator.

Please attach additional sheets as necessary.

Received by CMS on 10/19/10**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

50 Officials and Managers  
193 Professionals  
0 Technicians  
9 Protective Service Workers  
12 Para-Professionals  
3 Office and Clerical  
2 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

269

5. As of June 30, 2010, 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 10 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 FY09 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.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

To date, the ICC has used a structured oral interview process with candidates known to speak Spanish, often via temporary employment in the Spanish-speaking position. At this time, the ICC employees enough Spanish-speaking professionals to include at least one on each interview panel and to conduct some part of each interview in Spanish.

- c) 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 have been vacated. Our efforts to retain Spanish-speaking employees have included responding quickly to requests for geographical transfer and increasing access to flexible work schedules.

- d) 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 were available, none of our current Spanish-speaking employees have elected to participate in this program. The titles occupied by our Spanish-speaking employees are part of the AFSCME bargaining Unit which makes possible their ability to participate in the state's Upward Mobility program, an option previously unavailable to our employees.

- e) 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.

- f) 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.

Yes; the Illinois Commerce Commission hired 1 Hispanic Professional during the past year.

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 are available. 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 and headcount for future positions were also available. The ICC is still 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**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Karey Wanless

Individual's Working Title: PSA  
Personnel

Individual's Phone Number: 217-558-2200 Ext 5010

Individual's Mailing Address: 1301 Concordia Court Springfield, IL  
62974

Individual's Email

Address: \_\_\_\_\_ Karey.Wanless@DOC.illinois.gov \_\_\_\_\_

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_\_ 8 \_\_\_\_ Officials and Managers  
\_\_\_\_ 30 \_\_\_\_ Professionals  
\_\_\_\_ 7 \_\_\_\_ Technicians  
\_\_\_\_ 163 \_\_\_\_ Protective Service Workers  
\_\_\_\_ 1 \_\_\_\_ Para-Professionals  
\_\_\_\_ 9 \_\_\_\_ Office and Clerical  
\_\_\_\_ 5 \_\_\_\_ Skilled Craft Workers  
\_\_\_\_ 14 \_\_\_\_ Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_\_ Officials and Managers  
\_\_\_\_ 22 \_\_\_\_ Professionals  
\_\_\_\_ Technicians  
\_\_\_\_ 8 \_\_\_\_ Protective Service Workers  
\_\_\_\_ 1 \_\_\_\_ Para-Professionals  
\_\_\_\_ 3 \_\_\_\_ Office and Clerical  
\_\_\_\_ 1 \_\_\_\_ Skilled Craft Workers  
\_\_\_\_ Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

354 Officials and Managers  
1,424 Professionals  
393 Technicians  
7,584 Protective Service Workers  
171 Para-Professionals  
304 Office and Clerical  
308 Skilled Craft Workers  
686 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,224

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

1 Officials and Managers  
14 Professionals  
5 Technicians  
39 Protective Service Workers  
0 Para-Professionals  
1 Office and Clerical

3 Skilled Craft Workers

6 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 10 budget allocation for each of these programs:

N/A

7. Provide FY09 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?

**Recruiters participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, educational institutions, organizations and governmental entities. Recruiters are also trained to focus on underutilization in targeted areas.**

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 Hispanic related conferences, recruitment fairs; and providing IDOC's Affirmative Action Plan for the state Hispanic Employment plan.**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**An assessment of the need for bilingual qualifications is done when filling a vacancy. If it is determined that bilingual need is necessary, the position is backfilled with a bilingual option.**

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

**Staff opportunities for promotion exist within negotiated Contractual Filling of Vacancies language. The Upward Mobility Program is also available and encouraged within the Department of Corrections for career advancement.**

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

**With each recommendation for hire, promotion, or transfer across geographical regions or job category, a Hiring and Promotional Monitor is submitted and approved by the agency EEO Officer prior to any commitments being made to fill the position.**

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

**To continue to hire and promote Hispanics to reach parity in the underutilized categories.**

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 or decreases 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.

**The Department of Corrections continues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible.**

Please attach additional sheets as necessary.



**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Edith Feliciano

Individual's Working Title: Associate HR Director

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

Individual's Mailing Address: 300 W. Adams – Suite 200 – Chicago, IL 60606

Individual's Email Address: Edith.Feliciano@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  1   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, 2010, 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

       Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

  2   Officials and Managers

 14  Professionals

      Technicians

      Protective Service Workers

      Para-Professionals

      Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

     68     

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

      Protective Service Workers

  0   Para-Professionals

  0   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 10 budget allocation for each of these programs:  
No this agency does not specifically work with the public because we deal with other law enforcement agencies.
7. Provide FY09 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?  
\* Provide new supervisors with training concerning EEO laws.  
\* Keep communication open so supervisors and administrative staff know about our goals of hiring more Hispanics.  
\* 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) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
N/A

- c) 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 work with the public so we do not deal with Spanish speaking customers.

- d) 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 work with the public so we do not deal with Spanish speaking customers.

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

Informing the staff of the hiring and promotional monitors and making the staff fill it out so they know why and how the agency is pushing to hire Hispanic employees.

- f) 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:

Since we have supply IL Association of Hispanic State Employees our job posting candidates from DHS/Local Offices (Public Aid) have bided on our positions.

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

This year we loss one of your lawyer who transfer to another state agency.

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

We will continue to notify the colleges and Hispanic Associations when there are vacancies available.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: 217/557-4493

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

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

1. As of June 30, 2010, 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

2. As of June 30, 2010, 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



3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

  4   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, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

  7  

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

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None. See additional comments attached hereto

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7. Provide FY10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

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None. See 9(c) and additional comments attached hereto.

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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 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 and attended Deaf Latino Day at Chicago University.

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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):

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, ADA Celebrations and Deaf Latino Day

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- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Director assesses bilingual skills for American Sign Language (ASL) during interview and ability to use ASL to communicate with deaf staff on daily basis. Currently the only bilingual positions involve ASL.

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- c) 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 Latino Day, Deaf Nation and ADA Celebrations.

- d) 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.

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

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

- f) 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 positions were filled in FY 10.

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

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None.

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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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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 positions within the agency are required to be fluent in American Sign Language at a colloquial level. 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 Latino Day, 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**

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 Council on Developmental Disabilities

Name of Individual Completing Survey: Janinna Hendricks

Individual's Working Title: Fiscal and Operations Director

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

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

Individual's Email Address: Janinna.Hendricks@illinois.gov

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

  9   Officials and Managers  
  2   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, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

                                  9                                  

5. As of June 30, 2010, 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 10 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 Fiscal and Operations Director).
7. Provide FY09 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 Fiscal and Operations Director).
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) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
The Council has no positions with bilingual options.
  - c) 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.

- d) 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 Fiscal and Operations Director). 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.
- e) How has your agency ensured that all appropriate staff are complying with the 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.
- f) 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 is committed to hiring individuals from diverse backgrounds, including people with disabilities. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives and limited resources.
- Were there any increases or decreases 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.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Miguel Calderon

Individual's Working Title: Labor Relations Administrator

Individual's Phone Number: 217-782-3184

Individual's Mailing Address: 1035 Outer Park Drive, Springfield, Illinois 627004

Individual's Email Address: [miguel.calderon@illinois.gov](mailto:miguel.calderon@illinois.gov)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2010, 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  
\_\_\_\_ Professionals  
\_\_\_\_ Technicians  
\_\_\_\_ Protective Service Workers  
\_\_\_\_ Para-Professionals  
\_\_\_\_ Office and Clerical  
\_\_\_\_ Skilled Craft Workers  
\_\_\_\_ Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 43 \_\_\_ Officials and Managers

\_\_\_ 139 \_\_\_ Professionals

\_\_\_ 10 \_\_\_ Technicians

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

\_\_\_ 14 \_\_\_ Para-Professionals

\_\_\_ 9 \_\_\_ Office and Clerical

\_\_\_ 2 \_\_\_ Skilled Craft Workers

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_ 222 \_\_\_\_\_

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

None

7. Provide FY09 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 agency's EEO/AA Officer oversees related activity.

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):

Conducted a recruitment effort at the Illinois Institute of Technology in Chicago.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

N/A

- c) 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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- d) 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:

IEMA does not have any bi-lingual positions in the agency. IEMA utilizes the Illinois National Guard in the event of an emergency. The Ready Illinois website is available in several different languages including Spanish.

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

Shared Services and CMS will not process any personnel transactions unless the appropriate monitor is attached.

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- f) 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:

IEMA does not have any bi-lingual positions in the agency. IEMA utilizes the Illinois National Guard in the event of an emergency.

Were there any increases or decreases 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 will continue to address underutilization issues agency-wide as vacancies occur.

Please attach additional sheets as necessary.

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;

**State Hispanic Employment Plan Survey**

**REVISED**

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:** Friday, October 29th, 2010

**RETURN TO:** Department of Central Management Services  
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503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Carlos R. Charneco

Individual's Working Title: Equal Employment Opportunity Officer

Individual's Phone Number: 312-793-4714

Individual's Mailing Address: 33 S. State Street 9<sup>th</sup> floor



Individual's Email Address: carlos.charneco@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

22 Officials and Managers

214 Professionals (includes 72 intermittent employees, includes 14 student workers)

1 Technicians

0 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

7 Officials and Managers

147 Professionals (includes 50 intermittent employees)

0 Technicians

N/A Protective Service Workers

0 Para-Professionals

2 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

22 Officials and Managers

214 Professionals (includes 72 intermittent employees and 14 student workers)

1 Technicians

0 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,056 including intermittent employees and leave of absence employees.

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

N/A Protective Service Workers

1 Para-Professionals

0 Office and Clerical

N/A 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 10 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 FY09 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?

Periodic meetings with Human Resources staff, Outreach staff and Operations Staff receive reminders on recruitment. Director's reviews EO Human Rights quarterly reports.

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 a significant number of Hispanic students such as UIC and Northeastern Illinois University. Attend and participate in the Illinois Association of Hispanic State Employees (IAHSE) job fair. Send job postings to IAHSE, and IMAGE (Hispanic Association of Municipal and Government Employees). Attend or participate in events, which attract large numbers of Hispanics including State Representative Mendoza Job Fair in Chicago and Representative Hernandez Job Fair in Cicero. Send to community based organization of job opportunities including local chapters of League of United Latino. American Citizens, Illinois Migrant Council, La Voz Latina, Alerta. Hire Hispanic students for summer jobs and internships. IDES staffs at local offices with large number Hispanic have referred bilingual clients to apply for a grade for IDES positions. DES employed six Hispanic student interns and three Hispanic Summer workers.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Structured oral interviews are conducted during the Rutan interview process.

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

Increase number of available bilingual option positions based on the number of LEP clients filing for unemployment and receiving eligibility determinations, the volume of calls requesting language interpreter and reviewing the census data to determine number of Hispanics in the local office service areas. Recruit bilingual staff as stated in 9 a.

- d) 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.

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

The EEO officer reviews all hiring and promotional monitors. Human Resources staff and EEO staff meet periodically to insure compliance with CMS rules. EO Officer will review selection of candidates before an appointment has been made. DES incorporated the process within its policy and procedures (P&P 1203) to ensure underutilization of minorities is considered.

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

DES received no 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:

At the end of June 30, 2009 DES had 143 Bilingual Spanish Speaking employees.

At the end of June 30, 2010 DES had 156 Bilingual Spanish Speaking employees.

At the end of June 30, 2009 DES had 225 Hispanic State employees.

At the end of June 30, 2010 DES had 230 Hispanic State employees.

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

The number of Hispanic state employee increased from 11.5% to 11.9% from the total number of employees. The number of Hispanic state employees increased by 8.4%. The number of bilingual Spanish speaking employees increased from 7.3% to 7.6% of the total number of employees. The number of bilingual Spanish speaking staff increased by 9.1%.

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

Continue to evaluate the locations and positions that need bilingual Spanish speaking staff. Send job postings to Hispanic organizations as well as local DES employment offices with significant number of Hispanic applicants. Participate in Job Fairs within Hispanic Communities. Outreach to Hispanic Veterans at veteran job fairs.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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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 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 N. Grand Avenue East Springfield, IL 62702

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

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

2 Officials and Managers

8 Professionals

2 Technicians

N/A Protective Service Workers

0 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, 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

2 Technicians

N/A Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

152 Officials and Managers

654 Professionals

65 Technicians

N/A Protective Service Workers

62 Para-Professionals

62 Office and Clerical

2 Skilled Craft Workers

5 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

922

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

4 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 10 budget allocation for each of these programs:

The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 10, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.

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7. Provide FY09 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 09, 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. In addition to developing A Hispanic Employment Recruitment Plan, the Agency attends a number of diversity fairs and invites all Hispanics on open competitive lists for interviews.
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- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

None.

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- c) 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.
- 
- 

- d) 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.
- 
- 

- e) How has your agency ensured that all appropriate staff are complying with the 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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- f) 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:  
As of June 30, 2010, the Agency has 14 Hispanic persons employed.
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Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

The number of Hispanic persons employed by the Agency decreased by one from FY 09 to FY 10.

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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.

2010 OCT 27 A 10:43  
Received by CMS on \_\_\_\_\_

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Executive Inspector General (OEIG)

Name of Individual Completing Survey: Wendy Washington

Individual's Working Title: Director of Human Resources

Individual's Phone Number: (312) 814-5716

Individual's Mailing Address: 32 W. Randolph Street, Suite 1900 Chicago, IL 60601

## Individual's Email

Address: wendy.washington@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2010, 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  
\_\_\_\_\_ Protective Service Workers  
0 Para-Professionals  
1 Office and Clerical (Note: SS Option not available for non-code agency. However, the OEIG offers additional pay for qualified bilingual employees.)  
\_\_\_\_\_ Skilled Craft Workers  
\_\_\_\_\_ Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

11 Officials and Managers

18 Professionals

23 Technicians

         Protective Service Workers

9 Para-Professionals

6 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

64 FTE

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

         Protective Service Workers

0 Para-Professionals

0 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 10 budget allocation for each of these programs:

N/A. Non-Code Agency.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A. Non-Code 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?

N/A. Non-Code Agency.

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. Non-Code Agency. The OEIG seeks to have a diversified workforce.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

N/A. Non-Code Agency. However, DHS provided testing to qualify an OEIG employee.

- c) 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. Non-Code Agency.

- d) 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. Non-Code Agency.

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

The EEO Officer reviews for compliance with mandatory requirements.

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

N/A. Non-Code Agency.

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. Non-Code Agency.



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

N/A. Non-Code Agency.

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

N/A. Non-Code Agency.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

2010 OCT 29 P 12: 38

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 FINANCIAL AND PROFESSIONAL REGULATION

Name of Individual Completing Survey: VIVIAN TOLIVER

Individual's Working Title: PSA-I

Individual's Phone Number: 312-814-1764

Individual's Mailing Address: JAMES R. THOMPSON CENTER, 100 W. RANDOLPH STREET, SUITE 9-300, CHICAGO, IL 60601

Individual's Email Address: yivian.toliver@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

13 Officials and Managers

19 Professionals

2 Technicians

0 Protective Service Workers

4 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, 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

8 Professionals

1 Technicians

0 Protective Service Workers

2 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

146 Officials and Managers

317 Professionals

16 Technicians

0 Protective Service Workers

66 Para-Professionals

31 Office and Clerical

0 Skilled Craft Workers

4 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

493

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

13 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 10 budget allocation for each of these programs:

No, the agency does not specifically budget for Hispanic Employment Programs. The agency estimates for FY11 to pay approximately \$46,000 for Bi-lingual pay to employees.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The agency did not specially budget for Hispanic Employment Programs or Bilingual pay. However, in 2009 the agency spent \$111,237.00 in bilingual 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?

The Shared Services Center ensures that IDFPR complies with the Hiring and Promotion Monitor requirements.

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 worked with the Illinois Housing Development Authority to sponsor "The Mortgage Relief Project" around the State in predominately Hispanic neighborhoods. The Mortgage Relief Project were scheduled events at which members of the community could speak with a free housing counselor about issues related to home ownership, which included: how to take advantage of government programs to help lower mortgage payments; and how to avoid foreclosure of their homes. IDFPR Spanish-speaking staff were on hand to assist Spanish-speaking homeowners.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
During the interview process, bilingual applicants may be given a written sample to translate from English into Spanish or vice-versa. Also, part of the interview may be conducted in Spanish to gauge the applicant's comprehensive ability.

- c) 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 provides bilingual/Spanish brochures, pamphlets, and forms in Spanish. In addition, the agency continues to evaluate and strategize on the need of bilingual employees to meet the needs of the Spanish-speaking public.

- d) 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 provides Spanish speaking receptionists at two of its Chicago facilities.

The agency provided an opportunity for all Hispanic employees to attend the 23<sup>rd</sup> Annual Illinois Hispanic State Employees Training Conference and Job Fair, held at McCormick Place. Some of the highlights of the conference included exhibits for employment opportunities; professional developmental workshops; and the Latino Legislative Caucus Forum.

The IDFPFPR consumer hotline that handle inquires regarding banks, homeownership and possible mortgage fraud is supervised by a bilingual employee, who routinely handles calls from Spanish-speaking consumers.

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

See the response to question No. 8 above.

- f) 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:

Monitored by the Department of Human Rights with the annual Affirmative Action Plan; quarterly reports; and quarterly review. The underutilization for Hispanics for FY10 was for 13 Professionals.

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

No Hispanic employees have been hired or promoted as of September, 2010.

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

IDFPR will continue to recruit Hispanic and Spanish-speaking individuals.

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Please attach additional sheets as necessary.

Received by CMS on

2010 OCT 19 A 9:50

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Gaming Board

**Name of Individual Completing Survey:** Ruby Taylor

**Individual's Working Title:** Acting EEO Officer

**Individual's Phone Number:** 217-524-9210

**Individual's Mailing Address:** 101 West Jefferson, Mail Code 3-380

**Individual's Email Address:** Ruby. Taylor@Illinois.gov.



- 1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:**

\_\_\_29\_\_\_ Officials and Managers

\_\_\_49\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

\_\_\_6\_\_\_ Para-Professionals

\_\_\_3\_\_\_ Office and Clerical

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

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

4. **As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:**

\_\_\_\_\_87\_\_\_\_\_

5. **As of June 30, 2010, provide the underutilization for Hispanics by category:**

\_\_\_1\_\_\_ 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 10 budget allocation for each of these programs:**

There are no specific allocations for Hispanic and Spanish speaking bilingual programs.

7. **Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):**

Not applicable.

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 Administrative and Regulatory Shared Services Center provides the recruitment efforts for the Illinois Gaming Board. Administrative and Regulatory Shared Services Center personnel are Rutan trained and are well versed on the rules and procedures in the Personnel Code.

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 Administrative and Regulatory Shared Services Center provide the recruitment efforts for the Illinois Gaming Board. Shared Services attend various employment functions. Internship positions are filled in the same competitive manner as other vacancies.

- b) **How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)**

Currently, the Illinois Gaming Board does not any positions that are designated as Spanish-speaking.

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

Not Applicable.

- d) **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:**

Central Management Services (CMS) sponsor career enhancement and self development programs to the State of Illinois employees at no cost. Illinois Gaming Board employees are encouraged to participate.

- e) **How has your agency ensured that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements?**

The Gaming Board, like other state agencies, relies heavily on Shared Services to follow the statute in the hiring process. In addition, the agency Administrator and or his designee and the Acting EEO Officer review and sign off on all hiring and promotion monitors to which Shared Services is required to attach documentation in support of the hiring decision.

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

The Illinois Gaming Board has not received any recommendations from the Department of Human Rights, Central Management Services 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 EEOC categories:**

The Gaming Board operates with a small specialized staff. However, requests to expand the head count to deal with the new Video Gaming Law have been submitted. The IGB encourages all qualified candidates to apply for open positions.

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

The process to gain approval for additional head count is on-going.

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

The Illinois Gaming Board encourages other Hispanic and Spanish-speaking employees and organizations to encourage other Hispanic and Spanish-speaking persons to secure grades from CMS and maintain eligibility so they will be prepared when the Gaming Board is given permission to post positions.

Please attach additional sheets as necessary.

Received by CMS on A 7:34  
2010 OCT 18

## State Hispanic Employment Plan Survey

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:** Friday, October 29th, 2010

**RETURN TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Governor \_\_\_\_\_

Name of Individual Completing Survey: Mary Fanning \_\_\_\_\_

Individual's Working Title: Fiscal Director \_\_\_\_\_

Individual's Phone Number: 217-782-3074 \_\_\_\_\_

Individual's Mailing Address: 414 Stratton Bldg; Springfield, IL. 62706

Individual's Email Address: [mary.fanning@illinois.gov](mailto:mary.fanning@illinois.gov)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_2\_\_\_ Officials and Managers

\_\_\_9\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

\_\_\_3\_\_\_ Office and Clerical

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

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

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: ***Not Applicable***

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories: *Not Applicable*

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_ 86 \_\_\_\_\_

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

NA

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

NA

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?

NA

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

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

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

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

Spanish-speaking public:

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- d) 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:

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

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- f) 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: NA

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

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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.

The Governor's Office is at parity on the Hispanic Affirmative Action Group numbers and strives to maintain that diversity and success in all employment considerations.

Received by CMS on \_\_\_\_\_

2010 OCT 25 A 9:50

## State Hispanic Employment Plan Survey

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 & Advocacy Commission

Bobbie Fox

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

Individual's Working Title: Director, Human Resources

Individual's Phone Number: 312-793-5335

Individual's Mailing Address: 160 N. LaSalle, Chicago, IL 60601

---

Individual's Email Address: bobbie.fox@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

1 Officials and Managers

4 Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3 Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_28\_\_ Officials and Managers

\_\_77\_\_ Professionals

\_\_1\_\_ Technicians

\_\_\_\_ Protective Service Workers

\_\_1\_\_ Para-Professionals

\_\_5\_\_ Office and Clerical

\_\_0\_\_ Skilled Craft Workers

\_\_0\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_113\_\_

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

**We are a small agency and are limited in our funding for items outside of 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.**

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7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**\_No Funding allocated 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?

**Currently, the agency is not underutilized in Hispanics in any EEOC category. We would however, work with 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.**

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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):

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

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- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

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**Structured oral interview.**

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

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

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- d) 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:

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**Lack of funding prohibits us from setting aside line items for such employment strategies. However, employees are made aware of the State's Upward Mobility Program.**

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- e) How has your agency ensured that all appropriate staff is complying with the 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 and the HR Director, work closely with supervisors throughout the hire process. Actual hire will not take place unless all appropriate documents are completed and signed off.**

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

**None available**

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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:

**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.**

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Were there any increases or decreases 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**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS Personnel at 217-524-1075 or [Joseph.Ashcraft@illinois.gov](mailto:Joseph.Ashcraft@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: HEALTHCARE AND FAMILY SERVICES

Name of Individual Completing Survey: Derrick L. Davis, Sr.

Individual's Working Title: Chief EEO/AA Officer

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

Individual's Mailing Address: 401 S. Clinton Street 5<sup>th</sup> Floor Chicago, Illinois 60607

Individual's Email Address: Derrick.Davis@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

7 Officials and Managers

79 Professionals

1 Technicians

0 Protective Service Workers

30 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, 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

75 Professionals

0 Technicians

0 Protective Service Workers

26 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

609 Officials and Managers  
1313 Professionals  
49 Technicians  
0 Protective Service Workers  
447 Para-Professionals  
195 Office and Clerical  
0 Skilled Craft Workers  
3 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,301, obtained from July 15, 2010 Bureau of Budget and Cash Management Headcount Report.

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

4 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 10 budget allocation for each of these programs:

No, this agency does not maintain budgeted funds established by race or national origin. However, during FY '10 HFS expended \$267,952.50 for differential pay for Spanish Speaking Option positions. This is a \$4,650.50 increase from FY '09. This agency participates in activities throughout the year (although no funds are allocated specifically for race or national origin) to ensure that the Latino community is aware of employment opportunities that are available.

7. Provide FY'10 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 all employment documents and reports within Selection & Recruitment & 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.

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 attend Job Fairs where invited, particularly those which target and emphasize addressing/serving under-represented populations such as Hispanic/Latino communities. HFS has also been a proud sponsor and a Job Fair exhibitor for the annual IAHSE conference for the last 22 years.

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

Please see #9a.

- 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 FY '10, HFS' Training Center trained 2,025 employees in 339 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.

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

See # 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:

<b>FY '09 Hispanic Employees</b>		<b>FY '10 Hispanic Employees (Difference)</b>	
Officials/Administrators	11	7	-4
Professionals	78	79	+1
Technicians	1	1	
Para/Prof	31	30	-1
Office/Clerical	3	3	

<b>FY '09 Spanish Speaking bilingual employees</b>		<b>FY '10 Spanish Speaking bilingual employees (Difference)</b>	
Officials/Administrators	6	4	-2
Professionals	76	75	-1
Para-Professionals	25	26	+1
Office/Clerical	4	3	-1

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

Yes - Please see foregoing.

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

CMS should organize, provide on-site testing and counseling and promote job fairs in regions where the need is greatest. The application/grading process has to be evaluated, in that too much time elapses between application and availability (receipt of actual grades).

Please attach additional sheets as necessary.

Additional information for question number 9c:

Director's Office – Division of Community Outreach:

This office is responsible for the agency's programs for healthcare benefits and insurance, some of which are in conjunction with the governor's office. All materials distributed are printed in English and Spanish. Deputy Director, Peter Vina also covers many of the events in the Hispanic Community.

Division of Child Support Services – Community Outreach:

All materials are printed in English and Spanish. The Spanish-speaking employee designated for community outreach is Edward Lopez (Professional). If necessary, this office will also recruit from regional staff. The Community Outreach office extends its services to the areas with a heavy Hispanic population such as: Morton East High School; Cicero, Berwyn; Melrose Park; Maywood; and Bellwood.

In addition, there is also a Teen Parent Program. The Healthy Marriage and Relationships Project is a special initiative funded by a federal grant. It offers relationship enhancement workshops as well as full case management and employment services to two sites in Chicago. One site serves a predominantly Hispanic population and the workshops are provided in Spanish. The case management and employment pieces are delivered by bilingual staff.

Division of Medical Programs – All Kids:

Currently, there are nine (9) Spanish Speaking option Human Services Caseworkers. There are nine (9) Spanish speaking option Human Services Caseworker vacancies. There are four (4) Spanish speaking option Public Aid Eligibility Assistant vacancies. There is one (1) Spanish Speaking option Office Assistant and one (1) Spanish Speaking option Office Assistant vacancy. Additionally, there are two (2) Hispanic Human Services Caseworkers and one (1) Hispanic Office Assistant, which do not have the Spanish speaking option requirement. The Human Services Caseworkers' responsibilities include processing new applications and/or maintaining active cases, talking to clients regarding Department policies and procedures, and translating mail from Spanish to English.



Bureau of Medical Administrative Support – Health Benefits Hotline:

This office is responsible for responding to client/provider telephone inquiries including, but not limited to, the following programs:

All Kids; Family Care; Medicare; Medicare D; Medicaid; Illinois Cares Rx; (Senior Care & Circuit Breaker); Illinois Breast and Cervical Cancer Program (IBCCP); Health Benefits for Workers with Disabilities (HBWD); Illinois Healthy Women (IHW); Medicaid Presumptive Eligibility; Veteran's Care; First Transit (transportation issues) Illinois Health Connect; Disease Management; Prior Approval; Third Party Liability (TPL); Credible Coverage; Durable Medical Equipment (DME) and Pharmacy Prior Approval

A breakdown of hotline staff by title and option is as follows:

Two (2) Hispanic Executive I Option Spanish speaking (supervisors), and eight (8) Hispanic Office Specialists.

2010 OCT 26 P 1:40

**State Hispanic Employment Plan Survey 2010**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: IHPA

Name of Individual Completing Survey: Tad Allen

Individual's Working Title: Labor Relations/EEO

Individual's Phone Number: 217 785 0391

Individual's Mailing Address: 313 S. 6<sup>th</sup> St. Springfield, illinois

Individual's Email Address: Tad.Allen@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

\_\_\_\_\_ 1 Service-Maintenance

2. As of June 30, 2007, 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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

26 Officials and Managers

100 Professionals

8 Technicians

0 Protective Service Workers

26 Para-Professionals

10 Office and Clerical

11 Skilled Craft Workers

32 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

198

5. As of June 30, 2008, provide the underutilization for Hispanics by category: No underutilization in any category for Hispanics.

\_\_\_\_\_ 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 09 budget allocation for each of these programs: NO

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7. Provide FY10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None

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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?

By closely monitoring all hiring.

We monitor all hiring for EEO

purposes closely.

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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):

None

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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:

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:

By closely monitoring all hiring

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

Please attach additional sheets as necessary.

2010 OCT 26 A 10: 03

Received by CMS on \_\_\_\_\_

**State Hispanic Employment Plan Survey**

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Dr. Ewa I. Ewa

Individual's Working Title: CFO

Individual's Phone Number: 312-814-6281

Individual's Mailing Address: 100 W. Randolph St. Suite 5-100 Chicago IL 60601

Individual's Email Address: ewa.ewa@illinois.gov



1. As of June 30, 2010, 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

\_\_ 0 \_\_ Para-Professionals

\_\_ 0 \_\_ Office and Clerical

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

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

2. As of June 30, 2010, 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

\_\_ 0 \_\_ Para-Professionals

\_\_ 0 \_\_ Office and Clerical

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_ 4 \_\_ Officials and Managers

\_\_ 15 \_\_ Professionals

\_\_ 0 \_\_ Technicians

\_\_ 0 \_\_ Protective Service Workers

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

\_\_ 2 \_\_ Office and Clerical

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

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_ 23 \_\_

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:  
\_\_\_\_\_NO\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide FY09 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?  
\_\_\_\_\_  
HRC continues to comply with all legislative mandates and statutory provisions relative to non-discriminatory practices in hiring in the workplace.  
\_\_\_\_\_  
\_\_\_\_\_
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) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
\_\_\_\_\_structured oral interview\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

None

- d) 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 have been allowed to attend the Annual Hispanic State Employees Training Conference.

HRC continues to encourage related staff to take advantage of statewide promotional programs designed to enhance individual progress and advance in the workplace.

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

Yes

- f) 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 or decreases 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.

None

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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 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, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  6   Officials and Managers

 18  Professionals

  0  Technicians

 N/A  Protective Service Workers

  0  Para-Professionals

  6  Office and Clerical

 N/A  Skilled Craft Workers

 N/A  Service-Maintenance

2. As of June 30, 2010, 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

 13  Professionals

  0  Technicians

 N/A  Protective Service Workers

  0  Para-Professionals

  3  Office and Clerical

 N/A  Skilled Craft Workers

 N/A  Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

29 Officials and Managers

90 Professionals

3 Technicians

0 Protective Service Workers

7 Para-Professionals

16 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

145

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

N/A Protective Service Workers

0 Para-Professionals

0 Office and Clerical

N/A Skilled Craft Workers

N/A 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 10 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.**

7. Provide FY09 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.**

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.**

**Additionally, the Chief Legal Counsel continues to coordinate with the Hispanic Lawyers Association of Illinois and IAHSE for the recruitment and hiring of Hispanics, as well as, advocating the hiring of Hispanics at conferences where the Legal staff attend.**

**All staff have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute for Training and Development continues to train IDHR staff and other public entities on Diversity Awareness.**

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 community relations and outreach, and one of the duties with respect to outreach is the minority diversity program and as part of this program, the staff person works to identify potential candidates for employment with the Department of Human Rights.**

**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 -**

1. Media interviews targeted to a Latino audience:
  - 1450 AM Radio Interview on Radio Latino;
2. Governor's Dialogos (Dialogue) with the Latino Community (Aurora)
3. Partnership with the Illinois Department of Employment Security (IDES), Chicago Workforce Project, to recruit at job fairs;
4. Partnership with the CMS' Diversity Enrichment Program staff, in job fairs at colleges and universities, and other organizations:
  - Chicago State University
  - DePaul University
  - DeVry University
  - Malcolm X College
  - Northeastern Illinois University
  - Morton College
  - University of Illinois Chicago
  - Westwood College
  - Wright College Westside Technical Institute
  - Truman College
5. Participated in conferences, workshops, seminars, festivals, parades, health fairs, etc.-
  - Aurora Urban League
  - Casa Central
  - Chicago Public Schools (Annual Career Development Conference, Annual Conference for Parents-Post Secondary Ed Transition)
  - Chicago Urban League
  - Dia del Niño Parade (Harrison Park)

- **Elgin Chamber of Commerce (Hablamos Español)**
  - **IACOMMA – Illinois Association of Agencies and Community Organizations for Migrant Advocacy**
  - **IAHSE - IL Association of Hispanic State Employees**
  - **IDES Employer's Workshop**
  - **Illinois Hispanic Chamber of Commerce**
  - **Illinois Employment Training Center/SER**
  - **Latin American Chamber of Commerce**
  - **Latino Book and Family Festival**
  - **Latino Family Conference**
  - **Latino Policy Forum**
  - **LULAC of Illinois, McHenry County, Quad Cities, and Cicero**
  - **MALDEF (Mexican American Legal Defense Educational Foundation)**
  - **National Council of La Raza**
  - **National Leadership Education Institute**
  - **National Urban League**
  - **Spanish Coalition for Housing**
  - **University of Illinois Chicago (Worker's Rights Conference)**
  - **USHLI – United States Hispanic Leadership Institute**
- 6. Participated in job and/or health fairs covering various jurisdictions sponsored by state and local officials -**
- **Calumet Park**
  - **Chicago**
  - **Township of Maywood**
- 7. Participated in TEAM ILLINOIS Strategic Planning Committee meetings for State of Illinois outreach to the Aurora community;**
- 8. Participated in networking with various organizations:**
- **CAAAELII (Coalition of African, Asian, Arab, European, and Latino Immigrants of Illinois)**
  - **Chicago Cultural Alliance**
  - **City of Chicago Mayor's Office and Latino Advisory Council**
  - **Corazon Proviso Leyden Community Council**
  - **Ecuadorian Community**
  - **Illinois Latino Legislative Caucus**
  - **Illinois Migrant Council**
  - **Illinois Secretary of State Jesse White (National Hispanic Heritage Month Celebration)**
  - **Mujeres Latinas in Action**
  - **Progress Center for Independent Living (Forest Park)**
  - **Proviso Leyden Council for Community Action**
  - **Teamsters Union**

- **US Office of Homeland Security and Community Based Organizations**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**Depending on the position for which the Department is recruiting, oral interviews and/or written testing is utilized. One or both are utilized to determine the candidate's ability to write and speak Spanish.**

- c) 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; one of her duties with respect to outreach is the minority diversity program wherein 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:**

- **Recruiting for specific positions;**
- **Working with the Department's Human Resources staff to identify specific opportunities for Spanish-speaking positions;**
- **Establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and**
- **Ensuring that individuals are aware of job vacancies.**

- d) 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 Human Resource staff meet regularly 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's minority diversity program staff also assists employees to match their skills with available promotional opportunities in the Department and the State.

e) How has your agency ensured that all appropriate staff are complying with the 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 Human Resource 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.

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

The Department staff continues to work closely with CMS' Bureau of Personnel on the hiring and promotion monitoring process, diversity programs and recruitment efforts.

IDHR staff continues to work 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 June 30, 2010, 22% of its current (actual) headcount is Hispanic. Additionally, 19% of DHR's (actual) headcount has the Spanish speaking bilingual option.

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

The level remained the same, no underutilization of Hispanics in any of the EEO categories.

**One of the Department's top priorities is to provide exemplary customer service to all of its customers.**

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. Another element of the Department's efforts focused on redesigning the Department's website and including the translation of Department brochures in multiple languages.**

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Sarmiento

Individual's Working Title: Director

Individual's Phone Number: 312-793-2352

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

Individual's Email Address: elizabeth.sarmiento@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

51 Officials and Managers

482 Professionals

110 Technicians

13 Protective Service Workers

44 Para-Professionals

91 Office and Clerical

1 Skilled Craft Workers

37 Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

34 Officials and Managers

436 Professionals

19 Technicians

5 Protective Service Workers

37 Para-Professionals

65 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance



3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

- **As of October 29, 2010, the following represents full-time employees plus the number of actual vacancies in the process:**

182 Officials and Managers

955 Professionals

315 Technicians

18 Protective Service Workers

105 Para-Professionals

221 Office and Clerical

16 Skilled Craft Workers

71 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

12, 938.1 Full-Time Employee's + 610 Leaves of Absence = **13, 548**

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

1 Officials and Managers

3 Professionals

73 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

7 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 10 budget allocation for each of these programs:

**While there is no specific budget allocation for this initiative, the IDHS operating budget assumes the cost of all employment programs offered by IDHS. Minority Outreach, which includes Hispanic/Latinos is conducted by the OHR Recruitment Unit as well as the Office of Hispanic and Latino Affairs.**

7. Provide FY10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**While there is no specific budget allocation for this initiative, the IDHS operating budget assumes the cost of all employment programs offered by IDHS. Minority Outreach, which includes Hispanic/Latinos is conducted by the OHR Recruitment Unit as well as the Office of Hispanic and Latino Affairs.**

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?

**IDHS has a centralized Recruitment and Selection Unit responsible for all hiring. Hiring Staff use EEO Monitors and Underutilization Summary Reports. Additionally, DHS conducts monthly meetings of the Recruitment/Hiring/Discipline Committee. DHS is also a member of the Hispanic Advisory Council.**

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 Unit has developed a Recruitment Database which includes many Hispanic oriented organizations; eBLAST communications sent specifically to Hispanic driven organizations.**

**IDHS attempts to address EEO underutilization with every hiring opportunity.**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**DHS requires the successful completion of a structured, intensive foreign language proficiency test. The test includes both oral and written sections.**

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

**As a result of the commitment of IDHS, the agency has created the Latino Hiring Initiative Committee to review and analyze the need for addition Spanish Speaking positions.**

- d.) 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:

**IDHS employees are allowed to participate in the Upward Mobility program which is a joint venture between the State and AFSCME. Also, all DHS employees are encouraged to participate in a variety of career enhancement programs offered by the Bureau of Training Development.**

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

**Hiring and Promotion Monitors are reviewed by EEO officers to ensure hires and promotions are consistent with the Agency's policies, goals and directives.**

- f) 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:

**Underutilizations in all of the following categories are down or the same.**

<u>1</u>	<b>Officials and Managers</b>	-	↓
<u>3</u>	<b>Professionals</b>	-	↓
<u>73</u>	<b>Technicians</b>	-	↓
<u>0</u>	<b>Protective Service Workers</b>	-	same
<u>0</u>	<b>Para-Professionals</b>	-	same
<u>0</u>	<b>Office and Clerical</b>	-	same
<u>7</u>	<b>Skilled Craft Workers</b>	-	↓

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

**Due to the continued commitment to addressing underutilization, the number of Hispanic employees in the work force has increased in the majority of EEO categories.**

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

**IDHS will continue to rely on the ongoing policy suggestions from the Latino Hiring Initiative Committee.**

Please attach additional sheets as necessary.

Received by CMS on

2010 OCT 28 A 9:01

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Power Agency

Name of Individual Completing Survey: Mark J. Pruitt

Individual's Working Title: Director

Individual's Phone Number: 312/814-8106

Individual's Mailing Address: 160 North LaSalle Street, Suite N-508, Chicago, IL 60601

Individual's Email Address: mark.pruitt@illinois.gov

1. As of June 30, 2010, 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, 2010, 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, 2010, 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, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

      1      

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:  
\_\_\_ No. \_\_\_ No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
\_\_\_ \$0.00 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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 has not hired any staff. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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):  
  
No procedure in place – the Agency has not hired any staff
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
  
No procedure in place – the Agency has not hired any staff
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
  
No procedure in place – the Agency has not hired any staff



- d) 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 procedure in place – the Agency has not hired any staff

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

No procedure in place – the Agency has not hired any staff

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

The Agency has not received specific recommendations, but would welcome them at any 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:

No procedure in place – the Agency has not hired any staff

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

No changes – the Agency has not hired any staff

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

When the Agency is in a position to hire staff, it will refer to the State of Illinois 2010 Hispanic Employment Plan materials provided by the Department of Central Management Services to ensure that the agency avails itself of all appropriate strategies and initiatives identified.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Insurance

Name of Individual Completing Survey: Eve Blackwell-Lewis

Individual's Working Title: Legal Counsel and EEO/AA Officer

Individual's Phone Number: (217)782-0708

Individual's Mailing Address: 320 W. Washington, Springfield, IL 62767

Individual's Email Address: eve.blackwell-lewis@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

4 Officials and Managers

5 Professionals

1 Technicians

n/a Protective Service Workers

1 Para-Professionals

0 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance

2. As of June 30, 2010, 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

0 Professionals

1 Technicians

n/a Protective Service Workers

1 Para-Professionals

0 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

91 Officials and Managers

102 Professionals

34 Technicians

n/a Protective Service Workers

10 Para-Professionals

12 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

249

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

1 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 10 budget allocation for each of these programs:

The Department does not have a budget for either Employment Programs or for Bilingual (Spanish Speaking option) programs. However, the Department did commit to and spend \$23,102 in salary for bilingual services, during FY 2010.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

This Agency did not exist as an individual agency until June 1, 2009. Therefore, there was no budget planning session in which to make consider making such an 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/AA Officer is working to insure that staff is aware of the Agency's 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):

This Agency utilizes CMS for most hiring needs. However, it is important to communicate the need for diversity in meeting the Agency's goals and responsibilities.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
The Agency follows the CMS guidelines and does utilize information gathered in interviews, as well as, written tests.

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

The Director has specifically asked for volunteers to meet the need for bilingual services in various languages, given the current budget crisis. In addition, more material is provided to the public in Spanish.

- d) 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:

Career training and enhancement is encouraged for All DOI Staff. Even during this budget crisis, the Agency encourages staff to take advantage of all programs offered by CMS and other state agencies.

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

CMS/Shared Services handle these duties.

- f) 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:

At this time, there is no study/report available outside of the EEO/AA filings. There reflects show a reduction in the Hispanic workforce of this Agency by 1. However, there is the same number of individuals receiving additional pay for bilingual services.

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

There was a slight increase of \$960, over the previous year's spending level for bilingual services. With respect to the underutilization of Hispanic/Spanish speaking individuals, the Agency has an underutilization of 1.

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

To the extent that the Agency is allowed, it seeks employees from diverse colleges and universities. While more freedom to choose potential candidates and employees is desired, at this time, CMS sends the Agency a select list of individuals from which the Agency is to interview and select a candidate.

It is important for Agency personnel to understand the importance and advantages of having a multifaceted and diverse work force. This change will only come with education and communication on this issue. Increased training is needed.

Please attach additional sheets as necessary.

Received by CMS on \_\_\_\_\_

~~2010~~ OCT 20 A H 08

## State Hispanic Employment Plan Survey

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 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: 180 N. LaSalle St., Suite 2015, Chicago, IL 60601

Individual's Email Address: katherine.spinato@illinois.gov



1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

11

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

0 There are 0 bilingual positions due to the size of the 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?

Efforts will be made to comply with the Hispanic Employment Plan, including recruiting efforts; hiring is minimal due to the size of the Agency. During FY10, there was 1 promotion and 1 new hire.

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):

Hiring is minimal due to size of staff.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

NA

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

NA

- d) 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:

EE Officer is involved in all employment and hiring matters and decisions.

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

EE Officer is involved in all employment and hiring matters and decisions

- f) 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 or decreases in those levels from the prior year? If so, please provide specific details.

1 Decrease in Professionals category.

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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.

Received by CMS on  
2010 OCT 21 P 2:08

## **State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Juvenile Justice**

Name of Individual Completing Survey: **Ronald K. Smith**

Individual's Working Title: **Deputy Director of Operations**

Individual's Phone Number: **217-557-1030**

Individual's Mailing Address: **Illinois Department of Juvenile Justice**  
**707 North 15<sup>th</sup> Street**  
**Springfield, Illinois 62702**

Individual's Email Address **Ron.K.Smith@doc.illinois.gov**

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2010, 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  
  0  Para-Professionals  
  0  Office and Clerical  
  0  Skilled Craft Workers  
  0  Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_46\_\_\_ Officials and Managers  
\_\_\_987\_\_\_ Professionals  
\_\_\_24\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_27\_\_\_ Para-Professionals  
\_\_\_27\_\_\_ Office and Clerical  
\_\_\_38\_\_\_ Skilled Craft Workers  
\_\_\_84\_\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_1,233\_\_\_

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_3\_\_\_ Professionals  
\_\_\_0\_\_\_ 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 10 budget allocation for each of these programs:

**The budget allocation for Hispanic Employment programs and Bilingual programs are funded through the Department of Corrections as a Shared Service.**

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**The budget allocation for Hispanic Employment programs and Bilingual programs are funded through the Department of Corrections as a Shared Service.**

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?

**Recruiters participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, The Hispanic Caucus and individual legislators, as well as others. Recruiters also attend Hispanic conferences to encourage participants to apply for jobs at the Illinois Department of Juvenile Justice. Recruiters are also trained to focus on underutilization in targeted areas.**

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):

**Training for recruiters, hosting IDJJ days in legislative districts, attending Hispanic conferences, recruitment fairs and providing IDJJ's action plan for the state Hispanic Employment Plan.**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**An assessment of the need for bilingual qualifications is done when filling a vacancy. If it is determined that bilingual need is necessary, the position is backfilled with a bilingual option.**

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

**Staff opportunities for promotion exist within negotiated Contractual Filling of Vacancies language. The Upward Mobility Program is also available and encouraged within the Department for career advancement.**

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

**Shared Services Personnel is made aware of any underutilization by the Affirmative Action Office. Once a candidate has been selected the paperwork is reviewed by the Agency's EEO Officer to ensure compliance for any underutilization needs.**

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

**Try to reach parity in all underutilized areas.**

- 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 or decreases 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.

**The Department continues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible.**

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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/Labor Relations Manager and AA/EEO Officer

Individual's Phone Number: (217) 782-3049

Individual's Mailing Address: 900 South Spring Street, Springfield, IL 62703

Individual's Email Address: [Melissa.lange@illinois.gov](mailto:Melissa.lange@illinois.gov)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

  4   Professionals

  4   Technicians

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

  2   Para-Professionals

  2   Office and Clerical

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

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

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

  3   Professionals

  4   Technicians

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

  1   Para-Professionals

  1   Office and Clerical

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

15 Officials and Managers

29 Professionals

26 Technicians

       Protective Service Workers

9 Para-Professionals

10 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's: 82

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

       Protective Service Workers

0 Para-Professionals

0 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 10 budget allocation for each of these programs:

The Department did not have funds available in FY10 for Hispanic Employment Programs, however approximately \$22,266 was allocated for bilingual (Spanish-speaking option) positions.

7. Provide FY11 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Department's FY11 budget is unable to fund Hispanic Employment Programs, however approximately \$26,724 has been budgeted for bilingual (Spanish-speaking option) positions.

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 Officer informs the managerial/supervisory staff responsible for conducting the interviews of the underutilization so that increased efforts are made to address underutilization in the vacant EEO 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 conduct outreach events throughout the State. The Department does not have underutilization in the Hispanic EEO category.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

A Spanish-speaking agency employee participates in the interview and assesses the candidate's speaking, reading and writing skills.

- 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 Hispanic/Spanish-speaking employees to conduct outreach events.

- d) 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 twelve (12) Hispanic employees. Nine (9) of these employees are in Spanish-speaking option positions. The Department does not have underutilization of Hispanics in any EEO category.

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

The Department's AA/EEO Officer and Director of Labor monitor the hiring selections and submit the required Hiring and Promotion Monitors to the Department of Central Management Services with new hire or promotion transactions.

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

No recommendations have been 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, 15% of the Department's employees are Hispanic and 11% are utilized in Spanish-speaking bilingual positions.

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

There have been no increases or decreases in FY10.

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

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

2010 OCT 29 P 12: 37

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Educational Labor Relations Board

Name of Individual Completing Survey: Renee Strickland

Individual's Working Title: Personnel Manager

Individual's Phone Number: 312/793-3170

Individual's Mailing Address: 160 North LaSalle St., Suite N-400, Chicago, IL 60601



Individual's Email Address: renee.strickland@illinois.gov

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

  12  

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No. Not at this time. No positions available.

7. Provide FY09 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 criteria is reviewed for compliance 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):

Open recruitment; attendance of agency representative at  
the annual Hispanic State Employees Training conference/  
job fair.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

N/A. No positions open/filled during FY10

- c) 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

- d) 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 at this time.

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

The EEOC Officer and the Executive Director monitor this activity

- f) 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 conducted.

Were there any increases or decreases 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.

When employment opportunities arise we will advise the  
Illinois Association of Hispanic State Employees

Organization of such opportunities. We will post appropriate  
notices of open positions.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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  
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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Manager

**Individual's Phone Number:** 312/793-6426

**Individual's Mailing Address:** 160 N LaSalle Street, S-400, Chicago 60601

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

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_2\_\_\_ Officials and Managers

\_\_\_18\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

\_\_\_1\_\_\_ Office and Clerical

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

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_22\_\_\_\_\_

5. As of June 30, 2010, provide the underutilization for Hispanics by category: **0**

\_\_\_\_\_ 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 10 budget allocation for each of these programs:

N/A

7. Provide FY09 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 is updated by the personnel manager via 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) the personnel manager post the vacancy with Hispanic legal associations**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
**We hired a Spanish-Speaking attorney to satisfy the agency's need to handle all Spanish speaking inquiries from the public.**

- c) 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d) 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**

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

- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
**CMS will not process any transactions unless these forms are submitted**

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

- f) 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 EEOC categories:

**The agency hired a Hispanic attorney in 2006.**

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Were there any increases or decreases 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.

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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 Law Enforcement Training and Standards Board

Name of Individual Completing Survey: Coralyn Beem

Individual's Working Title: Manager of Mandated Training

Individual's Phone Number: 217-782-4540

Individual's Mailing Address: 4500 South Sixth Street Road, Springfield IL 62703

Individual's Email Address: cora.beem@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

NA Technicians

NA Protective Service Workers

0 Para-Professionals

1 Office and Clerical

NA Skilled Craft Workers

NA Service-Maintenance

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

 17 full-time only 

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

  0   Officials and Managers  
  0   Professionals  
 NA  Technicians  
 NA  Protective Service Workers  
  0  Para-Professionals  
  0  Office and Clerical  
 NA  Skilled Craft Workers  
 NA  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 10 budget allocation for each of these programs:

The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the board is fully utilized and at parity. Nor has the Board established a budget for bilingual programs. The Board does not service the general public. To date, zero requests for bilingual services have been made. The Board continues to closely monitor the need.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the board is fully utilized and at parity. Nor has the Board established a budget for bilingual programs. The Board does not service the general public. To date, zero requests for bilingual services have been made. The Board continues to closely monitor the need.

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 Board utilizes the hiring and promotion monitor provided by DHR. The Board 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 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):

None as the Board is at parity.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

The Board does not service the general public. The Board services local governmental agencies and to date zero requests for bilingual services have been made. Bilingual options are not part of job descriptions. No assessment is needed.

- 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 Board does not service the general public. The Board services local governmental agencies and to date zero requests for bilingual services have been made. The situation is closely monitored.

- d) 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 Board's Hispanic employee is a member of AFSCME and has the opportunity to participate in the Upward Mobility Program.

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

The Board reviews the Hiring and Promotion Monitors to assure all of the mandates are met.

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

As Board is fully utilized, 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 Illinois Law Enforcement Training and Standards Board has achieved parity or zero underutilization in every EEO category. The Board continues to make a concerted effort to recruit and employ individuals who will allow the agency to continue to meet the EEO guidelines while filling current vacancies.

Were there any increases or decreases 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



Received by CMS on 10/27/10

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Mark S. Jamil

Individual's Working Title: Chief Legal Counsel

Individual's Phone Number: (312) 633-3434 X31

Individual's Mailing Address: 600 S Hoyne Avenue, Chicago IL 60612-3756

Individual's Email Address: mjamil@medicaldistrict.org

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

  2   Para-Professionals

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

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

  1   Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: **Not Applicable.**

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories: **Not Applicable**

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

9

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:  
**We have no underutilization.**

\_\_\_\_\_ 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 10 budget allocation for each of these programs:

**The Illinois Medical District Commission does not receive a State of Illinois General Revenue Fund appropriation. As such there is no separate budget allocation.**

7. Provide FY09 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?

**Not Applicable**

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):

**Not Applicable**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**Not Applicable**

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

**Not Applicable**

- d) 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:

**Not Applicable**

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

**Not Applicable**

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

**Not Applicable**

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 or decreases in those levels from the prior year? If so, please provide specific details.

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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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**Not Applicable**

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Please attach additional sheets as necessary.

## State Hispanic Employment Plan Survey

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers  
43 Professionals  
12 Technicians  
73 Protective Service Workers  
3 Para-Professionals  
6 Office and Clerical  
8 Skilled Craft Workers  
90 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

241

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

**No budget allocation**

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

**No 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?

**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**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**Agency does not assess bilingual skills when filling positions as there is no current bilingual skills requirement for any State position. Bilingual needs are met by military personnel of the IL National Guard.**

- 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.**

- d) 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 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.**

- e) How has your agency ensured that all appropriate staff are complying with the 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.**

- f) 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 or decreases in those levels from the prior year? If so, please provide specific details.

**No changes**

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

**No suggestions at this time.**

Please attach additional sheets as necessary.

Received by CMS on \_\_\_\_\_

2010 OCT 22 A 9:39

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Natural Resources**

**Name of Individual Completing Survey: Gloria Williams**

**Individual's Working Title: EEO Officer**

**Individual's Phone Number: 217-782-2662**

**Individual's Mailing Address: One Natural Resources Way, Springfield, Illinois 62702**

**Individual's Email Address: Gloria.Williams@illinois.gov**

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  3   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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

237 Officials and Managers

380 Professionals

53 Technicians

145 Protective Service Workers

63 Para-Professionals

40 Office and Clerical

14 Skilled Craft Workers

197 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

Full-time: 1129; Part-time: 44 ; LOA: 40

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

1 Officials and Managers

2 Professionals

0 Technicians

5 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

5 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 10 budget allocation for each of these programs:

No.

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7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

NA

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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?

DNR executive staff and human resources professionals have been made aware of the Hispanic Employment Plan are briefed on underutilization on a monthly basis. Additionally, the IDNR is committed to recruitment and networking activities conducive to identifying, hiring and promoting qualified Hispanics.

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):  
DNR is maintaining good relationships with professional minority organizations such as Illinois Association for Hispanic State Employees (IAHSE), Hispanic Alliance for Career Enhancement (HACE), National Association for the Advancement of Colored People (NAACP), Illinois Association of Minorities in Government (IAMG). IDNR is committed to continuing its efforts by participating in associated job-fairs, conferences, and other activities. IDNR continues to inform churches and community based organizations about vacancies regardless of bilingual or non-bilingual status.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
We use a structured oral and written test for new employees. We have waived the test in cases where the employee is transferring or being reinstated from a bilingual position with the State of Illinois

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

Identify areas of the agency where there is the greatest need for bilingual staff to serve the customers of the IDNR.

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- d) 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:

IDNR encourages all employees to participate in its Technical Computer Training Program, Upward Mobility Program, Tuition Reimbursement Program, as well as conferences and seminars which enhance the level and importance of training, education, and promotional needs of its Hispanic employees. We consistently encourage attendance and active participation in training programs specifically designed for Hispanic employees, such as annual training conference of the Illinois Association for Hispanic State Employees (IAHSE)

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

The IDNR EEO Officer receives and reviews all hiring and promotion monitors prior to them receiving the Director's signature. IDNR hiring operatives are held accountable to ensure that protective classes receive appropriate opportunities to gain employment at IDNR.

- f) Recommendations provided by DHR, CMS or the Auditor General:  
In accordance with DHR and CMS recommendations, hiring and promotion monitors are kept in the quarterly EEO file maintained in the Office of Compliance, EEO, and Ethics. The number of qualified minorities that apply for a position are noted on the hiring monitors. On occasions where the minority is not hired, documentation is provided detailing the reason(s) the non-minority applicant was selected. On a case by case basis the EEO Officer will request a reach to hire candidate from an underutilized category who is equally qualified.



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 Office of Compliance, EEO and Ethics works closely with the Division of Human Resources to Identify and establish the needs of additional Spanish-speaking bilingual employees in the relevant EEOC categories and has currently established 3 additional positions which the agency has approved in the FY 2011 budget allocation. One has been filled. On-going recruitment efforts are taking place to fill the others.

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

As stated above, IDNR has added 3 positions as follows: 1 Office Associate, 1 Site Technician II, and a Conservation Grant Administrator.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
Need an increased budget allocation to fill our many vacancies.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

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503 Stratton Office Building  
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Phone: 217/524-8773  
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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Pollution Control Board

Name of Individual Completing Survey: Kathryn L. Griffin

Individual's Working Title: Chief Financial Officer

Individual's Phone Number: 217-524-8512

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

Individual's Email Address: [griffink@ipcb.state.il.us](mailto:griffink@ipcb.state.il.us)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 13 \_\_\_ Officials and Managers

\_\_\_ 7 \_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

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

\_\_\_ Office and Clerical

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 23 \_\_\_

5. As of June 30, 2010, 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

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 10 budget allocation for each of these programs:

IPCB has no budget allocations for programs. IPCB reaches out to all available resources to recruit within the underutilized areas when a vacancy occurs and permission has been granted to hire by GOMB and the Governor's Office. The Hispanic category is in parity per the Board's Affirmative Action Plan for FY2011.

7. Provide FY11 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

There are no budget allocations for programs within the IPCB budget

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 administrative staff and management are aware of the areas the Board is underutilized. Qualified candidates are sought to fill those vacancies when they occur.

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):  
IPCB seeks qualified candidates through job postings, applications, and resumes. Resources from the IDHR are also utilized when there is an underutilization to resolve.
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
IPCB has no positions with a bilingual option.
- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
IPCB is in parity within the Hispanic category. The Board currently has one Hispanic employee in our Chicago office that is fluent in Spanish.

- d) 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:

IPCB encourages self enrichment classes provided by DHS. The Board does not have the funding to allow any funding for other outside training at this time.

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

Yes. IPCB Human Resources is in compliance with the mandatory Hiring and Promotion Monitor.

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

IPCB is in full compliance with DHR requirements regarding EEO. The Board has no audit findings regarding this.

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:

IPCB is in parity within the Hispanic category for all positions.

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

IPCB incurred no changes from the prior year

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

IPCB will continue to utilize resources provided by IDHR.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Prisoner Review Board

Name of Individual Completing Survey: Nichole J. Damhoff

Individual's Working Title: Chief Personnel Officer

Individual's Phone Number: 217-782-4087

Individual's Mailing Address: 319 E. Madison, Suite A, Springfield, IL 62701

Individual's Email Address: Nichole.Damhoff@Illinois.gov

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

      18      

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No

No

7. Provide FY09 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?

Participating in the EEO training, keeping up to date on rule and regulations and attending Personnel Manager's monthly meetings for latest updates.

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):  
Creating of Bilingual positions and attending job fairs at the Universities.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
None as we have not had a bilingual position open.

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

Creating of Bilingual positions.

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d) 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, computer training and self development courses offered by Central Management or other state agencies.

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

Proper training and classes offered by CMS.

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f) 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:

N/A

Were there any increases or decreases 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.  
To continue to increase the bilingual positions within our agency as budget constraints allow for our agency

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Building, Springfield, IL 62706

Individual's Email Address: becky.moody@illinois.gov

1. As of June 30, 2010, 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, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers

 12  Professionals

      Technicians

      Protective Service Workers

  1  Para-Professionals

  3  Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

  20  \_\_\_\_\_

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No

7. Provide FY09 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):

The PTAB has not been allowed to fill any staffing positions since FY07.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

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

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

- d) 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

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

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

The PTAB has not been allowed to fill any staffing positions since FY07

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

- f) 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.  
Any requests for bilingual services would be addressed through the CMS  
Translation and Interpretation master contract

Were there any increases or decreases 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.

Please attach additional sheets as necessary.

2010 OCT 28 P 3: 03  
Received by CMS on \_\_\_\_\_

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

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Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: 122 S. Michigan Ave., 20<sup>th</sup> Flr, Chicago, IL 60603

Individual's Email Address: robin.tucker@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

11 Officials and Managers

16 Professionals

1 Technicians

NA Protective Service Workers

4 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

5 Officials and Managers

9 Professionals

0 Technicians

NA Protective Service Workers

3 Para-Professionals

8 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

314 Officials and Managers  
576 Professionals  
33 Technicians  
NA Protective Service Workers  
54 Para-Professionals  
86 Office and Clerical  
2 Skilled Craft Workers  
10 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,075\_\_\_\_\_

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
NA 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 10 budget allocation for each of these programs:

**No. Projects are funded through the IDPH Center for Minority Health and Office of Human Resources budget allocation.**

7. Provide FY10 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?

**The EEO Officer, Office of Human Resources and Center for Minority Health provide information to Director's Senior Staff regarding mandates. Senior staff is responsible for disseminating compliance documentation. Additionally, the EEO Officer approves all hire and promotion monitor forms prior to the hiring decision.**

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):

- **Participation in job and health fairs marketed to the Hispanic/Latino population**
- **Increased number of Hispanics in Professionals category**
- **IDPH has two representatives assigned to the CMS Hispanic Advisory Council**

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

**By including a bilingual staff person in the interview process and conducting an oral and written exam to assess bilingual skills.**

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

**Continue to establish linkages w/community-based organizations and educational institutions to collaborate on workforce development initiatives.**

- d) 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 eligible staff to meet with CMS Upward Mobility Counselors annually to discuss career advancement and goals.**

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

**Our Human Resources Office guides hiring managers and other appropriate staff to ensure our compliance.**

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

**Central Management Services' Diversity Enrichment Program has provided assistance with the recruitment of underutilized staff.**

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:

	<b><u>FY09</u></b>	<b><u>FY10</u></b>
<b>Officials/Managers</b>	<b>13</b>	<b>11</b>
<b>Professionals</b>	<b>15</b>	<b>16</b>
<b>Technicians</b>	<b>1</b>	<b>1</b>
<b>Para-professionals</b>	<b>4</b>	<b>4</b>
<b>Office/Clerical</b>	<b>9</b>	<b>6</b>
<b>Skilled Craft Workers</b>	<b>0</b>	<b>0</b>
<b>Service/Maintenance</b>	<b>1</b>	<b>0</b>

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

- **After five consecutive years of growth our Hispanic/Latino staff experienced a decrease in FY10.**

Officials/Managers – decreased by 2  
Office/Clerical – decreased by 3  
Service/Maintenance – decreased by 1

- There was an increase by 1 in the number of Hispanics/Latinos in the Professionals EEO Job Category.
- In FY10 we reached our goal to eliminate underutilization of Hispanics/Latinos in respective DHR regions.
- Decreases attributable to:
  - 40% Resignation
  - 40% Transfer (inter-agency)
  - 20% Discharge

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

**IDPH continues to work closely with and enhance relationships with Hispanic professional and community-based organizations. With the passage of SB 326 (Nursing Home Safety Act) IDPH has committed to allocate 5% of designated positions mandated as bilingual.**

Please attach additional sheets as necessary.



Received by CMS on

2010 NOV -1 P 2:14

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: Racing Board \_\_\_\_\_

Name of Individual Completing Survey: \_\_\_\_\_ Jackie Clisham \_\_\_\_\_

Individual's Working Title: \_\_\_\_\_ CFO/Dir of Labor & Personnel

Individual's Phone Number: \_\_\_\_\_ 312-814-5437 \_\_\_\_\_

Individual's Mailing Address: \_\_\_\_\_ 100 W Randolph; Ste 7-701; Chgo, 60601 \_\_\_\_\_

Individual's Email Address: \_\_\_\_\_jackie.clisham@illinois.gov\_\_\_\_\_

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_1\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

\_\_\_1\_\_\_ Office and Clerical

\_\_\_2\_\_\_ Skilled Craft Workers

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

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_7\_\_\_ Officials and Managers

\_\_\_15\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

\_\_\_3\_\_\_ Para-Professionals

\_\_\_9\_\_\_ Office and Clerical

\_\_\_20\_\_\_ Skilled Craft Workers

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

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_54\_\_\_\_\_

5. As of June 30, 2010, 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

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 10 budget allocation for each of these programs:

*Not currently*

7. Provide FY09 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 Administrative & Regulatory Shared Services Center handles all hiring and interviewing for the Illinois Racing Board. All of the positions that are located at the race tracks are included in the AFSCME bargaining unit. Before any recruitment can be done, the vacancies must first be posted on the State-Wide posting system and the positions filled through Article XIX, Filling of Vacancies in the AFSCME contract.*

*Since these positions do not fall under the Personnel Code, if the positions are not filled through the AFSCME contract, the Agency will reach out to members of the horse racing industry to find qualified applicants for their positions.*

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):
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
*We do not currently have bilingual options.*

- 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 Racing Board does not work with the public. There are 4 Hispanic employees within the Agency that could assist if a need arises with a licensee.*

- 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 of the positions at the race tracks are in the union, promotional opportunities are offered through the AFSCME Contract, Article XIX, Filling of Vacancies language and Upward Mobility programs.*

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

*The Administrative & Regulatory Shared Services Center completes all the necessary paperwork required to fill a vacancy, including Hiring and Promotion Monitors.*

- f) 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 EEOC categories:

*The Agency is currently not underutilized in any category or region for Hispanic employees.*

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

*Yes, due to budget shortfalls, the Agency was required to conduct a reorganization that resulted in the layoff of 2 Hispanic employees.*

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
*Our agency and the horse racing industry are shrinking. We do not foresee the ability to hire staff in the near future.*

Received by CMS on 2010 OCT 27 A 9:49

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

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503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497

Questions may be directed to Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Revenue

Name of Individual Completing Survey: Ruby Taylor

Individual's Working Title: EEO Officer

Individual's Phone Number: 217-524-9210

Individual's Mailing Address: 101 West Jefferson, Mail Code-3-380

Individual's Email Address: Ruby.Taylor@Illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

7 Officials and Managers

21 Professionals

8 Technicians

0 Protective Service Workers

2 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2010, 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

8 Professionals

7 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

318 Officials and Managers

1097 Professionals

210 Technicians

15 Protective Service Workers

148 Para-Professionals

156 Office and Clerical

9 Skilled Craft Workers

11 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

2106

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

           Officials and Managers

17 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 10 budget allocation for each of these programs:**

There are no specific budget allocations for Hispanic Employment Programs.

7. **Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):**

There are no specific budget allocations for Hispanic and Spanish speaking bilingual 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 Department of Revenue's hiring, interviewing, and recruitment efforts are undertaken by the Administrative and Regulatory Shared Services Center. The Shared Services Staff is Rutan Certified and mandated to follow all applicable State of Illinois's Personnel Codes rules and guidelines.

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 A& R Shared Services Recruitment and Selection staff follows the prescribed recruitment and hiring procedures that are outlined in the State of Illinois "Interview and Selection Criteria and Techniques Manual". Vacant positions are listed on the Central Management Services Employment web-site.

- b) **How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)**

The program area within the Department of Revenue filing the position has a bi-lingual employee conduct an oral interview in the language, and they are also required to interpret a paragraph written in English to the bilingual option.

- c) **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 of Revenue promotes the increase recruitment of bilingual employees with pay incentives as needed.

- d) **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:**

Central Management Services (CMS) sponsor career enhancement and self development programs to the State of Illinois employees at no cost.

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

The Department of Revenue like other state agencies relies heavily on the A&R Shared Services staff to follow the statute at it relates to the hiring process. In addition, the agency Director and or his designee and the EEO Officer review and sign off on all hiring and promotion monitors to which A&R Shared Services is required to attach documentation in support of the hiring decision.

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

The Department of Revenue has not received any recommendations from the Department of Human Rights, Central Management Services 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 EEOC categories:**

As of June 30, 2010, the Department of Revenue employed 1,886 employees. Of the 1886 employees 36 or 1.91% were Hispanic.

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

As of June 30, 2009, the Department of Revenue employed 2003 employees. Of the 2003 employees 37 or 1.85% were Hispanic.

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

The Department of Revenue encourages minorities, disabled employees, and the community to secure grades from CMS for position that they may be interested in applying for should an opening occur.

**Please attach additional sheets as necessary.**

Received by CMS on 2010 OCT 27 4:35

**State Hispanic Employment Plan Survey**

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: Office of the Illinois State Fire Marshal

Name of Individual Completing Survey: Janet M. Patterson

Individual's Working Title: Executive II

Individual's Phone Number: 217/785-4717

Individual's Mailing Address: 1035 Stevenson Drive, Springfield, IL 62703-4259

Individual's Email Address: Janet.Patterson@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

1 Professionals

\_\_\_\_\_ Technicians

1 Protective Service Workers

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

1 Office and Clerical

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

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

2. As of June 30, 2010, 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

1 Office and Clerical

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

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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

25 Officials and Managers

60 Professionals

30 Technicians (includes 9 PT employees)

15 Protective Service Workers

3 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

2 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

141 (includes 9 PT employees)

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No

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7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A for FY'10

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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?

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories.

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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):

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

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- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

The agency did not fill any positions with a bi-lingual option during this reporting period. In the future, the agency will utilize current bi-lingual staff for assistance, if needed.

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

Employment strategies will be reviewed if the budget allows filling of vacancies.

- d) 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) and Tuition Reimbursement programs are available to employees.

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

The Agency EEO Officer works with the Public Safety Shared Service Center to ensure Hiring and Promotion Monitors are completed as required.

- f) 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 agency has not completed any studies during this reporting period.

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

There was a decrease of one in the number of Hispanics employed in the agency due to an employee transferring to another State Agency.

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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 agency continues to use the same hiring and promotion tools listed in our AA Plan. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Securities websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

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Please attach additional sheets as necessary.

Received by CMS on <u>10/29/10</u>
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**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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:	<u>Illinois State Police</u>
Name of Individual Completing Survey:	<u>Suzanne L.Y. Bond</u>
Individual's Working Title:	<u>EEO Program Manager</u>
Individual's Phone Number:	<u>(217) 782-1282</u>
Individual's Mailing Address:	<u>Illinois State Police, EEO Office</u> <u>801 S. 7<sup>th</sup> Street, Suite 100-S</u> <u>Springfield, IL 62794-9461</u>
Individual's Email Address:	<u>Suzanne_Yokley-Bond@isp.state.il.us</u>

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:
  - 6 Officials and Managers
  - 25 Professionals
  - 46 Technicians
  - 100 Protective Service Workers
  - 6 Para-Professionals
  - 5 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
  
2. As of June 30, 2010, 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

\* Additionally, the Illinois State Police employs 105 Spanish-speaking sworn officers who are entitled to a maximum of 2 hours overtime when they are called upon to offer this service to our Spanish-speaking citizens.

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

175 Officials and Managers

656 Professionals

649 Technicians

1399 Protective Service Workers

133 Para-Professionals

252 Office and Clerical

7 Skilled Craft Workers

29 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,300

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5. As of June 30, 2010, provide the underutilization for Hispanics by category:

-1 Officials and Managers

-4 Professionals

-3 Technicians

-15 Protective Service Workers

     Para-Professionals

-2 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 10 budget allocation for each of these programs:  
The Illinois State Police Recruitment Section attended 68 career fairs during FY10 to identify and target Hispanic candidates. Although a specific budget allocation was not established, the Illinois State Police spent \$5,850 in fees to attend these recruitment events.
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
The Illinois State Police Recruitment Section attended 31 career fairs during FY09 and spent a total of \$7626 in fees to identify and target Hispanic candidates.
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 State Police has conducted internal meetings to ensure compliance with the legislative mandates of the Hispanic Employment Plan. Each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to hiring and promotional action being taken.
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 #1
  - b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
The Illinois State Police conducts structured oral interviews when filling civilian bilingual pay option positions.
  - c) 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 State Police has not had the opportunity to hire additional civilian front-line employees where use of the Spanish-speaking option would have increased the services available to our Spanish-speaking citizens. We hope to increase the use of this option in the future when we are able to hire civilian employees in public service positions.

Additionally, we have continued our efforts to recruit Spanish-speaking bilingual officers.

- d) 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 State Police offers a Mentoring Program to all employees, which is designed to enhance their opportunity for career advancement.

- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
Each work unit within the Illinois State Police must contact the EEO Office for assistance when they are completing Hiring and Promotional Monitors. Additionally, each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to action being taken.

- f) Recommendations provided by DHR, CMS or the Auditor General:  
The Illinois State Police consistently meets and exceeds the statutory goals to recruit, hire and promote minority employees. We submit an annual plan to the Illinois Department of Human Rights, which contains goals for the recruitment, retention and promotion of qualified minorities for sworn and civilian positions. These goals for FY10 were approved as submitted and are attached (Attachment #1). The Auditor General has inquired about our efforts with respect to the State Hispanic Employment Plan and has never issued any negative findings in that regard.

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 FY10, there were 12 opportunities to hire/promote minorities in underutilized categories of African American, Hispanic, Asian and Native Americans; 4 or 33 percent addressed underutilization. There were also 7 opportunities to hire/promote females in the underutilized category; 7 or 100 percent addressed underutilization.

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

In FY10, there were 33 less opportunities to hire/promote in underutilized categories than in FY09.

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 the FY11 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**

### **Attachment #1**

#### **FY10 EEO and Recruitment Numeric Goals**

##### **Areas To Be Addressed:**

**Sworn Underutilization of 41 women.**

**Sworn Underutilization of 64 minorities.**

**Code and Sworn Combined Underutilization of 271 disabled persons.**

*\* The use of the word "underutilization" in this document is required by the procedures established by the Illinois Department of Human Rights. It is not intended to infer that statistical data alone will determine employment practices. The Department will not base employment-related decisions on quotas or other processes in which race, gender or disability inappropriately influences the outcome.*

***Recruitment, Retention, and Promotion:*** Improve the representation of women, minorities, and disabled persons in all ISP job categories and training opportunities to allow the ISP to better meet the diverse needs of the communities the agency serves. Special attention should be given to increase the number of sworn minority women employed by the Department. Presently, out of **231 female officers**, only **22 are African American**, **16 are Hispanic**, **2 are Asian**, and **1 is Native American**. Ensure there are no barriers limiting access to employment, promotional, training and career enhancement opportunities, thereby broadening the knowledge, skills and abilities of employees allowing them to assume more managerial, administrative and supervisory positions within the Department.

##### **Performance Measure I**

**Goal/Outcome:** Recognize an increase in the number of female and minority applicants for the Protective Services job category.

**Objective/Output:** Increase the number of qualified female candidates for employment within this job category.

##### **Action Plan:**

1. The Recruitment Section Manager will maintain a page on Facebook to disseminate recruitment information and reach additional qualified women candidates.

**Target Date:** Ongoing

2. The Recruitment Section Manager will work with the Merit Board to identify and target specific women's recruitment sources/forums and ensuring adequate resources are allocated toward these efforts.

**Target Date:** Ongoing



3. The Recruitment Section Manager will work with the Merit Board to ensure applicant pre-testing, remote site testing, and annual testing is available for interested female applicants on the Internet.  
**Target Date:** Ongoing
4. The Recruitment Section Manager will work with the Merit Board to send notification letters to female applicants for the Pre-testing examination approximately a month prior to the scheduled date.  
**Target Date:** Ongoing
5. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of women and the effectiveness of other recruitment strategies.  
**Target Date:** March 2010 and September 2010
6. The EEO Program Manager and Recruitment Section Manager will coordinate annual training for Field Recruiters from the other divisions to ensure the Field Recruiters understand their responsibilities with our Recruitment efforts.  
**Target Date:** June 2010

**Objective/Output:** Increase the number of qualified minority candidates for employment within this job category.

**Action Plan:**

1. The Recruitment Section Manager will maintain a page on Facebook to disseminate recruitment information and reach additional qualified minority candidates.  
**Target Date:** Ongoing
2. The Recruitment Section Manager will work with the Merit Board to identify and target specific minority persons' recruitment sources/forums and ensuring adequate resources are allocated toward these efforts.  
**Target Date:** Ongoing
3. The Recruitment Section Manager will work with the Merit Board to ensure applicant pre-testing, remote site testing, and annual testing is available for interested minority applicants on the Internet.  
**Target Date:** Ongoing
4. The Recruitment Section Manager will work with the Merit Board to send notification letters to minority applicants for the Pre-testing examination approximately a month prior to the scheduled date.  
**Target Date:** Ongoing

5. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of minority persons and the effectiveness of other recruitment strategies.

**Target Date:** March 2010 and September 2010

6. The EEO Program Manager and Recruitment Section Manager will coordinate annual training for Field Recruiters from the other divisions to ensure the Field Recruiters understand their responsibilities with our Recruitment efforts.

**Target Date:** June 2010

**Objective/Output:** Improve diversity within the Department's Internship Program.

**Action Plan:**

1. The Recruitment Section Manager will maintain the ISP website to include our ISP College Student Internship application, so that interested applicants can download the application.

**Target Date:** Ongoing

2. The Recruitment Section Manager will maintain a page on Facebook to disseminate recruitment information and reach additional qualified female and minority youth to participate in our Internship Program.

**Target Date:** Ongoing

3. 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.

**Target Date:** March 2010 and September 2010

4. The Recruitment Section Manager will coordinate annual training for representatives from the other divisions to ensure the representative understand their responsibilities with our Internship efforts.

**Target Date:** June 2010

5. The Recruitment Section Manager will coordinate a law enforcement academy camp for at risk youth from central and southern Illinois in an effort to encourage female and minority youth to consider law enforcement as a career option.

**Target Date:** September 2010

**Performance Measure II**

**Goal/Outcome:** Recognize an increase in the number of available sworn female and minority candidates for the Technician, Professional and Official/Manager job categories.

**Objective/Output:** Increase the diversity, experience and backgrounds of the employees in these job categories.

**Action Plan:**

1. Increase the number of female and minority applicants for the Protective Services job category, which will eventually increase the number of women and minority candidates available for promotion or assignment to the Technician job category.

**Target Date:** See Performance Measure I above.

2. The EEO Program Manager will maintain a database to track and analyze all sworn promotions from FY03 forward.

**Target Date:** Ongoing

3. The EEO Program Manager will meet with the First Deputy Director on a monthly basis to discuss issues related to internal complaints and the appointment of qualified women, minorities, and disabled persons to the above referenced job categories. Specific problems and developments will be discussed along with recommendations and strategies for conciliation.

**Target Date:** Ongoing

4. The EEO Program Manager will analyze and monitor attendance at available management, administrative, and supervisory training schools (i.e., ISP Leadership Institute, Northwestern University Traffic Institute, Southern Police Institute, FBI National Academy, and others) to ensure equitable access for all employees.

**Target Date:** September 2010

**Areas To Be Addressed:**

**Code Underutilization of 22 women.**

**Code Underutilization of 59 minorities.**

**Code and Sworn Combined Underutilization of 271 disabled persons.**

*\* The use of the word "underutilization" in this document is required by the procedures established by the Illinois Department of Human Rights. It is not intended to infer that statistical data alone will determine employment practices. The Department will not base employment-related decisions on quotas or other processes in which race, gender or disability inappropriately influences the outcome.*

**Performance Measure III**

**Goal/Outcome:** Recognize an increase in the number of available code female, minority and disabled candidates for all job categories.

**Objective/Output:** Increase the diversity, experience and backgrounds of the code personnel.

**Action Plan:**

1. The EEO Program Manager and Recruitment Section Manager will disseminate entry-level code vacancy announcements to various religious, educational and community organizations

to reach additional qualified women, minority and disabled candidates.

**Target Date:** Ongoing

2. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review and analyze the effectiveness of our code recruitment efforts.

**Target Date:** March 2010 and September 2010

3. The Recruitment Section Manager will maintain contact with representatives from the other Divisions to establish liaisons to coordinate code recruitment efforts and to discuss more effective methods for disseminating code recruitment information at various recruitment events.

**Target Date:** Ongoing

4. The Recruitment Section Manager will coordinate annual training for Field Recruiters from the other divisions to ensure they understand their responsibilities with respect to our code recruitment efforts. A representative of the EEO Office will provide instruction regarding EEO policies and procedures during this training.

**Target Date:** June 2010.

# State Hispanic Employment Plan Survey

## Attachment #2

### FY11 EEO and Recruitment Numeric Goals

#### AREAS TO BE ADDRESSED FOR SWORN PERSONNEL:

**Sworn Underutilization of 73 women.**

**Sworn Underutilization of 39 minorities.**

**Code and Sworn Combined Underutilization of 226 disabled persons.**

*\* The use of the word "underutilization" in this document is required by the procedures established by the Illinois Department of Human Rights. It is not intended to infer that statistical data alone will determine employment practices. The Department will not base employment-related decisions on quotas or other processes in which race, gender or disability inappropriately influences the outcome.*

**Recruitment, Retention, and Promotion:** Improve the representation of women, minorities, and disabled persons in all ISP job categories and training opportunities to allow the ISP to better meet the diverse needs of the communities the agency serves. Special attention should be given to increase the number of sworn minority women employed by the Department. Presently out of **212 female officers**, only **19 are African American**, **16 are Hispanic**, and **2 are Asian**. Ensure there are no barriers limiting access to employment, promotional, training and career enhancement opportunities, thereby broadening the knowledge, skills and abilities of employees allowing them to assume more managerial, administrative and supervisory positions within the Department.

#### GOAL #1:

Recognize and increase the number of female and minority applicants for the Protective Services job category.

#### OBJECTIVE #1:

Increase the likelihood of future employment of females and minorities by ensuring members of these groups have access to, and are encouraged to participate in, the Department's Internship Program.

#### Action Plan:

1. The ISP Internet website will contain a link to a College Student Internship application to improve the accessibility of the internship to these groups and prominently display photographs of women and minorities to encourage such application.

**Monitoring Procedure:** When requested, provide link to application.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. Social networking sites regarding the Department Internship Program will be maintained and will prominently display photographs of members of underutilized groups.  
**Monitoring Procedure:** When requested, provide links to sites.  
**Responsibility:** Recruitment Chief or designee.  
**Target Date:** Ongoing
3. Information will be disseminated to ensure Department personnel understand the need to encourage females and minorities to participate in the Internship Program and pursue a career with the Department.  
**Monitoring Procedure:** When requested, provide copies of the information.  
**Responsibility:** Recruitment Chief or designee.  
**Target Date:** December 2010
4. The Chief EEO Officer and Recruitment Chief will meet semi-annually to review and analyze alternative methods of attracting a more diversified candidate pool for our Internship Program.  
**Monitoring Procedure:** When requested, provide meeting dates and topics.  
**Responsibility:** Chief EEO Officer or designee, and Recruitment Chief or designee.  
**Target Date:** March 2011 and September 2011

**OBJECTIVE #2:**

Increase the visibility and effectiveness of recruitment efforts directed at qualified female and minority candidates for employment within the Protective Services job category.

**Action Plan:**

1. Maintain a page on social networking sites to disseminate recruitment information and reach additional qualified women and minority candidates.  
**Monitoring Procedure:** When requested, provide links to sites.  
**Responsibility:** Recruitment Chief or designee.  
**Target Date:** Ongoing
2. Information regarding applicant pre-testing, remote site testing, and annual testing will be made available via the Internet for interested female and minority applicants.  
**Monitoring Procedure:** When requested, provide site links.  
**Responsibility:** ISP Merit Board and Recruitment Chief or designee.  
**Target Date:** Ongoing
3. Training will be conducted to ensure Field Recruiters understand their responsibilities and the need to encourage female and minority applicants to pursue a career with the Department. A representative of the EEO Office will provide instruction regarding EEO policies and procedures during this training.  
**Monitoring Procedure:** When requested, provide training schedule and outline.  
**Responsibility:** Recruitment Chief or designee.  
**Target Date:** December 2010

4. A law enforcement academy camp for at-risk youth will be conducted in an effort to encourage female and minority youth to consider law enforcement in general, and the ISP in particular as a career option.

**Monitoring Procedure:** When requested, provide camp schedule.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** September 2011

5. Exit interviews will be reviewed to identify factors affecting the retention of female and minority employees.

**Monitoring Procedure:** When requested, provide number of exit interviews reviewed.

**Responsibility:** Chief EEO Officer or designee.

**Target Date:** Ongoing

### **OBJECTIVE #3:**

Increase recruitment efforts directed at qualified female candidates for employment within the Protective Services job category.

#### **Action Plan:**

1. Identify specific female recruitment sources/forums and ensure adequate resources are allocated toward these efforts. This will include the development and dissemination of recruitment materials specifically directed toward females.

**Monitoring Procedure:** When requested, provide list of sources and copies of materials.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. Notification letters will be sent to female applicants for the pre-testing examination approximately a month prior to the scheduled date.

**Monitoring Procedure:** When requested, provide links to sites.

**Responsibility:** ISP Merit Board and Recruitment Chief or designee.

**Target Date:** Ongoing

3. The Chief EEO Officer and the Recruitment Section Manager will meet semi-annually to review the effectiveness of our sworn recruitment efforts.

**Monitoring Procedure:** When requested, provide meeting dates and topics.

**Responsibility:** Chief EEO Officer or designee, and Recruitment Chief or designee.

**Target Date:** March 2011 and September 2011

### **OBJECTIVE #4:**

Increase recruitment efforts directed at qualified minority candidates for employment within the Protective Services job category.

#### **Action Plan:**

1. Identify specific minority recruitment sources/forums and ensure adequate resources are allocated toward these efforts. This will include the development and dissemination of recruitment materials specifically directed toward various underutilized groups (i.e., African

Americans, Hispanics, Asians, Native Americans, etc.).

**Monitoring Procedure:** When requested, provide list of sources and copies of materials.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. Notification letters will be sent to minority applicants for the pre-testing examination approximately a month prior to the scheduled date.

**Monitoring Procedure:** When requested, provide links to sites.

**Responsibility:** ISP Merit Board and Recruitment Chief or designee.

**Target Date:** Ongoing

3. The Chief EEO Officer and Recruitment Chief will meet semi-annually to review the effectiveness of our sworn recruitment efforts.

**Monitoring Procedure:** When requested, provide meeting dates and topics.

**Responsibility:** Chief EEO Officer or designee and Recruitment Chief or designee.

**Target Date:** March 2011 and September 2011

**GOAL #2:**

Recognize and increase in the number of female and minority applicants for the Technician, Professional and Official/Manager job categories.

**OBJECTIVE #1:**

Identify and eliminate barriers to advancement for qualified female and minority employees.

**Action Plan:**

1. Increase the number of female and minority applicants for the Protective Services job category, which will eventually increase the number of female and minority candidates available for promotion to the Technician job category.

**Monitoring Procedure:** See Goal #1 above.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. The Chief EEO Officer will analyze and monitor attendance at available management, administrative, and supervisory training schools (i.e., ISP Leadership Institute, Northwestern University Traffic Institute, Southern Police Institute, FBI National Academy, and others) to ensure equitable access for all employees.

**Monitoring Procedure:** When requested, provide data on attendance.

**Responsibility:** Chief EEO Officer or designee.

**Target Date:** Ongoing



3. The Chief EEO Officer will participate in the Sworn Interview and Selection process to ensure managers are aware of their duties and responsibilities under the Department's EEO policies and procedures.

**Monitoring Procedure:** When requested, provide copies of sworn promotional recommendations.

**Responsibility:** Chief EEO Officer or designee.

**Target Date:** Ongoing

4. A database will be maintained to track and analyze all sworn promotions from FY03 forward.

**Monitoring Procedure:** When requested, provide information from database.

**Responsibility:** Chief EEO Officer or designee.

**Target Date:** Ongoing

5. The Chief EEO Officer will meet with the First Deputy Director on a monthly basis to discuss issues related to internal complaints and the appointment of qualified female, minority, and disabled persons to the above-referenced job categories. Specific problems and developments will be discussed, along with recommendations and strategies for conciliation.

**Monitoring Procedure:** When requested, provide meeting dates and topics.

**Responsibility:** Chief EEO Officer or designee.

**Target Date:** Ongoing

#### **AREAS TO BE ADDRESSED FOR CODE PERSONNEL:**

**Code Underutilization of 17 females.**

**Code Underutilization of 65 minorities.**

**Code and Sworn Combined Underutilization of 226 disabled persons.**

\* The use of the word "underutilization" in this document is required by the procedures established by the Illinois Department of Human Rights. It is not intended to infer that statistical data alone will determine employment practices. The Department will not base employment-related decisions on quotas or other processes in which race, gender or disability inappropriately influences the outcome.

#### **GOAL #1:**

Recognize an increase in the number of available code female, minority and disabled candidates for all job categories.

#### **OBJECTIVE #1:**

Increase the visibility and effectiveness of recruitment efforts directed at qualified female and minority candidates for code employment within the Department.

**Action Plan:**

1. The Recruitment Chief will disseminate entry-level code vacancy announcements to various religious, educational and community organizations to reach additional qualified female and minority candidates.

**Monitoring Procedure:** When requested, provide links to sites.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. The Recruitment Chief will maintain contact with representatives from the other Divisions to establish liaisons to coordinate code recruitment efforts and to discuss more effective methods for disseminating code recruitment information at various recruitment events.

**Monitoring Procedure:** When requested, provide information regarding recruiting efforts discussed.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

3. Training will be conducted to ensure Field Recruiters understand code recruitment efforts and the need to encourage female and minority applicants to pursue a civilian career with the Department. A representative of the EEO Office will provide instruction regarding EEO policies and procedures during this training.

**Monitoring Procedure:** When requested, provide training schedule and outline.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** September 2011

4. The Chief EEO Officer and Recruitment Chief will meet semi-annually to review and analyze the effectiveness of our code recruitment efforts.

**Monitoring Procedure:** When requested, provide meeting dates and topics.

**Responsibility:** Chief EEO Officer or designee and Recruitment Chief or designee.

**Target Date:** March 2011 and September 2011

**OBJECTIVE #2:**

Increase the visibility and effectiveness of recruitment efforts directed at qualified disabled candidates for code employment within the Department.

**Action Plan:**

1. The Recruitment Chief will disseminate entry-level code vacancy announcements to various disability advocacy groups to reach additional qualified disabled candidates.

**Monitoring Procedure:** When requested, provide links to sites.

**Responsibility:** Recruitment Chief or designee.

**Target Date:** Ongoing

2. The Recruitment Chief will work with Interagency Committee on Employees With Disabilities (ICED) to identify internship candidates where appropriate and possible.  
**Monitoring Procedure:** When requested, provide information regarding intern candidates discussed.  
**Responsibility:** Recruitment Chief or designee.  
**Target Date:** Ongoing
3. The Chief EEO Officer will remind representatives from the other Divisions to utilize the Successful Disability list where appropriate and possible.  
**Monitoring Procedure:** When requested, provide information disseminated.  
**Responsibility:** Chief EEO Officer or designee.  
**Target Date:** Ongoing
4. The Chief EEO Officer and Recruitment Chief will meet semi-annually to review and analyze the effectiveness of our code recruitment efforts.  
**Monitoring Procedure:** When requested, provide meeting dates and topics.  
**Responsibility:** Chief EEO Officer or designee and Recruitment Chief or designee.  
**Target Date:** March 2011 and September 2011

**State Hispanic Employment Plan Survey 2011**

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:** Friday, October 15<sup>th</sup>, 2010

**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 State Police Merit Board

Name of Individual Completing Survey: Melinda G. Gutierrez

Individual's Working Title: Human Resources Officer

Individual's Phone Number: (217) 786-6244

Individual's Mailing Address: 531 Sangamon Avenue East  
Springfield, Illinois 62702

Individual's Email Address: [mgutierrez@ispmeritboard.org](mailto:mgutierrez@ispmeritboard.org)

1. As of June 30, 2010, 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, 2010, 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, 2010, 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, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_6\_\_\_\_  
\_\_\_\_\_

5. As of June 30, 2010, 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'11 budget allocation for each of these programs:

no  
no

7. Provide FY'10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

none  
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 are a very small agency total of 5 employees

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

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

none

- b) 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

- c) 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

Please attach additional sheets as necessary.



Received by CMS on  
2010 OCT 12 A 10:53

**State Hispanic Employment Plan Survey**

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:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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: STATE EMPLOYEES' RETIREMENT SYSTEM

Name of Individual Completing Survey: Becky Tobias

Individual's Working Title: Human Resources Manager

Individual's Phone Number: (217) 785-7018

Individual's Mailing Address: 2101 S. Veterans Pkwy., Springfield, IL 62794-9255

Individual's Email Address: [becky.tobias@srs.illinois.gov](mailto:becky.tobias@srs.illinois.gov)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

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

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

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

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

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

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

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

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

2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_18\_\_ Officials and Managers  
\_\_37\_\_ Professionals  
\_\_9\_\_ Technicians  
\_\_0\_\_ Protective Service Workers  
\_\_9\_\_ Para-Professionals  
\_\_10\_\_ Office and Clerical  
\_\_1\_\_ Skilled Craft Workers  
\_\_0\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

84

5. As of June 30, 2010, 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 10 budget allocation for each of these programs:

No

7. Provide FY09 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?

Agency staff responsible for hiring, interviewing, recruitment and EEO attend a monthly staff meeting in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of 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):

SERS is aware of websites and organizations (League of United Latin American Citizens and Illinois Association of Hispanic State Employees), to utilize when posting job vacancies, college and university recruitment, and the ability to post job vacancies at the Department of Employment Security and Department of Labor.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

N/A

- c) 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

- d) 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

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

These monitors are completed for each new hire/promotion and reviewed by the Human Resources Manager to ensure compliance.

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

Although SERS is at parity for Hispanics, DHR indicated that the percentage for Hispanics at SERS is low compared to the State civilian labor force and that the agency needs to try to hire more Hispanics.

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 have been administered. SERS employs approximately 85-90 staff at any given time and the numbers are easily monitored by Human Resources.

Were there any increases or decreases 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.

Hispanics: SERS will utilize the employment strategies listed in 9. (a) when given the opportunity.

Spanish-speaking bilinguals: None – To service our membership of active and retired state employees, the need for bilinguals does not exist. SERS does not service the general public.

Received by CMS on 10/29/10 jsa

**State Hispanic Employment Plan Survey**

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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**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or [joseph.ashcraft@illinois.gov](mailto:joseph.ashcraft@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 Transportation**

Name of Individual Completing Survey: Lesa Branham

Individual's Working Title: Deputy Director, Office of Finance and Administration

Individual's Phone Number: 217-782-2545

Individual's Mailing Address: 2300 South Dirksen Parkway, Rm 339B  
Springfield, IL 62764

Individual's Email Address: [Lesa.Branham@Illinois.gov](mailto:Lesa.Branham@Illinois.gov)

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories: Includes FTP/PPT it DOES NOT include (41) Truck Weight Inspectors

26 Officials and Managers  
60 Professionals  
13 Technicians  
0 Protective Service Workers  
5 Para-Professionals  
2 Office and Clerical  
0 Skilled Craft Workers  
48 Service-Maintenance

2. As of June 30, 2010, 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

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories: Data is not available for 6/30/2010. Assumption is that if a position was paid it was funded. Count includes FTP/PPT employees on LOA.

1024 Officials and Managers

1408 Professionals

620 Technicians

0 Protective Service Workers

177 Para-Professionals

64 Office and Clerical

72 Skilled Craft Workers

1970 Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

5335

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

1 Officials and Managers

0 Professionals

4 Technicians

NA Protective Service Workers

1 Para-Professionals

0 Office and Clerical



\_\_\_ 4 \_\_\_ Skilled Craft Workers

\_\_\_ 61 \_\_\_ 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 10 budget allocation for each of these programs:

Yes, an additional \$100.00 in monthly salary allocated for each Spanish Speaking person employed in the Highway Maintainer position.

There is a budgeted amount for programs for all underutilized categories. FY 10 budget allocation was \$80,000 which covers registrations to attend College Career Fairs, (including Diversity Fairs), travel and targeted recruitment efforts for all underutilized categories.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

There are six (6) Spanish Speaking employees in the Bilingual program that are Highway Maintainers working in the Emergency Traffic Patrol unit.

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?

Developed an internal Engineer Technician Recruitment Task Force of management staff to oversee components of recruitment outreach for the Engineer Technician position.

Developing an Minority and Female Employment Plan task force comprised of management staff to monitor compliance of the Hispanic Employment Plan 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):

1. Outreach programs have been developed to reach the underutilized population to increase the awareness of civil engineering as a career.
  - Civil Engineering College Scholarship Program
  - Engineering Academy for Elementary and High School students

- Chicago Public School District annual Job Shadow Day and Summer Internship Program for High School Juniors.
  - 2. Attend college engineering and community career fairs as staffing permits.
  - 3. In Partnership with Triton College and Southern Illinois University-Carbondale to launch Engineer Technician training pilot program. This is a 10-week formal classroom and experiential educational opportunity to help increase the qualified applicant pool for IDOT entry level Engineer Technicians.
  - 4. Created and launched a Minority Outreach website showing current diversity programs and providing opportunity to join the IDOT Professional and Academic Network Alliance. The network provides updates of position postings, career fairs, and outreach efforts to a statewide data base of interested individuals, community organizations, and elected officials. Individuals from multiple regions (statewide) represent business owners, Hispanic American Construction Industry Association (HACIA), ministers, and other catalysts to reach underutilized populations with employment and training opportunities.
  - 5. Developed an external Statewide Recruitment Advisory Committee of community partners and stakeholders to review barriers in recruitment and hiring, perceived or actual that will bring suggested solutions to IDOT to help overcome those identified barriers.
  - 6. Informational sessions given routinely at local community colleges to provide necessary information on CMS testing and application procedures for the Highway Maintainer permanent position and application information for the IDOT temporary Highway Maintainer "Snowbird" position.
  - 7. CDL preparation workshops in geographic areas with high percentages of Hispanic Americans. CDL is required for Highway Maintainers and Snowbirds with IDOT.
  - 8. Partnerships through the above listed outreach efforts, committees, and projects with Illinois Department of Employment Security (IDES), Illinois Department Veterans' Affairs (IDEA), Secretary of State, CMS and the Illinois Department of Commerce and Economic Opportunity (DCEO).
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)
- A structured oral interview is given as well as a written test to assess bilingual skills when filling positions as bilingual option.
- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
- IDOT continues to provide 6 positions specifically for the Bilingual Spanish Speaking Option Highway Maintainer in District 1, Cook

County. In addition, a Clerical position with Spanish Speaking option has been newly created in the Division of Traffic Safety.

- d) 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. Professional Advancement of Career Engineers (PACE), a leadership development training for IDOT engineers at level II or III.
2. Accelerated Leadership Proficiency Series (ALPS), a program to develop and improve managerial skills and organizational knowledge for first line supervisors and staff that have significant program responsibilities.
3. Executive Leadership Development Series (ELDS), a program designed to enhance management skills of midlevel personnel to prepare for increased administrative challenges.

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

1. By Departmental Order all matters relating to recruitment, hiring, training, promotion, transfer, and departmental education and social activities shall be free of all discriminatory practices.
2. By Departmental Order each employee must give his/her total commitment to the Affirmative Action Plan and fully support the department's efforts to achieve Equal Opportunity Employment.
3. IDOT ensures compliance with Hiring and Promotion Monitor requirements by reporting all hiring, promotion, transfers and voluntary reductions to IDOT's civil rights officer. If the civil rights officer disagrees with the choice for a particular position and a qualified person from a protected class (minority, female) is available the civil rights officer may recommend said person.

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

IDOT has not received any 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 monitors candidate interview and rating sheets before an official offer is made for employment. A Hiring Monitor form is completed and signed by the IDOT EEO/Affirmative Action Officer pursuant to an offer being made. The

same process is used for promotions; a Promotions Monitor form is completed and signed by the IDOT EEO/AA Officer.

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

New Hires FY 09 4 - Total Hispanic Employees (FTP)

New Hires FY 10 36 - Total Hispanic Employees (FTP)

**Total Hispanic Employees**

**FY 09 126 (FTP) – Representing 2.5% of the total employed (FTP)**

**FY 10 154 - Total – Representing 2.88% of the total employed (FTP)**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
- Identify and implement steps to increase internal programs geared toward retention and advancement of current Hispanic American employees.
  - Include someone from an underrepresented group on each RUTAN interview team.
  - Partner with community colleges and organizations to offer interview skills training geared toward the RUTAN interview process.
  - Partner with community colleges and community organizations to review industry trends and needs for additional professional training and certifications.
  - Partner with community organizations on career fairs in geographical areas with high numbers of Hispanic Americans.
  - CDL training in geographic areas with high percentages of Hispanic Americans. CDL is required for Highway Maintainers and Snowbirds with IDOT.
  - Continue to monitor identified barriers and solutions coming from the Recruitment Advisory Committee.
  - Explore potential options for awarding Civil Engineering scholarships for students from underutilized groups in accredited Civil Engineering programs attending schools in the state of Illinois.
  - Offer a specific number of Summer Internships for Hispanic American students that major in Civil Engineering in their junior academic year at Illinois accredited schools with a linkage to an IDOT employment interview upon graduation and meeting all hiring criteria.
  - Review other professional, managerial, and administrative positions that have been identified as underutilized by Affirmative Action. Develop a recruitment strategy around those positions where turnover is expected.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2010**

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: **Department of Veterans' Affairs**

Name of Individual Completing Survey: **Jimmie L. Miller**

Individual's Working Title: **Human Resources Director/Acting EEO Officer**

Individual's Phone Number: **217-782-5765**

Individual's Mailing Address: **833 S. Spring St. P.O. Box 19432 Springfield, IL. 62794**

Individual's Email Address: **Jimmie.Miller@illinois.gov**

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:
  - 1 Officials and Managers
  - 2 Professionals
  - 7 Technicians
  - 1 Protective Service Workers
  - 6 Para-Professionals
  - 1 Office and Clerical
  - 0 Skilled Craft Workers
  - 3 Service-Maintenance
  
2. As of June 30, 2010, 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, 2010, provide the number of funded positions within each of the following EEOC categories:

<b>60</b>	Officials and Managers
<b>223</b>	Professionals
<b>205</b>	Technicians
<b>18</b>	Protective Service Workers
<b>393</b>	Para-Professionals
<b>47</b>	Office and Clerical
<b>28</b>	Skilled Craft Workers
<b>218</b>	Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's: **1,192**

5. As of June 30, 2010, provide the underutilization for Hispanics by category:

<b>0</b>	Officials and Managers
<b>2</b>	Professionals
<b>1</b>	Technicians
<b>0</b>	Protective Service Workers
<b>1</b>	Para-Professionals
<b>0</b>	Office and Clerical
<b>0</b>	Skilled Craft Workers
<b>2</b>	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 10 budget allocation for each of these programs: **No**
7. Provide FY10 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 Human Resources Director/Acting EEO Officer has developed consistency with Department of Human Rights minimum standard of 20% for Hispanic hires in underutilized areas.**

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 sends out employment announcements to Hispanic organizations.**
  - 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 Hiring and Promotion Monitors are reviewed and signed by the EEO/AA Officer, after verifying candidate information from the CMS Eligibility list.**



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

**DHR has recommended that employment opportunities should be advertised in Hispanic newspapers and magazines.**

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.

**The underutilization of Hispanics is prevalent in Regions where there is a very low Hispanic population Region 8). The Department will continue to promote this Region as low cost of living communities with excellent schools, and friendly neighbors.**

Received by CMS on 2010 OCT 12 A 10:52

**State Hispanic Employment Plan Survey 2010**

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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 Workers' Compensation Commission

Name of Individual Completing Survey: Alma Maxey

Individual's Working Title: EEO Officer

Individual's Phone Number: (312) 814-6632

Individual's Mailing Address: 100 W. Randolph 8-267, Chicago, IL

Individual's Email Address: alma.maxey@illinois.gov

1. As of June 30, 2010, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 4 \_\_\_ Officials and Managers  
\_\_\_ 6 \_\_\_ Professionals  
\_\_\_ 0 \_\_\_ Technicians  
\_\_\_ 0 \_\_\_ Protective Service Workers  
\_\_\_ 1 \_\_\_ Para-Professionals  
\_\_\_ 6 \_\_\_ Office and Clerical  
\_\_\_ 0 \_\_\_ Skilled Craft Workers  
\_\_\_ 0 \_\_\_ Service-Maintenance

2. As of June 30, 2010, 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  
\_\_\_ 2 \_\_\_ Office and Clerical  
\_\_\_ 0 \_\_\_ Skilled Craft Workers  
\_\_\_ 0 \_\_\_ Service-Maintenance

3. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_\_\_24\_\_\_ Officials and Managers  
\_\_\_77\_\_\_ Professionals  
\_\_\_4\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_5\_\_\_ Para-Professionals  
\_\_\_64\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_2\_\_\_ Service-Maintenance

4. As of June 30, 2010, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_176\_\_\_\_\_

5. As of June 30, 2009, 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 10 budget allocation for each of these programs:

No

7. Provide FY10 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No set budget --- Approximately \$6,000.00 will be paid out during FY10.

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?

Interviewing and hiring staff are kept apprised of the Commission's under-utilization 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):

None

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured, oral interview, written test, none)  
structured oral interview process often with writing samples in Spanish

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

The Commission has three active bilingual/Spanish Speaking employees and one vacant Insurance Compliance Investigator position.

- d) 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 employees are encouraged to participate in job fairs and career programs, i.e. the Illinois Association of Hispanic State Employees' annual conference.

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

The appropriate monitor is included with all promotion and hiring packages sent to CMS for processing. If a packet is found to be non-compliant with mandatory Hiring and Promotion Monitor requirements, the transaction is not processed.

- f) 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:

Since the establishment of our Spanish-speaking positions, there has been no need to increase the number of bilingual positions for 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.

No

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

Currently we are at parity for Hispanic employees, and there is not a need to increase our Spanish-speaking bilinguals.

Please attach additional sheets as necessary.

# **Appendix 4**





2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS						
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. 17 Agencies reported no bilingual service requirements in FY10 and are so indicated by GREY SHADING.	Number of cases (opportunities to assist clients) for which bilingual skills were required.	TIME COMMITMENT				Assistance was in- depth.	Did agency use Master Contract?
		0 - 15 min	16 - 60 min	61 min - 1/2 day	1/2 day or more		
AGENCIES, BOARDS & COMMISSIONS	1a	1bi	1bii	1biii	1biv	1c	1d
Aging, Department on	3,527	65%	35%	0%	0%	75%	No
Agriculture, Department of	0	0%	0%	0%	0%	0%	Yes
Arts Council	10	100%	0%	0%	0%	2%	No
Capital Development Board	0						
Central Management Services, Department of	1,990	45%	50%	5%	0%	50%	No
Children and Family Services, Department of	9,647	0%	0%	0%	100%	100%	Yes
Civil Service Commission	0						
Commerce and Economic Opportunity, Department of	1,554	38%	33%	11%	18%	63%	No
Commerce Commission	638	50%	50%	0%	0%	100%	No
Corrections, Department of	continuous interaction	0%	100%	0%	0%	0%	No
Criminal Justice Information Authority	0						
Deaf and Hard of Hearing Commission	continuous interaction	N/A	N/A	N/A	N/A	N/A	No
Developmental Disabilities, Ill. Council on	0						
Emergency Management Agency	0						
Employment Security, Department of	48,774	90%	10%	0%	0%	1%	Yes
Environmental Protection Agency	10	98%	2%	0%	0%	3%	No
Executive Inspector General, Office of the	50	50%	30%	20%	0%	5%	No
Financial and Professional Regulation	1,800	65%	60%	4%	1%	50%	No
Gaming Board	71	34%	65%	4%	0%	56%	No
Guardianship and Advocacy Commission	200	25%	40%	30%	5%	15%	No
Healthcare and Family Services, Department of	106,489	48%	39%	10%	3%	72%	Yes
Historic Preservation Agency	0						
Human Rights Commission	100	90%	10%	0%	0%	35%	No
Human Rights, Department of	1,459	10%	20%	25%	45%	100%	Yes
Human Services, Department of	216,300	30%	28%	25%	17%	65%	No
Illinois Power Agency	0						
Insurance, Department of	525	1%	40%	54%	5%	75%	No
Investment, State Board of	0						
Juvenile Justice, Department of	continuous interaction	75%	25%	0%	0%	0%	No
Labor, Department of	1,300	25%	75%	0%	0%	50%	No
Labor Relations Board, Educational	0						
Labor Relations Board, Local -combined with State	50	50%	50%	0%	0%	50%	No
Labor Relations Board, State -combined with Local							
Law Enforcement Training and Standards Board	0						
Medical District Commission	0						
Military Affairs, Department of	0						
Natural Resources, Department of	250	50%	30%	10%	0%	10%	No
Pollution Control Board	0						
Prisoner Review Board	500	35%	45%	20%	0%	100%	Yes
Property Tax Appeal Board	0						
Public Health, Department of	2,350	94%	6%	0%	0%	2%	Yes
Racing Board	no ability to track	90%	5%	5%	0%	100%	No
Revenue, Department of	11,127	62%	65%	2%	1%	90%	No
State Fire Marshal, Office of the	20	95%	5%	0%	0%	0%	No
State Police, Illinois	720	50%	50%	0%	0%	100%	No
State Police Merit Board	0						
State Retirement Systems	0						
Transportation, Department of	75	100%	0%	0%	0%	0%	No
Veterans' Affairs, Department of	0						
Workers' Compensation Commission, Illinois	3	100%	0%	0%	0%	0%	No
<b>ILLINOIS STATEWIDE TOTALS &amp; AVERAGES:</b>	<b>409,539</b>	<b>54%</b>	<b>31%</b>	<b>7%</b>	<b>6%</b>	<b>44%</b>	<b>No: 42</b>
CALCULATION METHOD:	sum	average	average	average	average	average	<b>Yes: 7</b>

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS								
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. 17 Agencies reported no bilingual service requirements in FY10 and are so indicated by GREY SHADING.	Bilingual positions required by agency	Employees paid bilingual supplement in FY10	Employees that used skills in FY10	FREQUENCY OF USE				Employees NOT paid supplement for use of bilingual skills?	Employees paid temporary assignment pay for bilingual skills?
				every day	1x a week	1x a month	1x a year		
AGENCIES, BOARDS & COMMISSIONS	2	3a	3b	3ci	3cii	3ciii	3civ	4a	4b
Aging, Department on	5	5	5	100%	0%	0%	0%	No	No
Agriculture, Department of	2	2	2	100%	0%	0%	0%	Yes	No
Arts Council	1	0	0	0%	0%	100%	0%	Yes	No
Capital Development Board	0	0	0						
Central Management Services, Department of	4	4	4	85%	15%	0%	0%	No	No
Children and Family Services, Department of	250	169	169	100%	0%	0%	0%	No	Yes
Civil Service Commission	0	0	0						
Commerce and Economic Opportunity, Department of	10	11	11	31%	40%	25%	4%	No	No
Commerce Commission	5	4	4	100%	0%	0%	0%	No	No
Corrections, Department of	198	36	36	0%	100%	0%	0%	No	No
Criminal Justice Information Authority	0	0	0						
Deaf and Hard of Hearing Commission	8	7	7	100%	0%	0%	0%	No	No
Developmental Disabilities, Ill. Council on	0	0	0						
Emergency Management Agency	0	0	0						
Employment Security, Department of	211	167	167	98%	2%	0%	0%	Yes	Yes
Environmental Protection Agency	2	2	2	100%	0%	0%	0%	Yes	No
Executive Inspector General, Office of the	1	1	1	0%	100%	0%	0%	No	No
Financial and Professional Regulation	29	14	14	65%	30%	4%	1%	No	No
Gaming Board	0	0	0	0%	0%	0%	0%	No	No
Guardianship and Advocacy Commission	6	6	6	30%	50%	20%	0%	No	No
Healthcare and Family Services, Department of	109	100	100	75%	19%	5%	1%	No	No
Historic Preservation Agency	0	0	0						
Human Rights Commission	0	3	3	0%	100%	0%	0%	No	No
Human Rights, Department of	35	27	27	96%	0%	3%	1%	No	No
Human Services, Department of	535	1,058	1,058	60%	30%	10%	0%	No	No
Illinois Power Agency	0	0	0						
Insurance, Department of	14	4	4	100%	0%	0%	0%	Yes	No
Investment, State Board of	0	0	0						
Juvenile Justice, Department of	8	4	4	0%	100%	0%	0%	No	No
Labor, Department of	12	11	11	30%	60%	10%	0%	No	No
Labor Relations Board, Educational	0	0	0						
Labor Relations Board, Local -combined with State	1	1	1	5%	40%	50%	5%	No	No
Labor Relations Board, State -combined with Local									
Law Enforcement Training and Standards Board	0	0	0						
Medical District Commission	0	0	0						
Military Affairs, Department of	0	0	0						
Natural Resources, Department of	4	1	1	0%	0%	100%	0%	Yes	No
Pollution Control Board	0	0	0						
Prisoner Review Board	1	1	1	0%	100%	0%	0%	No	No
Property Tax Appeal Board	0	0	0						
Public Health, Department of	25	25	25	35%	40%	20%	5%	No	No
Racing Board	1	0	0	0%	0%	0%	0%	Yes	No
Revenue, Department of	15	21	21	50%	20%	20%	5%	No	Yes
State Fire Marshal, Office of the	5	2	2	0%	0%	75%	25%	No	No
State Police, Illinois	1	1	1	0%	100%	0%	0%	No	No
State Police Merit Board	0	0	0						
State Retirement Systems	0	0	0						
Transportation, Department of	7	6	6	0%	0%	100%	0%	No	No
Veterans' Affairs, Department of	0	0	0						
Workers' Compensation Commission, Illinois	2	3	2	0%	0%	0%	100%	No	No
ILLINOIS STATEWIDE TOTALS & AVERAGES:	1,507	1,696	1,695	43%	30%	17%	5%	No: 42	No: 46
CALCULATION METHOD:	sum	sum	sum	average	average	average	average	Yes: 7	Yes: 3

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS					
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. 17 Agencies reported no bilingual service requirements in FY10 and are so indicated by GREY SHADING.	Personnel Code positions with language codes	Non-Personnel-Code positions requiring bilingual skills	Posted vacancies with language code assigned	Posted vacancies with language code assigned that were filled	Positions with language codes assigned that were vacated	Positions revised to remove the language code
AGENCIES, BOARDS & COMMISSIONS	5a	5b	6a	6b	7a	7b
Aging, Department on	12	0	1	1	0	0
Agriculture, Department of	6	0	0	0	1	0
Arts Council	1	0	0	0	0	0
Capital Development Board	0		0	0	0	0
Central Management Services, Department of	4	0	0	0	1	1
Children and Family Services, Department of	250	0	21	20	26	0
Civil Service Commission	0	0	0	0	0	0
Commerce and Economic Opportunity, Department of	15	0	0	0	1	1
Commerce Commission	1	3	0	0	0	0
Corrections, Department of	198	0	1	0	2	0
Criminal Justice Information Authority	0		0	0	0	0
Deaf and Hard of Hearing Commission	8	0	1	0	0	0
Developmental Disabilities, Ill. Council on	0		0	0	0	0
Emergency Management Agency	0		0	0	0	0
Employment Security, Department of	167	0	51	49	20	0
Environmental Protection Agency	2	0	0	0	0	0
Executive Inspector General, Office of the	0	0	0	0	0	0
Financial and Professional Regulation	29	0	0	0	0	1
Gaming Board	0	0	0	0	0	0
Guardianship and Advocacy Commission	6	0	0	0	0	0
Healthcare and Family Services, Department of	136	0	15	8	15	0
Historic Preservation Agency	0		0	0	0	0
Human Rights Commission	3	0	0	0	0	0
Human Rights, Department of	35	0	4	4	2	0
Human Services, Department of	1057	0	104	28	0	0
Illinois Power Agency	0		0	0	0	0
Insurance, Department of	4	0	0	0	0	0
Investment, State Board of	0		0	0	0	0
Juvenile Justice, Department of	9	0	0	1	0	0
Labor, Department of	14	0	2	0	1	0
Labor Relations Board, Educational	0		0	0	0	0
Labor Relations Board, Local -combined with State	1	0	0	0	1	0
Labor Relations Board, State -combined with Local						
Law Enforcement Training and Standards Board	0		0	0	0	0
Medical District Commission	0		0	0	0	0
Military Affairs, Department of	0		0	0	0	0
Natural Resources, Department of	1	0	3	0	0	0
Pollution Control Board	0		0	0	0	0
Prisoner Review Board	1	0	0	0	0	0
Property Tax Appeal Board	0		0	0	0	0
Public Health, Department of	38	0	6	6	3	0
Racing Board	0	0	0	0	0	0
Revenue, Department of	75	0	2	1	1	1
State Fire Marshal, Office of the	5	0	1	0	0	0
State Police, Illinois	1	0	0	0	0	0
State Police Merit Board	0		0	0	0	0
State Retirement Systems	0		0	0	0	0
Transportation, Department of	7	0	1	0	0	0
Veterans' Affairs, Department of	0		0	0	0	0
Workers' Compensation Commission, Illinois	5	0	1	1	0	0
<b>ILLINOIS STATEWIDE TOTALS &amp; AVERAGES:</b>	<b>2,091</b>	<b>3</b>	<b>214</b>	<b>119</b>	<b>74</b>	<b>4</b>
CALCULATION METHOD:	sum	sum	sum	sum	sum	sum

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS			
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. 17 Agencies reported no bilingual service requirements in FY10 and are so indicated by GREY SHADING.	Hispanic ethnic category (excluding Signing & Braille)	non-Hispanic ethnic category (excluding Signing & Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills.
AGENCIES, BOARDS & COMMISSIONS	8	9	10	11
Aging, Department on	5	0	0	0
Agriculture, Department of	2	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services, Department of	4	0	0	0
Children and Family Services, Department of	166	2	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity, Department of	8	3	0	0
Commerce Commission	3	1	0	0
Corrections, Department of	23	12	1	0
Criminal Justice Information Authority	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	7	0
Developmental Disabilities, Ill. Council on	0	0	0	0
Emergency Management Agency	0	0	0	0
Employment Security, Department of	146	20	1	0
Environmental Protection Agency	2	0	0	0
Executive Inspector General, Office of the	1	0	0	0
Financial and Professional Regulation	12	2	0	0
Gaming Board	0	0	0	0
Guardianship and Advocacy Commission	4	2	0	0
Healthcare and Family Services, Department of	83	17	0	0
Historic Preservation Agency	0	0	0	0
Human Rights Commission	3	0	0	0
Human Rights, Department of	21	6	0	0
Human Services, Department of	554	104	379	21
Illinois Power Agency	0	0	0	0
Insurance, Department of	3	1	0	0
Investment, State Board of	0	0	0	0
Juvenile Justice, Department of	4	0	0	0
Labor, Department of	9	2	0	0
Labor Relations Board, Educational	0	0	0	0
Labor Relations Board, Local -combined with State	1	0	0	0
Labor Relations Board, State -combined with Local				
Law Enforcement Training and Standards Board	0	0	0	0
Medical District Commission	0	0	0	0
Military Affairs, Department of	0	0	0	0
Natural Resources, Department of	0	1	0	0
Pollution Control Board	0	0	0	0
Prisoner Review Board	1	0	0	0
Property Tax Appeal Board	0	0	0	0
Public Health, Department of	21	4	0	0
Racing Board	0	0	0	0
Revenue, Department of	15	6	0	0
State Fire Marshal, Office of the	2	0	0	0
State Police, Illinois	1	0	0	0
State Police Merit Board	0	0	0	0
State Retirement Systems	0	0	0	0
Transportation, Department of	6	0	0	0
Veterans' Affairs, Department of	0	0	0	0
Workers' Compensation Commission, Illinois	2	1	0	0
<b>ILLINOIS STATEWIDE TOTALS &amp; AVERAGES:</b> CALCULATION METHOD:	1,102 sum	184 sum	389 sum	21 sum

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. Only these agencies answered Survey Questions 12a & 12b.	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
AGENCIES, BOARDS & COMMISSIONS	12a
Aging, Department on	The Illinois Department on Aging utilizes the TDD/TTY (Telecommunication Device for the Deaf/Text Telephone Yoke) and Nextalk/Textnet unit to effectively serve clientele with disabilities. The TDD/TTY unit is a physical service that looks much like a simple computer terminal and uses graphic communications in the transmission of coded signals. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within a agency or to other agencies. Senior HelpLine staff track the number of calls and callers who require assistance in a language other than Spanish or English. To date, the majority of LEP callers require assistance in Spanish and have not required the need to add other language skills. The department is researching the potential to fill bilingual coded positions to assist Russian and Polish speaking clients.
Agriculture, Department of	At present, there is no need to hire a full-time employee to serve any communication needs other than English and Spanish. during the IL State Fair/Duquoin State Fair, a temporary sign-language interpreter is hired on contract to perform sign language interpretation as needed. In the event the request for any language other than English or Spanish were greater than a temporary employee could serve, IDOA would evaluate the necessity and ensure compliance with a growing need.
Arts Council	Judgment is made by the agency based on the number of grant applications and phone inquiries received each year. In addition, by the number of grant submitted to the agency receiving technical assistance pertaining to their own applications.
Central Management Services, Department of	The agency tracks cases for which translation and interpretation skills are required. The historical statistics reported on surveys such as this, evaluations by the individuals in bilingual positions of the time and effort spent; and whether the agency's efforts are adequate. These are all factors used in determining the bilingual skill requirements and services.
Children and Family Services, Department of	DCFS uses staffing ratios for workers to cases of 15:1 for placement cases; 15:1 for intact family cases and 12:1 for reports of child abuse and neglect when cases flagged for bilingual services needed.
Commerce and Economic Opportunity, Department of	Determinations are made by management, based on client needs in respective offices. Needs are assessed with vacancies or work activity changes requiring bilingual skills.
Commerce Commission	Currently, the agency is only equipped to handle consumer inquiries in English and Spanish. To the best of its knowledge, the agency did not receive requests for communications in spoken languages other than English or Spanish in Fiscal Year 2010.
Corrections, Department of	The number is determined by the number of inmates and parolees that require bilingual assistance
Deaf and Hard of Hearing Commission	All positions require the use of sign language in order to communicate effectively with individuals with a hearing loss. This includes the community we serve as well as staff.
Employment Security, Department of	By the number of claims and determinations issued to LEP claimants; frequency of telephone interpreter census data.
Environmental Protection Agency	The agency uses a sample of calls to determine adequate service is provided to the public and surveys bilingual staff annually in conjunction with this survey to verify utilization of bilingual skills.
Executive Inspector General, Office of the	No determinations made. Their service is provided as a result of diverse staff.
Financial and Professional Regulation	Determination is made by the number of telephone inquiries and complaints received by the Department that require translators; and, the number of licensees who require translators during investigations/examinations.
Gaming Board	None, as several agency staff and Illinois State Police assigned to the Illinois Gaming Board are bilingual in several languages and can provide effective service to the agency's clients.
Guardianship and Advocacy Commission	Based upon need after determining client requirements
Healthcare and Family Services, Department of	The number of bilingual needs/positions required is based on geographical needs.
Human Rights Commission	None.

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. Only these agencies answered Survey Questions 12a & 12b.	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
AGENCIES, BOARDS & COMMISSIONS	12a
Human Rights, Department of	The Departments' Charge Processing, Fair Housing and Legal Divisions process charges of discrimination. A number of these charges are filed by non-English speaking individuals. The number of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English.
Human Services, Department of	The number is determined by client/patient evaluation of language skill needs, number of clients served with that need. The information is reviewed on a yearly basis.
Insurance, Department of	DOI looks at the types of language services requested, the specific areas where it is used (i.e., consumer assistance), the technology available to provide the assistance (despite physical distance) and the number of staff available to provide the assistance. A minimum of 2 staff per language is needed.
Juvenile Justice, Department of	Bilingual needs of Cliental vary based on average commitment of 6 months or less. Contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual need on an intermittent basis.
Labor, Department of	The agency determines the number of bilingual positions needed based on the volume of phone calls, complaints filed by non-English speaking individuals and the number of non-English speaking individuals who visit our office for assistance.
Labor Relations Board, Local -combined with State	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Labor Relations Board, State -combined with Local	
Natural Resources, Department of	Need for bilingual positions is determined by the demand for services according to geographical area.
Prisoner Review Board	The Prisoner Review Board receives a large number of telephone calls from Spanish speaking clientele. Most of the Spanish speaking people calling in are victims registered with our Victim Notification Program. We maintain a database of victims registered with our program. We currently have over 16,000 victims registered with our program, many of them being Spanish speaking individuals.
Public Health, Department of	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls received from Limited English Proficient population.
Racing Board	Population serviced typically has an interpreter available to them.
Revenue, Department of	Based upon review of positions in the field and in office locations which have contact with the public and where language translation or specialized communication services are requested.
State Fire Marshal, Office of the	The agency determines the number of bilingual positions needed to render effective services throughout the state of Illinois based on translations needed for our field staff and phone calls received in our offices. We have bilingual I positions located in our Springfield and Chicago offices and in areas of the state where demand is greater.
State Police, Illinois	The agency relies on personnel in the field to request the need for bilingual skill
Transportation, Department of	The organizational entities notify the central office of the need based upon work functions provided by the unit and public interaction needs. The central office reviews the need and works with the entity to establish the appropriate positions.
Workers' Compensation Commission, Illinois	Bilingual needs are determined by the increase or decrease in requests for interpreters.

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. Only these agencies answered Survey Questions 12a & 12b.	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
AGENCIES, BOARDS & COMMISSIONS	12b
Aging, Department on	In addition to answering the Senior HelpLine, our bilingual staff respond to client contacting the Department's Circuit Breaker Illinois Cares Rx Division with bilingual Spanish calls, correspondence and translations. The Senior HelpLine logs all bilingual calls and documents through the Nortel IVR phone system and taxonomy. The Department also uses bilingual staff to host public speaking, staffing exhibits and conferences and translating outreach material and publication materials. We are also looking at an opportunity to fill a bilingual Spanish speaking customer service position in the Chicago office to assist with Circuit Breaker. However, it'll have to come through backfilling a retiree and we need to secure the resources first.
Agriculture, Department of	The Chicago area consists of predominately Spanish-speaking state licensed and inspected establishments. Based on the number of plants requiring Spanish-speaking inspectors, IDOA strives to maintain two Spanish-speaking inspectors. With 2 full-time staff, the needs of the Spanish-speaking establishments can be met.
Arts Council	The agency has a total headcount of 17 full-time staff. Four of them are Hispanic and three speak fluent Spanish. The agency rarely receives inquiries in person and by phone in Spanish. The Spanish speaking individuals that do walk in the agency are mostly looking for guidance to another department such as Human Rights (which is down the hall).
Central Management Services, Department of	The agency tracks cases for which translation and interpretation skills are required. The historical statistics reported on surveys such as this, evaluations by the individuals in bilingual positions of the time and effort spent; and whether the agency's efforts are adequate. These are all factors used in determining the bilingual skill requirements and services.
Children and Family Services, Department of	DCFS uses staffing ratios for workers to cases of 15:1 for placement cases; 15:1 for intact family cases and 12:1 for reports of child abuse and neglect when cases flagged for bilingual services needed.
Commerce and Economic Opportunity, Department of	Same process is utilized as in 12a, determinations are made by management, based on client needs in respective offices. Needs are also assessed with vacancies or work activity changes requiring addition or deletion of bilingual skills.
Commerce Commission	In Fiscal Year 2010, there were 847 calls offered to our consumer counselors in Spanish. Of those calls, 24.7% were not answered. Over the same time period, English speaking calls were not answered 6.5% of the time. With only four Spanish speaking counselors, there are frequent gaps in coverage that are unavoidable due to vacation, illness, break time and lunch schedules.
Corrections, Department of	The number is determined by the number of inmates and parolees that require bilingual assistance
Deaf and Hard of Hearing Commission	If we do provide services to Spanish speaking individuals, we hire Interpreters with Spanish speaking sign language knowledge.
Employment Security, Department of	LEP Claims/determinations by location; Language line invoice - Census data by location.
Environmental Protection Agency	The agency uses a sample of calls to determine adequate service is provided to the public and surveys bilingual staff annually in conjunction with this survey to verify utilization of bilingual skills.
Executive Inspector General, Office of the	No determinations made. Their service is provided as a result of diverse staff.
Financial and Professional Regulation	Determination is made by the number of telephone inquiries and complaints received by the Department that require translators; and, the number of licensees who require translators during investigations/examinations.
Gaming Board	None, as several agency staff and Illinois State Police assigned to the Illinois Gaming Board are bilingual in several languages and can provide effective service to the agency's clients.
Guardianship and Advocacy Commission	Based upon need after determining client requirements
Healthcare and Family Services, Department of	The number of bilingual needs/positions required is based on geographical needs.
Human Rights Commission	None.
Human Rights, Department of	The Departments' Charge Processing, Fair Housing and Legal Divisions process charges of discrimination. A number of these charges are filed by non-English speaking individuals. The number of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English.

2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY10. Only these agencies answered Survey Questions 12a & 12b.	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
AGENCIES, BOARDS & COMMISSIONS	12b
Human Services, Department of	The number is determined by client/patient evaluation of language skill needs, number of clients served with that need. The information is reviewed on a yearly basis.
Insurance, Department of	DOI uses the same considerations in (a) above, noting that there is a greater population of Spanish-speaking individuals, as well as a greater need for Spanish speaking services in and around the Chicago area.
Juvenile Justice, Department of	Bilingual needs of Cliental vary based on average commitment of 6 months or less. Contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual need on an intermittent basis.
Labor, Department of	The agency has determined that 9 Spanish-speaking positions are needed in our Chicago Office based on the volume of phone calls, complaints filed and walk-ins from Spanish-speaking clientele in that geographical area.
Labor Relations Board, Local -combined with State	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Labor Relations Board, State -combined with Local	
Natural Resources, Department of	Need for bilingual positions is determined by the demand for services according to geographical area.
Prisoner Review Board	Currently our agency has one bilingual employee and position and at this time it is adequate for our agency
Public Health, Department of	Bilingual needs are assessed by the management setaff when positions are created and filled based on the volume of calls received from Limited English Proficient population.
Racing Board	Population serviced typically has an interpreter available to them.
Revenue, Department of	Based upon review of positions in the field and in office locations which have contact with the public and where language translation or specialized communication services are requested.
State Fire Marshal, Office of the	The agency determines this based on translations needed for our field staff and phone calls received in our offices. We have bilingual positions located in our Springfield an Chicago offices and in areas of the state where the demand is greater. At this time, all bilingual positions at our agency are Spanish speaking positions.
State Police, Illinois	The agency relies on personnel in the field to request the need for bilingual skill and makes a determination based on this information.
Transportation, Department of	The organizational entities notify the central office of the need based upon work functions provided by the unit and public interaction needs. The central office reviews the need and works with the entity to establish the appropriate positions; with emphasis on Spanish.
Workers' Compensation Commission, Illinois	Needs are determined by the number of requests for interpreters.



2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 17 Agencies reported no bilingual service requirements in FY10 and are so indicated by GREY SHADING. Only these agencies answered Survey Question 12c.	<b>Agencies with no bilingual staff:</b> How does the agency determine that it does not require any bilingual staff?
AGENCIES, BOARDS & COMMISSIONS	12c
Capital Development Board	The Capital Development Board is committed to providing outstanding service to the public. However, the need for specialized/bilingual positions is not existent at this time. Should such need arise, the agency will re-evaluate our workforce and make sure that appropriate changes are made.
Civil Service Commission	The CSC has a limited staff of 4 employees. In the past fiscal year, there were not any cases that required a need for bilingual services.
Criminal Justice Information Authority	We do not work with the public.
Developmental Disabilities, Ill. Council on	The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experience no need for bilingual employees. The Council currently utilizes Tele-Interpreters to assist people who speak Spanish or other languages when necessary.
Emergency Management Agency	The agency actively looks to address areas of underutilization and hire members of different minority groups. Currently we do not have titles that require the need of a bi-lingual staff member, but the may change as the needs of the individuals' and agencies IEMA serves changes.
Historic Preservation Agency	No response
Illinois Power Agency	The services provided by the Illinois Power Agency are not based on contact with the general public.
Investment, State Board of	SBI is a small agency with only 11 employees and the needs to deal with clientele is very limited.
Labor Relations Board, Educational	Ascertain from staff whether they had any requests for bilingual services while processing their cases or handling public information calls. Agency's needs are based on staff's response to inquiries/needs of clients.
Law Enforcement Training and Standards Board	The agency has not had any requests for language translation or any type of interpretation. The general public does not contact this Board. Law Enforcement department are the groups that the Board communicates with.
Medical District Commission	The agency's responsibilities and services are not based on direct contact with the public.
Military Affairs, Department of	Department of Military Affairs does not have a public clientele. The agency has on organizational client - the IL National Guard. The IL National Guard meets its own bilingual requirements by/through Federal means.
Pollution Control Board	No response
Property Tax Appeal Board	To date there has not been a need for language translation and interpretation needs. Any requests for bilingual services would have to be addressed through the CMS Translation and Interpretation master contract as the Tab has been allowed to fill one staffing position since FY07.
State Police Merit Board	No response
State Retirement Systems	Based on requests received by membership, telephone calls and assessment of the number of instances, if any, which required bilingual assistance.
Veterans' Affairs, Department of	The agency operates 4 nursing skilled care facilities for Veterans, a Veterans Homeless Program, and employs 76 Veterans Service Officers who provide benefit services for Veterans. The Department regularly surveys its managers to determine if there has been a need for bilingual services based on employment interviews that were conducted, and client services being provided to veterans.

**2010 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY APPENDIX:  
SPECIAL RESPONSE QUESTIONS WITH FOLLOW-UP**

<b>SURVEY QUESTION 1. d)</b>		
Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate how many cases and the source language for which those services were required. <b>PLEASE NOTE:</b> Only agencies that answered "Yes" to Survey Question 1d are listed in this table.		
<b>AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b># of cases</b>	<b>Language skills utilized *</b>
Agriculture, Department of	unknown	Source language and number of cases are unknown. This was a temporary hire to serve during the Illinois State Fair and Duquoin State Fair only.
Children and Family Services, Department of	no response	no response
Employment Security, Department of	9,685	65 different languages *
Healthcare and Family Services, Department of	16,709	60 different languages *
Human Rights, Department of	20	Spanish only
Prisoner Review Board	3	no response
Public Health, Department of	21	Polish and Spanish
<b>ILLINOIS STATEWIDE TOTAL:</b>	<b>26,438</b>	* For complete list, refer to master contract usage by agency.
<b>CALCULATION METHOD:</b>	sum	

<b>SURVEY QUESTION 4. a)</b>			
Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If yes, please attach a list indicating the number of employees, the employees' position titles, and the language skills that were used. <b>PLEASE NOTE:</b> Only agencies that answered "Yes" to Survey Question 4a are listed in this table.			
<b>AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b># of employees</b>	<b>Titles</b>	<b>Language</b>
Agriculture, Department of	1	Foreign Service Economic Development Executive (FSEDE) who is required to speak the language of the area involved. Two FSEDE positions exist, 1) an FSEDE for Hong Kong (vacant) 2) an FSEDE for Mexico (filled position).	Spanish
Arts Council	3	Arts Council Program Coordinator, Public Service Administrator, Senior Public Service Administrator	Spanish
Employment Security, Department of	1	Check Issuance Machine Operator	Spanish
	1	ES Field Office Supervisor	Spanish
	9	ES Program Representative	Spanish
	17	ES Program Representative-intermittent	16 Spanish; 1 French
	10	ES Service Representative	9 Spanish; 1 Polish
	2	ES Specialist III	Spanish
	6	Public Service Administrator	Spanish
	1	Senior Public Service Administrator	Spanish
	1	Statistical Research Specialist I	Spanish
	1	UI Adjudicator III	Spanish
	3	UI Revenue Analyst II	Spanish
	2	UI Special Agent	1 Spanish; 1 Cantonese
<i>DES Totals: 54 employees, 51 of which utilized Spanish</i>			
Environmental Protection Agency	5	Environmental Protection Engineer	Spanish
	2	Environmental Protection Specialist	Spanish
	2	Motorist Assistance Specialist	Spanish
	1	PSA	Spanish
	1	SPSA	Spanish
	2	Vehicle Emissions Compliance Inspector	Spanish
<i>EPA Totals: 13 positions employees</i>			
Insurance, Department of	7	Actuarial Examiner, Analyst, Assistant Deputy Director, Examiner-In-Charge, Financial Examiner, Senior Examiner, Temporary Employee	Spanish, Manual Communication, Polish, Japanese, Korean, Bengali, Urdu, and Hindi
Natural Resources, Department of	1	Senior Public Service Administrator	Spanish
Racing Board	4	License Clerk, Steward, Steward Secretary	Spanish
<b>ILLINOIS STATEWIDE TOTAL:</b>	<b>83</b>		
<b>CALCULATION METHOD:</b>	sum		

<b>SURVEY QUESTION 4. b)</b>			
Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please attach a list indicating the number of employees, the employees' position titles, and the language skills that were used. <b>PLEASE NOTE:</b> Only agencies that answered "Yes" to Survey Question 4b are listed in this table.			
<b>AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b># of employees</b>	<b>Titles</b>	<b>Language</b>
Children and Family Services, Department of	Agency answered "yes" but no further information was provided		
Employment Security, Department of	8	ES Program Representative	5 Spanish, 2 Manual Communication, 1 Polish
	8	ES Program Representative-intermittent	Spanish
	3	ES Service Representative	Spanish
	1	UI Revenue Analyst II	Spanish
	<i>DES Totals: 20 employees, 17 of which utilized Spanish</i>		
Revenue, Department of	Agency answered "yes" but no further information was provided		

# Appendix 5



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department on Aging

**Director:** Charles D. Johnson

**EEO/AA Officer:** Sara Han

**Agency Workforce:** 148

**Fiscal Year:** 2010

## **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

## Underutilization Summary by Region

Name of Agency: AGING (47)

Report Date: End of fourth quarter FY10

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  
Aging

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	26
40070	Senior Public Serv Admin	13

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	3
00501	Admin Assistant 1	8
00502	Administrative Asst 2	8
13851	Executive 1	13
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	3
25541	Mgmt Operations Anal I	1
35700	Pub Admin Intern	7
38572	Rev Tax Spec II	4
41311	Soc Serv Pro Planner I	1
41313	Soc Serv Pro Planner 3	5
41314	Soc Serv Prog Planner 4	4
41320	Soc Servs Career Tr	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	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
30025	Office Coordinator	1
38575	Rev Tax Spec Tr	4
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	4
30020	Office Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Agriculture

**Director:** Thomas Jennings

**EEO/AA Officer:** Brent Eggleston

**Agency Workforce:** 432

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 13 African Americans, 1 Hispanic, 43 Females and 5 Asians. During this quarter there was one opportunity that did not address the minority goals. There were no opportunities to address the female goals. This agency is underutilized by 14 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency's underutilization was 13 African Americans, 1 Hispanic, 43 Females and 5 Asians. During this quarter there were no opportunities to address the minority goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 14 people with disabilities.



### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 13 African Americans, 1 Hispanic, 41 Females and 5 Asians. During this quarter there was one opportunity that did not address the minority goals. There were no opportunities to address the female goals. This agency is underutilized by 13 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 13 African Americans, 1 Hispanic, 41 Females and 5 Asians. During this quarter there was 1 opportunity that did not address the minority goals. There were no opportunities to address the female goals. This agency is underutilized by 12 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 14 African Americans, 1 Hispanic, 45 Females and 5 Asians. During the year for the minority goal, there were 3 opportunities that did not address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 12 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

Throughout the year, the agency continued attending job fairs, contacting college/universities and minority organizations regarding career opportunities.

\*There were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: AGRICULTURE (11)

Report Date: End of fourth quarter FY10

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		7	1						
2						1		5			1		5							
3								1												
4													2							
5													3							
6													1							
7	2					3					1		3	4						
8													3							
9						1					1		4							
10													3							
11								1												
Total	2	0	0	0	0	5	1	7	0	0	5	0	31	5	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					2		
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0

Total underutilization for African Americans: 13      Total underutilization for Hispanics: 1      Total underutilization for Females: 41

Total underutilization for Asians: 5      Total underutilization for Native Americans: 0      **Total Underutilization: 60**

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  
Agriculture

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00811	Ag Land & Water Res Supv	2
37015	Public Service Adm	40
40070	Senior Public Serv Admin	33
47918	Veterinary Supervisor 2	1
48786	Warehouse Examiner Supv	2

**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
00800	Agricultural Executive	2
00805	Agric Mkt Generalist	1
00807	Agric Marketing Reporter	4
00810	Agric Marketing Rep	5
00833	Agr Ld & Watr Res Spec 3	8
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	2
13822	Envir Prot Spec 2	2
13823	Envir Prot Spec 3	7
13851	Executive 1	15
13852	Executive 2	12
15871	For Serv Ec Dev Exec 1	2
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	6
30860	Paralegal Assistant	1
32501	Plant & Pest Spec I	31
32502	Plant & Pest Spec II	34
32506	Plant & Pest Spec Supv	2
35700	Pub Admin Intern	8

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>
45252	Tech Adv 2	1
47901	Veterinarian I	1
47903	Veterinarian 3	3
47911	Veterinary Cons Safe Off	3
47916	Veterinary Pathologist	2
47917	Veterinary Supervisor 1	1
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	98
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	3
14031	Executive Secretary 1	3
14033	Executive Secretary 3	1
26075	Meat & Poultry Insp Trn	22
29993	Office Administrator 3	2
29994	Office Administrator 4	4
30025	Office Coordinator	9
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
39953	Seed Analyst Tr	1

State of Illinois  
List of Established Job Titles by EEO Category  
Agriculture

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
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
29992	Office Administrator 2	1
30005	Office Aide	2
30010	Office Assistant	21
30015	Office Associate	19
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	4
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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Arts Council

**Executive Director:** Terry A. Scrogum

**EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 17

**Fiscal Year:** 2010

## **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: ARTS COUNCIL (50-90)

Report Date: End of fourth quarter FY10

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  
Arts Council

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Admin	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



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Capital Development Board

**Executive Director:** Jim Riemer

**EEO/AA Officer:** Emily Montgomery

**Agency Workforce:** 121

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 6/30/10)**

Agency underutilization at the beginning of FY10 was 2 African Americans, 1 Hispanic and 19 Females. During the year there were no opportunities to address the minority and female goals. This agency is underutilized by 5 people with disabilities.

## FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

## RECOMMENDATIONS/COMMENTS

\*During the year there were no opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: CAPITAL DEVELOPMENT BOARD (50-44)

Report Date: End of fourth quarter FY10

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								17												
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	19	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	2																			
8																				
9																				
10																				
11																				
Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2      Total underutilization for Hispanics: 1      Total underutilization for Females: 19

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 22**

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	2
40070	Senior Public Serv Admin	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	11
00502	Administrative Asst 2	1
13851	Executive 1	2
13852	Executive 2	1
21161	Inf Svcs Specialist I	2
21162	Inf Svcs 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
14032	Executive Secretary 2	3
30025	Office Coordinator	2
30080	Office Specialist	10

**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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Central Management Services

**Director:** James P. Sledge

**EEO/AA Officer:** Fred Stewart

**Agency Workforce:** 1,500

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 8 African Americans, 8 Hispanics, 60 Females and 2 Asians. During this quarter there were 6 opportunities and 1 or 17% (1 African American) addressed the minority goals. For females, there were 11 opportunities and 8 or 73% addressed this goal. This agency is underutilized by 83 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 7 African Americans, 8 Hispanics, 52 Females and 2 Asians. During this quarter there were 12 opportunities and none addressed the minority goals. For females, there were no opportunities to address this goal. This agency is underutilized by 58 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 7 African Americans, 8 Hispanics, 52 Females and 3 Asians. During this quarter there were 3 opportunities and 2 or 67% (2 African Americans) addressed minority goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 58 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 5 African Americans, 8 Hispanics, 51 Females and 2 Asians. During this quarter there were 8 opportunities which did not address the minority goals. For females there were no opportunities. This agency is underutilized by 58 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 8 African Americans, 8 Hispanics, 60 Females and 2 Asians. During the year, there were 29 opportunities and 3 or 10% (3 African Americans) addressed minority goals. For females there were 13 opportunities and 9 or 69% addressed this goal. This agency is underutilized by 58 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The agency failed to meet the Department of Human Rights standard of 20% for minority goal compliance. Of 29 opportunities to hire/promote in regards to minority goals 3 or 10% (3 African Americans) addressed these goals. In FY11, the agency should focus recruitment efforts in underutilized areas on minorities. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

# Underutilization Summary by Region

Name of Agency: CENTRAL MANAGEMENT SERVICES (37)

Report Date: End of fourth quarter FY10

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								1												
5																				
6																				
7	4	4		2				7										3		
8																				
9																				
10																				
11								1												
Total	4	4	0	2	0	0	0	9	0	0	0	0	0	0	0	0	0	3	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	2	4				2	4		
2													1							
3																				
4													1							
5													1					1		
6													1							
7													6					11		
8																				
9													1							
10													2					1		
11													2					1		
Total	0	0	0	0	0	0	0	2	0	0	1	2	19	0	0	0	2	18	0	0

Total underutilization for African Americans: 5      Total underutilization for Hispanics: 8      Total underutilization for Females: 51

Total underutilization for Asians: 2      Total underutilization for Native Americans: 0      **Total Underutilization: 66**

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  
Central Management Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	339
40070	Senior Public Serv Admin	189

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	3
00133	Accountant Advanced	2
00501	Admin Assistant 1	47
00502	Administrative Asst 2	27
05900	Buyer	3
08860	Communications Sys Spec	1
13851	Executive 1	36
13852	Executive 2	16
17370	Graphic Arts Designr Adv	9
19692	Human Resources Rep	34
19693	Human Resources Spec	27
21160	Information Serv Intern	12
21161	Inf Svcs Specialist I	21
21162	Inf Svcs Specialist II	25
21165	Inf Systems Analyst I	43
21166	Inf Systems Analyst II	83
21167	Inf Systems Analyst III	15
21216	Info Tech/Com Sys Spec 1	5
21217	Info Tech/Com Sys Spec 2	4
21721	Internal Auditor 1	1
21726	Internal Auditor Trn	1
23371	Liab Claims Adjuster 1	2
23372	Liab Claims Adjuster 2	5
25583	Management Systems Spec	1
27131	Meth & Proc Adv 1	3
27132	Meth & Proc Adv 2	4
35700	Pub Admin Intern	11
36750	Public Info Coordinator	5
37001	Public Info Officer 1	1
37003	Public Info Officer 3	3
37004	Public Info Officer 4	2
38132	Registered Nurse 2	1
41771	Staff Develop Spec I	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	5

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	7
11415	Data Proc Admin Spec	28
11430	Data Processing Spec	25
11437	Data Processing Supvr 3	15
11440	Data Processing Tech	16
13732	Engineering Tech II	2
21561	Insurance Analyst I	4
21562	Insurance Analyst II	7
21563	Insurance Analyst 3	11
21564	Insurance Analyst 4	2
32086	Photographer 2	1
32087	Photographer 3	1
45295	Telecom Specialist	2

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39851	Security Guard 1	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05905	Buyer Assistant	3
14031	Executive Secretary 1	8
14032	Executive Secretary 2	10
14033	Executive Secretary 3	4
19690	Human Resources Asst	13
19691	Human Resources Assoc	9
19694	Human Resources Trainee	1
29993	Office Administrator 3	1
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	18
30080	Office Specialist	5
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	4
43200	Student Worker	20

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
27181	Microfilm Operator I	1
29992	Office Administrator 2	2
30010	Office Assistant	21
30015	Office Associate	15



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	4
34792	Prop & Supply Clerk II	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	121
03749	Automotive Shop Supv	15
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	6
30800	Painter	5
32900	Plumber	3
42600	Stationary Engineer	26
42605	Stationary Eng-Asst Chf	10
42610	Stationary Eng-Chief	6

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03730	Auto Parts Warehouser	15
05598	Building/Grounds Laborer	21
05601	Building/Grounds Lead 1	5
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	18
05616	Building Services Worker	5
13500	Elevator Operator	2
21951	Janitor I	19
21952	Janitor II	5
22809	Labor Maint Lead Worker	1
23060	Laborer (Building)	2
25020	Maint Equip Operator	7
25500	Maintenance Worker	13
25510	Maint Worker Power Plant	2
43051	Storekeeper I	2
43052	Storekeeper II	4
43053	Storekeeper III	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Children and Family Services

**Director:** Erwin McEwen

**EEO/AA Officer:** Frank McNeil

**Agency Workforce:** 2,993

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 1 African American, 8 Hispanics and 38 Asians. During this quarter there were no opportunities to address the minority goals. The agency is at parity for females. This agency is underutilized by 248 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 1 African American, 8 Hispanics and 38 Asians. During this quarter there were 2 opportunities and 1 or 50% (1 Asian) addressed the minority goals. This agency is underutilized by 248 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 African American, 8 Hispanics and 37 Asians. During this quarter there was 1 opportunity and 1 or 100% (1 Asian) addressed the minority goals. This agency is underutilized by 248 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 1 African American, 8 Hispanics and 36 Asians. During this quarter there were no opportunities to address the minority goals. This agency is underutilized by 248 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 1 African American, 8 Hispanics and 38 Asians. During the year, there were 3 opportunities and 2 or 67% (2 Asians) addressed the minority goals. This agency is underutilized by 248 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

The agency is at parity for females. The agency should continue to address the high underutilization of Asians by continuing to work with Asian organizations for employment opportunities.

\*During the year there were too few opportunities to address the minority goals.

# Underutilization Summary by Region

Name of Agency: CHILDREN & FAMILY SERVICES (16)

Report Date: End of fourth quarter FY10

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		5					20											
2																				
3																				
4							1		1											
5																				
6							1		3											
7																				
8																				
9																				
10						1														
11							1		1											
Total	0	4	0	5	0	1	3	0	25	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					4								1			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	2	0	0	0	0	4	0	0	0	0	0	0	0	1	0	0	0

Total underutilization for African Americans: 1      Total underutilization for Hispanics: 8      Total underutilization for Females: 0

Total underutilization for Asians: 36      Total underutilization for Native Americans: 0      **Total Underutilization: 45**

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  
Children & Family Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26404	Medical Administrator 3	1
37015	Public Service Adm	791
40070	Senior Public Serv Admin	102

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	22
00133	Accountant Advanced	4
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	47
00502	Administrative Asst 2	40
05815	Business Manager	1
07161	Child Prot Advanced Spec	173
07162	Child Prot Assoc Spec	38
07163	Child Protection Spec	199
07190	Child Welf Adm Case Rev	31
07196	Child Welf Court Facil	1
07197	Child Welfare Nurse Spec	22
07201	Cd Wf Stf Devlpmt Co 1	3
07203	Cd Wf Stf Devlpmt Co 3	5
07204	Cd Wf Stf Devlpmt Co Iv	6
07215	Child Welf Advanced Spec	395
07216	Child Welfare Assoc Spec	19
07217	Child Welf Senior Spec	73
07218	Child Welfare Specialist	447
07241	C & F S Intern Opt 1	71
07242	C & F S Intern Opt 2	71
11471	Day Care Lic Rep 1	1
11472	Day Care Lic Rep 2	50
13851	Executive 1	35
13852	Executive 2	31
19692	Human Resources Rep	8
19693	Human Resources Spec	14
19775	Human Rights Inv II	1
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	16
21166	Inf Systems Analyst II	52
21721	Internal Auditor 1	2
21731	Internal Security Inv 1	1
21732	Internal Security Inv 2	4
25542	Mgmt Operations Anal 2	33
25583	Management Systems Spec	15

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>
27132	Meth & Proc Adv 2	1
30860	Paralegal Assistant	23
32225	Physician Spec Opt E	2
35700	Pub Admin Intern	9
37003	Public Info Officer 3	3
38199	Reimbursement Officer 1	4
38200	Reimbursement Officer 2	4
41312	Soc Serv Pro Planner II	3
41313	Soc Serv Pro Planner 3	38
41314	Soc Serv Prog Planner 4	45
42742	Stat Research Spec 2	2
42745	Stat Research Supv	2
45252	Tech Adv 2	13
45253	Tech Adv 3	10
45308	Telecom Systems Analyst	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	31
00116	Account Technician II	6
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	9
14031	Executive Secretary 1	20
14032	Executive Secretary 2	14
14033	Executive Secretary 3	20
19690	Human Resources Asst	1
19691	Human Resources Assoc	4
29993	Office Administrator 3	13
29994	Office Administrator 4	11
30025	Office Coordinator	88
30080	Office Specialist	22
34202	Private Secretary 2	2
41295	Social Serv Comm Planner	13
43190	Student Intern	7
43200	Student Worker	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>
00111	Account Clerk I	1
00112	Account Clerk II	3
27182	Microfilm Operator II	1
30005	Office Aide	2
30010	Office Assistant	48
30015	Office Associate	356
30020	Office Clerk	8

**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
43051	Storekeeper I	3
43052	Storekeeper II	2
43053	Storekeeper III	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 4

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 has less than five employees in the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. 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: CIVIL SERVICE COMMISSION (30)

Report Date: End of fourth quarter FY10

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 Admin	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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Commerce and Economic Opportunity

**Director:** Warren Ribley

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 426

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	<b>X</b>		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 2 Hispanics and 1 Asians. During this quarter there were 3 opportunities and 1 or 33% (1 Hispanic) addressed minority goals. This agency is at parity for females. This agency is underutilized by 13 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 1 Hispanic and 1 Asian. During this quarter there were 3 opportunities to address minority goals. These opportunities did not address underutilization. This agency is underutilized by 12 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 Hispanic and 1 Asian. During this quarter there were no opportunities to address minority goals. This agency is underutilized by 11 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 1 Hispanic and 1 Asian. During this quarter there was 1 opportunity which did not address minority goals. This agency is underutilized by 10 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 2 Hispanics and 1 Asian. During the year, there were 7 opportunities and 1 or 14% (1 Hispanic ) addressed minority goals. This agency is at parity for females. This agency is underutilized by 10 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

\*Although the agency failed to meet the Department of Human Rights standard of 20% for minority goal compliance, it demonstrated a good faith effort in recruitment, and 1 out of 7 of its opportunities to address the minority goals (1 Hispanic).

# Underutilization Summary by Region

Name of Agency: COMMERCE & ECONOMIC OPPORTUNITY (42)

Report Date: End of fourth quarter FY10

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		1																		
8																				
9																				
10																				
11																				
Total	0	1	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: 1      Total underutilization for Females: 0

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      **Total Underutilization: 2**

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  
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	5
37015	Public Service Adm	192
40070	Senior Public Serv Admin	107

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	12
00133	Accountant Advanced	18
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	24
00502	Administrative Asst 2	36
07603	Civil Engineer 3	1
08902	Community Planner 2	1
12931	Economic Dev Rep 1	9
12932	Economic Dev Rep 2	14
13711	Energy/Natur Res Spec 1	3
13712	Energy/Natur Res Spec 2	10
13713	Energy/Natur Res Spec 3	9
13851	Executive 1	19
13852	Executive 2	25
17272	Geographic Info Spec 2	1
19692	Human Resources Rep	2
19693	Human Resources Spec	5
19791	Human Serv Grant Coord 1	5
19792	Human Serv Grant Coord 2	10
19793	Human Serv Grant Coord 3	5
19796	Human Srv Grants Cord Tr	3
21051	Ind & Com Devlpmt Rep I	35
21052	Ind & Com Devlpmt Rep 2	51
21121	Ind Serv Consultant 1	3
21122	Ind Serv Consultant 2	5
21127	Ind Serv Hygienist	2
21130	Ind Serv Hygienist Tech	2
21160	Information Serv Intern	2
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	11
21761	Intl Marketing Rep 1	3
24031	Local Housing Advisor 1	1
24032	Local Housing Adv 2	1
24033	Local Housing Adv 3	1
25542	Mgmt Operations Anal 2	3

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>
25583	Management Systems Spec	3
25591	Manpower Planner 1	4
25592	Manpower Planner 2	10
25593	Manpower Planner 3	34
25597	Manpower Planner Tr	4
26202	Mechanical Engineer 2	2
26203	Mechanical Engineer 3	3
27132	Meth & Proc Adv 2	1
35700	Pub Admin Intern	41
37003	Public Info Officer 3	1
42745	Stat Research Supv	1
49101	Weatherization Spec 1	2
49102	Weatherization Spec 2	4
49103	Weatherization Spec 3	2
49105	Weatherization Spec Trn	4

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	3
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
14033	Executive Secretary 3	2
19690	Human Resources Asst	1
21125	Ind Serv Cons Tr	1
29993	Office Administrator 3	1
29994	Office Administrator 4	4
30025	Office Coordinator	25
30080	Office Specialist	2
34202	Private Secretary 2	2
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	1
30010	Office Assistant	11
30015	Office Associate	10

State of Illinois  
List of Established Job Titles by EEO Category  
Comm & Econ Opportunity

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	3



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Commerce Commission

**Executive Director:** Tim Anderson

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 269

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 THROUGH SECOND QUARTER (7/1/09 THROUGH 12/31/09)**

Agency underutilization at the beginning of FY10 was 1 African American, 1 Hispanic, 14 Females and 1 Asian. During these quarters there were no opportunities to address minority or female goals. This agency is underutilized by 22 people with disabilities.

#### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 African American, 1 Hispanic, 14 Females and 1 Asian. During this quarter there was 1 opportunity to address minority goals; 1 or 100% (1 Hispanic) addressed underutilization. For females, there were no opportunities to address this goal. This agency is underutilized by 22 people with disabilities.

## **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 1 African American, 1 Hispanic, 14 Females and 1 Asian. During this quarter there were no opportunities to address minority goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 22 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 1 African American, 1 Hispanic, 14 Females and 1 Asian. During the year, there was 1 opportunity to address minority goals; 1 or 100% (1 Hispanic) addressed underutilization. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 22 people with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

\*During the fiscal year there were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: COMMERCE COMMISSION (31)

Report Date: End of fourth quarter FY10

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			3					10	1											
8																				
9																				
10																				
11																				
Total	0	0	3	0	0	0	0	10	1	0	0	0	0	0	0	1	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: 0      Total underutilization for Females: 13

Total underutilization for Asians: 1      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  
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	19
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

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	4

**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
30080	Office Specialist	5

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	3
30015	Office Associate	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

State of Illinois  
List of Established Job Titles by EEO Category  
Commerce Commission

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Corrections

**Acting Director:** Gladys Taylor

**EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 11,224

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females		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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 69 African Americans, 78 Hispanics, 1,163 Females and 41 Asians. During this quarter there were 19 opportunities and 7 or 37% (3 African Americans, 2 Hispanics and 2 Asians) addressed the minority goals. For females, there were 91 opportunities and 31 or 34% addressed this goal. This agency is underutilized by 1,023 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency's underutilization was 66 African Americans, 76 Hispanics, 1,132 Females and 39 Asians. During this quarter there were 16 opportunities and 5 or 31% (3 African Americans, 1 Hispanic and 1 Asian) addressed the minority goals. For females, there were 67 opportunities and 19 or 28% addressed this goal. This agency is underutilized by 1,023 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 63 African Americans, 75 Hispanics, 1,113 Females and 38 Asians. During this quarter there were 36 opportunities and 12 or 33% (6 African Americans and 6 Hispanics) addressed the minority goals. For females, there were 158 opportunities and 26 or 16% addressed this goal. This agency is underutilized by 1,019 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 57 African Americans, 69 Hispanics, 1,087 Females and 38 Asians. During this quarter there were 49 opportunities and 8 or 16% (8 Hispanics) addressed the minority goals. For females, there were 199 opportunities and 33 or 17% addressed this goal. This agency is underutilized by 1,019 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 69 African Americans, 78 Hispanics, 1,163 Females and 41 Asians. During the year, there were 120 opportunities and 32 or 27% (12 African Americans, 17 Hispanics and 3 Asians) addressed the minority goals. For females, there were 515 opportunities and 109 or 21% addressed the goal. This agency is underutilized by 1,019 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The agency did not meet the minimum compliance criteria for females, which is 37%. The agency should continue to address the high underutilization of females by continuing to work with female organizations for employment opportunities.

The Department recommends that the 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 would enhance the ability to address the affirmative action needs of the agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

## Underutilization Summary by Region

**Name of Agency:** CORRECTIONS (29)

**Report Date:** End of fourth quarter FY10

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			5	1			13		9			5		1			16	4	7	
2						1			1							12		54		
3			2			1												54		
4			4													9	2	25	2	
5						1	1		1		2							88	4	
6									1								3	41	5	
7				1					1									128		
8			2														5	100		
9			1															34		
10																	3	98	1	
11						4											1	270		
Total	0	0	14	2	0	7	14	0	13	0	2	5	0	1	0	21	30	896	19	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		4	2	5				2		1	
2						1							1			1		6		
3													4					6		
4						1							1					7		
5	1					1					1		2			2	1	4		
6													1					4		
7											2		2			4	2	24		
8													2				1	9		
9													1			2		6		
10	1												5				1	12		
11	1					1	1						8			4	1	34	1	
Total	3	0	0	0	0	4	2	0	1	0	7	2	32	0	0	13	8	112	2	0

Total underutilization for African Americans: **57**      Total underutilization for Hispanics: **61**      Total underutilization for Females: **1,054**

Total underutilization for Asians: **38**      Total underutilization for Native Americans: **0**      **Total Underutilization: 1,210**

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  
Corrections

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26405	Medical Administrator 4	1
37015	Public Service Adm	354
40070	Senior Public Serv Admin	155

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	52
00133	Accountant Advanced	15
00135	Accountant Supervisor	19
00501	Admin Assistant 1	56
00502	Administrative Asst 2	43
01440	Architect	2
01530	Assignment Coordinator	2
04351	Behavioral Analyst 1	3
04352	Behavioral Analyst II	3
05810	Business Admin Spec	9
05815	Business Manager	24
06901	Chaplain 1	16
06902	Chaplain II	27
08220	Clinical Lab Technolog 1	1
08250	Clinical Psychologist	2
08260	Clinical Services Supv	28
09655	Corr Casework Supv	63
09661	Corr Couns I	62
09662	Corr Couns II	94
09663	Corr Couns 3	20
09811	Cor Leisure Activ Spec 1	22
09812	Cor Leisure Act Spec 2	31
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	140
09844	Corr Senior Parole Agnt	142
10232	Crim Justice Spec 2	6
11751	Dentist I	2
11752	Dentist II	3
13100	Educator	107
13851	Executive 1	24
13852	Executive 2	67
18041	Health Information Adm	5
19692	Human Resources Rep	44
19693	Human Resources Spec	13
21160	Information Serv Intern	1

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>
21161	Inf Srvcs Specialist I	6
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	11
21166	Inf Systems Analyst II	16
21167	Inf Systems Analyst III	1
21217	Info Tech/Com Sys Spec 2	1
21721	Internal Auditor 1	3
21726	Internal Auditor Trn	3
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	17
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
32200	Physician	1
33003	Polygraph Exam 3	2
35612	Psychologist 2	6
35613	Psychologist 3	12
35700	Pub Admin Intern	19
38231	Research Scientist 1	3
38233	Research Scientist 3	1
41412	Social Worker 2	2
41413	Social Worker 3	8
41414	Social Worker 4	1
41771	Staff Develop Spec I	6
42742	Stat Research Spec 2	2
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	123
00116	Account Technician II	57
06500	Canine Specialist	7
08831	Comm Equip Tech I	7
08832	Comm Equipment Tech 2	6
08833	Comm Equipment Tech 3	2
09800	Corr Identification Supv	24
09801	Corr Identification Tech	29
09803	Corr Ind Marketing Rep	7
09805	Corr Industry Lead Wkr	20

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>
09807	Corr Industry Supv	29
09808	Corr Laundry Mgr 1	26
09837	Corr Residence Coun I	7
09838	Corr Residence Coun II	5
09879	Corr Vocational Instr	23
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	39
09675	Correctional Officer	52
09676	Correctional Officer Tr	30
09717	Correctional Sergeant	32
09871	Corr Trans Officer I	10
09872	Corr Trans Officer II	3
40800	Shift Supervisor	198

**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	47
14032	Executive Secretary 2	6
14033	Executive Secretary 3	36
18047	Health Information Tech	3
19690	Human Resources Asst	9
19691	Human Resources Assoc	15
29990	Office Admin Specialist	30
29993	Office Administrator 3	45
29994	Office Administrator 4	1
29995	Office Administrator 5	1
30025	Office Coordinator	95
30080	Office Specialist	6
34202	Private Secretary 2	2
41285	Social Service Aide Tr	1
43190	Student Intern	3
43200	Student Worker	32

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>
00111	Account Clerk I	1
00112	Account Clerk II	15
09771	Corrections Clerk I	8
09772	Corrections Clerk II	29
09773	Corrections Clerk III	13
12965	Educational Diagnosticin	1
18045	Health Information Assoc	11
27181	Microfilm Operator I	1
27183	Microfilm Operator III	1
29992	Office Administrator 2	14
30010	Office Assistant	188
30015	Office Associate	234
30020	Office Clerk	9
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	20
04350	Beautician	2
05200	Brickmason	3
06650	Carpenter	28
06660	Carpenter Foreman	1
09818	Corrections Locksmith	26
09821	Corr Maint Craftsman	47
09822	Corrections Maint Supv	2
13200	Electrician	31
30800	Painter	16
32900	Plumber	29
38205	Reproduc Serv Tech 3	1
38600	Roofer	1
42600	Stationary Engineer	21
42605	Stationary Eng-Asst Chf	22
42610	Stationary Eng-Chief	29
42800	Steamfitter	15
45000	Teacher Of Barbering	3
45050	Teacher Of Beauty Cult	1

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>
09793	Corrctns Food Serv Sup 1	38
09794	Corrctns Food Serv Sup 2	41
09795	Corrctns Food Serv Sup 3	39
09796	Corr Grounds Supv	12
09809	Corr Laundry Mgr 2	3
09823	Corrections Maint Worker	7
09824	Corr Medical Technician	9
09861	Corr Supply Supv I	34
09862	Corr Supply Supv II	36
09863	Corr Supply Supv III	28
09875	Corr Utilities Opr	4
23060	Laborer (Building)	4
25020	Maint Equip Operator	20
25510	Maint Worker Power Plant	7
40500	Sewage Plant Operator	3
42650	Stationary Fireman	8
43051	Storekeeper I	1
43052	Storekeeper II	1
45700	Trades Tender	1
49050	Water Plant Operator	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano, Ed. D. **EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 has 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. 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: COUNCIL ON DEVELOPMENTAL DISABILITIES (50-41)

Report Date: End of fourth quarter FY10

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  
Dev Disabilities Council

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	5
40070	Senior Public Serv Admin	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30025	Office Coordinator	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Criminal Justice Information Authority

**Executive Director:** Jack Cutrone

**EEO/AA Officer:** Edith Feliciano

**Agency Workforce:** 61

**Fiscal Year:** 2010

## **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY (50-05)

Report Date: End of fourth quarter FY10

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  
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 Admin	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
21721	Internal Auditor 1	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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Deaf and Hard of Hearing Commission

**Director:** John Miller

**EEO/AA Officer:** Tonia Bogener

**Agency Workforce:** 7

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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**

\*This agency was not required to calculate utilization because it has 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. 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: DEAF AND HARD OF HEARING COMMISSION (50-11)

Report Date: End of fourth quarter FY10

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

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	2
13852	Executive 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
43190	Student Intern	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Educational Labor Relations Board

**Chairman:** Lynne Sered

**EEO/AA Officer:** Eileen Brennan

**Agency Workforce:** 12

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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**

\*This agency was not required to calculate utilization because it has 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. Agency is underutilized by one person with a disability.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: EDUCATIONAL LABOR RELATIONS BOARD (50-14)

Report Date: End of fourth quarter FY10

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  
Labor Rel Bd Educational

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Admin	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Emergency Management Agency

**Interim Director:** Joseph Klinger

**EEO/AA Officer:** Miguel Calderon

**Agency Workforce:** 217

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 5 Females and 2 Asians. During this quarter there were no opportunities to address minority goals. For females there were no opportunities to address this goal. This agency is underutilized by 5 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09 agency underutilization was 5 Females and 2 Asians. During this quarter there were no opportunities to address minority goals. For females, there was one opportunity and 1 or 100% addressed this goal. This agency is underutilized by 4 people with disabilities.

#### **THIRD THROUGH FOURTH QUARTERS (1/1/10 THROUGH 6/30/10)**

As of 1/1/10, agency underutilization was 4 Females and 2 Asians. During these quarters there were no opportunities to address minority or female goals. This agency is underutilized by 4 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 5 Females and 2 Asians. During the year there were no opportunities to address minority goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 4 people with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

\*During the year there were too few opportunities to address female or minority goals.

# Underutilization Summary by Region

Name of Agency: EMERGENCY MANAGEMENT AGENCY (50-17)

Report Date: End of fourth quarter FY10

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											
2																				
3																				
4																				
5																				
6																				
7			2																	
8																				
9																				
10																				
11																				
Total	0	0	2	0	0	0	0	0	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																				
2																				
3																				
4																				
5																				
6																				
7			2																	
8																				
9																				
10																				
11																				
Total	0	0	2	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: 4

Total underutilization for Asians: 2      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  
Emergency Mgmt Agency

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	24
40070	Senior Public Serv Admin	6

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	2
00501	Admin Assistant 1	9
00502	Administrative Asst 2	3
08860	Communications Sys Spec	1
12585	Disaster Serv Planner	3
13851	Executive 1	8
13852	Executive 2	5
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
21162	Inf Svcs Specialist II	2
41771	Staff Develop Spec I	10

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08831	Comm Equip Tech I	1
13340	Elec Equip Instal/Repair	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	7
29994	Office Administrator 4	1
30025	Office Coordinator	9
30080	Office Specialist	1
43190	Student Intern	2
43200	Student Worker	11

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13540	Emer Response Ld Telecom	1
13543	Emer Response Telecom	1
30010	Office Assistant	1
30015	Office Associate	3

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Employment Security

**Director:** Maureen T. O'Donnell

**EEO/AA Officer:** Carlos Charneco

**Agency Workforce:** 1,581

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 1 African American, 1 Hispanic, 10 Females and 2 Asians. During this quarter there were no opportunities to address the minority goals. For females, there were 4 opportunities and 4 or 100% addressed this goal. This agency is at parity for people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 1 African Americans, 1 Hispanic, 6 Females and 2 Asians. During this quarter there no opportunities to address the minority goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 African American, 1 Hispanic, 5 Females and 2 Asians. During this quarter there was 1 opportunity which did not address the minority goals. For females there was 1 opportunity and 1 or 100% addressed this goal.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 1 African American, 1 Hispanic, 4 Females and 2 Asians. During this quarter there was 1 opportunity which did not address the minority goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 1 African American, 1 Hispanic, 10 Females and 2 Asians. During the year, there were 2 opportunities which did not address the minority goals. For females, there were 7 opportunities and 7 or 100% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals.

# Underutilization Summary by Region

Name of Agency: EMPLOYMENT SECURITY (44)

Report Date: End of fourth quarter FY10

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																				
3																				
4						1														
5																				
6									1											
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	0	1	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		1		1																
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	1	0	1	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: 1      Total underutilization for Females: 4

Total underutilization for Asians: 2      Total underutilization for Native Americans: 0      **Total Underutilization: 8**

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 Admin	103

**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	13
00502	Administrative Asst 2	30
13600	Emp Secur Fld Office Sup	124
13650	Empl Securty Program Rep	169
13651	Emp Sec Pgm Rep-Intrmtnt	136
13667	Empl Securty Service Rep	193
13671	Empl Security Spec 1	2
13672	Empl Security Spec 2	1
13673	Empl Security Spec 3	42
13681	Empl Secur Tax Auditor 1	36
13682	Empl Secur Tax Auditor 2	47
13851	Executive 1	21
13852	Executive 2	12
17370	Graphic Arts Designr Adv	1
18300	Hearings Referee	18
18301	Hearings Referee-Intrmit	6
19692	Human Resources Rep	4
19693	Human Resources Spec	9
21160	Information Serv Intern	3
21161	Inf Srvcs Specialist I	10
21162	Inf Srvcs Specialist II	14
21165	Inf Systems Analyst I	13
21166	Inf Systems Analyst II	17
21167	Inf Systems Analyst III	2
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

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>
42745	Stat Research Supv	4
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	55

**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
29990	Office Admin Specialist	1
29993	Office Administrator 3	7
29994	Office Administrator 4	13
29995	Office Administrator 5	1
30025	Office Coordinator	10
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	12
43200	Student Worker	18
47701	Veterans Emplmt Rep I	54

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>
06920	Check Issuance Mach Opr	4
06925	Check Issuance Mach Supv	2
11420	Data Processing Asst	1
11425	Data Processing Oper	2
21686	Intermittent Clerk	5
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
29992	Office Administrator 2	2
30010	Office Assistant	12
30015	Office Associate	92
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
43060	Stores Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Environmental Protection Agency

**Director:** Douglas P. Scott

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 922

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 THROUGH SECOND QUARTERS (7/1/09 12/31/09)**

Agency underutilization at the beginning of FY10 was 15 African Americans, 4 Hispanics, 107 Females and 1 Asian. During these quarters there were no opportunities to address the minority and female goals. This agency is underutilized by 58 people with disabilities.

#### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 15 African Americans, 4 Hispanics, 107 Females and 1 Asian. During this quarter there were no opportunities to address the minority goals. For females there was 1 opportunity and 1 or 100% addressed underutilization. This agency is underutilized by 58 people with disabilities.

## **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 15 African Americans, 4 Hispanics, 106 Females and 1 Asian. During this quarter there were no opportunities to address the minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 58 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 15 African Americans, 4 Hispanics, 107 Females and 1 Asian. During the year, there was 1 opportunity that did not address the minority goals. For females, there were 2 opportunities and 1 or 50% addressed the female goal. This agency is underutilized by 58 people with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

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## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: ENVIRONMENTAL PROTECTION AGENCY (46)

Report Date: End of fourth quarter FY10

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			3		13					5							
2																				
3																				
4								5												
5																				
6								3	1											
7	2		16			6	4	53												
8																				
9						2		1												
10																				
11						1		5												
Total	2	0	20	0	0	12	4	80	1	0	0	0	5	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																	1		
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0

Total underutilization for African Americans: 15

Total underutilization for Hispanics: 4

Total underutilization for Females: 106

Total underutilization for Asians: 1

Total underutilization for Native Americans: 0

**Total Underutilization: 126**

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 Admin	101

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	5
00135	Accountant Supervisor	3
00140	Acctg Fiscl Admin Car Tr	7
00501	Admin Assistant 1	7
00502	Administrative Asst 2	7
06941	Chemist 1	2
06942	Chemist 2	3
13791	Envir Prot Eng 1	49
13792	Envir Prot Eng 2	37
13793	Envir Prot Eng 3	58
13794	Envir Prot Eng Iv	17
13801	Envir Prot Geo I	9
13802	Envir Prot Geo II	11
13803	Envir Prot Geo III	11
13821	Envir Prot Spec 1	62
13822	Envir Prot Spec 2	49
13823	Envir Prot Spec 3	98
13824	Envir Prot Spec Iv	49
13851	Executive 1	21
13852	Executive 2	10
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	2
21127	Ind Serv Hygienist	1
21160	Information Serv Intern	2
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	6
22990	Lab Equip Spec	4
23022	Lab Quality Spec 2	2
23402	Librarian 2	1
23430	Library Associate	1
23600	Life Sci Career Trainee	24
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	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>
27133	Meth & Proc Adv III	1
27151	Microbiologist 1	1
35700	Pub Admin Intern	4
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
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	2
22998	Laboratory Associate 2	1
27175	Micro Lab Technician I	1
27176	Micro Lab Technician II	1
47580	Veh Emission Compli Insp	3
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>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	3
14033	Executive Secretary 3	3
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	6
27136	Meth & Proc Car Assoc 2	3
27137	Meth & Proc Car Assoc Tr	1
29993	Office Administrator 3	24
29994	Office Administrator 4	1
29995	Office Administrator 5	5
30025	Office Coordinator	40
30080	Office Specialist	4
34202	Private Secretary 2	1
43190	Student Intern	6
43200	Student Worker	3



State of Illinois  
List of Established Job Titles by EEO Category  
Environmental Protection

**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	41
30015	Office Associate	37
30020	Office Clerk	1
30075	Office Occupations Tr	2

**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>
05602	Building/Grounds Lead 2	1
22995	Laboratory Assistant	1
43051	Storekeeper I	2
43052	Storekeeper II	3
43053	Storekeeper III	1
43060	Stores Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Financial and Professional Regulation

**Secretary:** Brent E. Adams

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 493

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 6 African Americans, 8 Hispanics, 10 Females and 5 Asians. During this quarter there were 5 opportunities and 4 or 80% (4 African Americans) addressed the minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 32 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, gency underutilization was 2 African Americans, 8 Hispanics, 10 Females and 5 Asians. During this quarter there was 1 opportunity which did not address the minority goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 32 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 2 African Americans, 8 Hispanics, 8 Females and 5 Asians. During this quarter there were 2 opportunities and 1 or 50% (1 Hispanic) addressed the minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 32 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 2 African Americans, 7 Hispanics, 8 Females and 5 Asians. During this quarter there was 1 opportunity which did not address the minority goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 32 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 6 African Americans, 8 Hispanics, 10 Females and 5 Asians. During the year, there were 9 opportunities and 5 or 56% (4 African Americans and 1 Hispanic) addressed the minority goals. For females, there were 6 opportunities and 4 or 67% addressed this goal. This agency is underutilized by 32 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: FINANCIAL & PROFESSIONAL REGULATION (13)

Report Date: End of fourth quarter FY10

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						7	3	5											
2																				
3																				
4																				
5																				
6																				
7			1																	
8																				
9																				
10								2												
11																				
Total	1	0	1	0	0	0	7	5	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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2      Total underutilization for Hispanics: 7      Total underutilization for Females: 6

Total underutilization for Asians: 5      Total underutilization for Native Americans: 0      **Total Underutilization: 20**

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	93
40070	Senior Public Serv Admin	58

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	3
00501	Admin Assistant 1	47
00502	Administrative Asst 2	15
04131	Bank Examiner 1	16
04132	Bank Examiner 2	16
04133	Bank Examiner 3	18
10162	Crim Intelligence Anal 2	1
12778	Drug Compliance Invest	7
13851	Executive 1	28
13852	Executive 2	13
14971	Fin Inst Exam 1	15
14972	Fin Inst Exam 2	13
14973	Fin Inst Exam 3	19
14978	Fin Inst Exam Tr	28
17366	Graphic Arts Designer	1
18181	Hlth Ser Inv 1 Opta-Gen	9
18182	Hlth Ser Inv 1 Opt B-Csi	7
18185	Hlth Ser Inv 2 Opt A-Gen	5
18186	Hlth Ser Inv 2 Opt B-Csi	1
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	6
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	5
29731	Nursing Act Asst Coord	1
30860	Paralegal Assistant	1
37730	Real Estate Inv	5
37760	Real Estate Prof Examr	5
41771	Staff Develop Spec I	1
45252	Tech Adv 2	10
45256	Tech Advsr Advcd Prg Sp	8

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1
11440	Data Processing Tech	1
23571	Licensing Inv 1	2
23572	Licensing Inv 2	5
23573	Licensing Inv 3	4

State of Illinois  
List of Established Job Titles by EEO Category  
Fin & Prof Reg

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23574	Licensing Inv 4	2

**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
29994	Office Administrator 4	4
30025	Office Coordinator	17
34202	Private Secretary 2	6
43200	Student Worker	13

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	27
30020	Office Clerk	2

**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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Larry Matkaitis

**EEO/AA Officer:** Jody Schrage

**Agency Workforce:** 132

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 3/31/10)**

Agency underutilization at the beginning of FY10 was 5 African Americans, 2 Hispanics and 10 Females. During these quarters there were no opportunities to address the minority and female goals. This agency is underutilized by 6 people with disabilities.

#### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 5 African Americans, 2 Hispanics and 10 Females. During this quarter there were no opportunities to address the minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 5 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 5 African Americans, 2 Hispanics and 10 Females. During the year, there were no opportunities to address the minority goals. For females, there was 1 opportunity which did not address this goal. 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 address the minority and female goals.



## Underutilization Summary by Region

**Name of Agency:** FIRE MARSHAL (50-50)

**Report Date:** End of fourth quarter FY10

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			4	2	4					2		
2																				
3																				
4																				
5																				
6																				
7			2			1														
8																				
9																				
10																				
11																				
Total	0	0	2	0	0	1	0	2	0	0	4	2	4	0	0	0	0	2	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: **5**      Total underutilization for Hispanics: **2**      Total underutilization for Females: **10**

Total underutilization for Asians: **0**      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

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>
37015	Public Service Adm	28
40070	Senior Public Serv Admin	10

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	7
01481	Arson Investigator 1	10
01482	Arson Investigator 2	12
01485	Arson Investigations Tr	2
13495	Elevator Inspector	6
13851	Executive 1	7
13852	Executive 2	4
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
21732	Internal Security Inv 2	1
37004	Public Info Officer 4	1
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
13732	Engineering Tech II	1
15285	Fire Certification Spec	7
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	12
15317	Fire Prevention Insp II	21
15320	Fire Prevention Insp Trn	4

**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
29993	Office Administrator 3	1
30025	Office Coordinator	1
30080	Office Specialist	2
34202	Private Secretary 2	2

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>
43190	Student Intern	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	5
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	1
43052	Storekeeper II	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Gaming Board

**Administrator:** Mark Ostrowski

**Acting EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 82

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 THROUGH FOURTH QUARTERS (7/1/09 THROUGH 6/30/10)**

At the beginning of the year, agency underutilization was 1 Hispanic, 6 Females and 1 Asian. During these quarters there were no opportunities to address minority or female goals. This agency is underutilized by 7 people with disabilities.

## FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

## RECOMMENDATIONS/COMMENTS

\*During the fiscal year there were no opportunities to address minority or female goals.

# Underutilization Summary by Region

Name of Agency: GAMING BOARD (50-69)

Report Date: End of fourth quarter FY10

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	1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9								3												
10																				
11																				
Total	0	1	0	0	0	0	0	6	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: 1      Total underutilization for Females: 6

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      **Total Underutilization: 8**

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  
Gaming Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	47
40070	Senior Public Serv Admin	30

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
00502	Administrative Asst 2	4
13851	Executive 1	1
13852	Executive 2	1
17191	Gaming Senior Special Ag	19
17192	Gaming Special Agent	19
17195	Gaming Special Agent Tra	19
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	3
21721	Internal Auditor 1	2
21726	Internal Auditor Trn	2
30860	Paralegal Assistant	1
38565	Rev Special Agent Trn	2
45252	Tech Adv 2	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>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
30025	Office Coordinator	12
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1
30020	Office Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Guardianship and Advocacy Commission

**Executive Director:** Dr. Mary L. Milano      **EEO/AA Officer:** Tedd Ward, Jr.

**Agency Workforce:** 113      **Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
b. Females	<b>X</b>		
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**

The agency is at parity for all affirmative action groups.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: GUARDIANSHIP & ADVOCACY COMMISSION (50-70)

Report Date: End of fourth quarter FY10

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  
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 Admin	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
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	3
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	19
48483	Vol Services Coord III	8

**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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Healthcare and Family Services

**Director:** Julie Hamos

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,314

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 4 African Americans, 1 Hispanic and 7 Asians. During this quarter there were 2 opportunities that did not address the minority goals. The agency is at parity for females. This agency is underutilized by 3 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/10, agency underutilization was 4 African Americans, 1 Hispanic and 7 Asians. During this quarter there were 3 opportunities that did not address the minority goals. This agency is underutilized by 3 people with disabilities.

#### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 4 African Americans, 1 Hispanic and 7 Asians. During this quarter there were 4 opportunities that did not address the minority goals. This agency is underutilized by 2 people with disabilities.

## **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 4 African Americans, 1 Hispanic and 7 Asians. During this quarter there were 6 opportunities and 1 or 17% (1 African American) addressed the minority goals. This agency is underutilized by 2 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 4 African Americans, 1 Hispanic and 7 Asians. During the year, there were 15 opportunities and 1 or 7% (1 African American) addressed the minority goals. This agency is at parity for females. This agency is underutilized by 2 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The Department recommends that the 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 would enhance the ability to address the affirmative action needs of the agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

## Underutilization Summary by Region

**Name of Agency:** HEALTHCARE & FAMILY SERVICES (33)

**Report Date:** End of fourth quarter FY10

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									1											
7	3																			
8																				
9																				
10																				
11																				
<b>Total</b>	3	1	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				5																
2																				
3																				
4																				
5																				
6																				
7				1																
8																				
9																				
10																				
11																				
<b>Total</b>	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **3**      Total underutilization for Hispanics: **1**      Total underutilization for Females: **0**

Total underutilization for Asians: **7**      Total underutilization for Native Americans: **0**      **Total Underutilization: 11**

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>
26400	Medical Adm 1 Opt C	1
37015	Public Service Adm	391
40070	Senior Public Serv Admin	191

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	23
00133	Accountant Advanced	21
00135	Accountant Supervisor	12
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	107
00502	Administrative Asst 2	54
07198	Child Support Spec 1	116
07199	Child Support Spec 2	97
07200	Child Support Spec Trnee	115
13851	Executive 1	202
13852	Executive 2	184
18150	Health Fac Surv Nurse	55
19692	Human Resources Rep	10
19693	Human Resources Spec	6
19785	Human Serv Caseworker	38
21160	Information Serv Intern	5
21161	Inf Srvcs Specialist I	27
21162	Inf Srvcs Specialist II	41
21165	Inf Systems Analyst I	55
21166	Inf Systems Analyst II	57
21167	Inf Systems Analyst III	5
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	5
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	19
26503	Medical Asst Cons 3	4
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	6
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	1
34631	Program Integ Auditor I	5
34632	Program Integ Auditor II	5
34635	Program Integ Auditor Tr	5
35700	Pub Admin Intern	38

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>
35870	Public Aid Investigator	24
35874	P A Investigator Trn	19
35880	P A Lead Casework Spec	21
35892	P A Qual Contr Reviewer	8
35900	P A Quality Control Supv	4
41313	Soc Serv Pro Planner 3	1
41314	Soc Serv Prog Planner 4	9
41320	Soc Servs Career Tr	6
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	1
42745	Stat Research Supv	1
45251	Technical Advisor 1	3
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1

**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	33
14032	Executive Secretary 2	13
14033	Executive Secretary 3	9
19690	Human Resources Asst	3
19691	Human Resources Assoc	8
19694	Human Resources Trainee	2
29993	Office Administrator 3	14
29994	Office Administrator 4	60
29995	Office Administrator 5	5
30025	Office Coordinator	204
30080	Office Specialist	30
34201	Private Secretary 1	1
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	14
43200	Student Worker	1

State of Illinois  
List of Established Job Titles by EEO Category  
Healthcare & Family Srv

**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	1
30010	Office Assistant	53
30015	Office Associate	152
30020	Office Clerk	29

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1
43052	Storekeeper II	1
43053	Storekeeper III	1
43060	Stores Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Historic Preservation Agency

**Director:** Janet Grimes

**EEO/AA Officer:** Tad Allen

**Agency Workforce:** 199

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 6/30/10)**

Agency underutilization at the beginning of FY10 was 1 African American and 11 Females. During these quarters there were no opportunities to address minority and female goals. This agency is underutilized by 21 people with disabilities.

## FINDINGS

Agency in compliance



Agency in non-compliance



## RECOMMENDATIONS/COMMENTS

\*During the fiscal year there were no opportunities to address the minority and female goals.



# Underutilization Summary by Region

Name of Agency: HISTORIC PRESERVATION AGENCY (48)

Report Date: End of fourth quarter FY10

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							
8																				
9																				
10																				
11								3												
Total	0	0	0	0	0	0	0	3	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	1												1					4		
8																				
9																		1		
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	5	0	0

Total underutilization for African Americans: 1      Total underutilization for Hispanics: 0      Total underutilization for Females: 11

Total underutilization for Asians: 0      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

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	20
40070	Senior Public Serv Admin	16
41211	Site Superintendent 1	3
41212	Site Superintendent 2	11
41213	Site Superintendent 3	9

**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	2
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	4
41093	Site Interpretive Coord	21
41117	Site Services Spec 1	10
41118	Site Services Spec 2	8
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

State of Illinois  
List of Established Job Titles by EEO Category  
Historic Preservation

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13360	Electronics Technician	1
32086	Photographer 2	1

**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
30080	Office Specialist	1
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	44
41132	Site Technician 2	30

State of Illinois  
List of Established Job Titles by EEO Category  
Historic Preservation

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Human Rights Commission

**Executive Director:** N. Keith Chambers **EEO/AA Officer:** Dr. Ewa I. Ewa

**Agency Workforce:** 23

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	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 (7/1/09 THROUGH 6/30/10)

Agency underutilization at the beginning of FY10 was 1 African American. During these quarters there were no opportunities to address the minority goal. This agency is at parity for females. The agency is underutilized by 2 people with disabilities.

### FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

### RECOMMENDATIONS/COMMENTS

\*Too few opportunities to address the minority goal.

# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS COMMISSION (50-01)

Report Date: End of fourth quarter FY10

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						1														
2																				
3																				
4																				
5																				
6																				
7																				
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: 1      Total underutilization for Hispanics: 0      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  
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 Admin	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	2
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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Human Rights

**Director:** Rocco J. Claps

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 146

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	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 (7/1/09 THROUGH 6/30/10)**

Agency unerutilization at the beginning of FY09 was 1 Asian. During these quarters there were no opportunities to address the minority goal. This agency is at parity for females. This agency is at parity for people with disabilities.

### FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

### RECOMMENDATIONS/COMMENTS

\*During the year there were no opportunities to address the minority goal.



# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS DEPARTMENT (49)

Report Date: End of fourth quarter FY10

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	1	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: 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 Department

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	31
40070	Senior Public Serv Admin	13

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	5
19771	Human Rights Mediator	2
19774	Human Rights Inv I	14
19775	Human Rights Inv II	13
19776	Human Rights Inv III	10
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	6
37004	Public Info Officer 4	1
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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Human Services

**Acting Secretary:** Grace Hong-Duffin      **EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 13,522      **Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities		<b>X</b>	
b. Females	<b>X</b>		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 20 African Americans, 123 Hispanics, 68 Females, 26 Asians and 3 Native Americans. During this quarter there were 11 opportunities and 5 or 45% (5 Hispanics) addressed underutilization. For females, there were 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 13 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 20 African Americans, 118 Hispanics, 67 Females, 26 Asians and 3 Native Americans. During this quarter there were 27 opportunities and 6 or 22% (1 African American, 3 Hispanics and 2 Asians) addressed underutilization. For females, there was 1 opportunity and 1 or 100% addressed the goal. This agency is underutilized by 13 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 19 African Americans, 115 Hispanics, 66 Females, 24 Asians and 3 Native Americans. During this quarter there were 189 opportunities and 6 or 3% (6 Hispanics) addressed minority goals. For females, there were no opportunities to address this goal. This agency is underutilized by 13 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 19 African Americans, 109 Hispanics, 66 Females, 24 Asians and 3 Native Americans. During this quarter there were 62 opportunities to address minority goals, and 6 or 10% (1 African American and 5 Hispanics) addressed the minority goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 6 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 20 African Americans, 123 Hispanics, 68 Females, 26 Asians and 3 Native Americans. During the year, there were 289 opportunities and 23 or 8% (2 African Americans, 19 Hispanics and 2 Asians) addressed minority goals. For females, there were 5 opportunities and 5 or 100% addressed this goal. This agency is underutilized by 6 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet Department of Human Rights' standard for minority goal compliance (20%). Only 8% of the agency's hires and promotions in underutilized areas addressed minority goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

## Underutilization Summary by Region

**Name of Agency:** HUMAN SERVICES (10)

**Report Date:** End of fourth quarter FY10

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												62			2			13		
2		1										1						1		
3									1											
4																				
5	1											4		7				1		
6									4											
7		1					1													
8							2							1				2		
9												1		2	1			1		
10							1													
11							1					1	22					1		
Total	1	2	0	0	0	0	5	0	5	0	0	69	22	10	3	0	0	19	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									6		4	8	8	1			14		1	
2													2							
3																				
4																				
5	1					1					1	1	2				4			
6																				
7	2												1							
8													6							
9	2												1			7				
10																				
11													2				1			
Total	5	0	0	0	0	1	0	0	6	0	5	9	22	1	0	7	19	0	1	0

Total underutilization for African Americans: **19**

Total underutilization for Hispanics: **104**

Total underutilization for Females: **63**

Total underutilization for Asians: **23**

Total underutilization for Native Americans: **3**

**Total Underutilization: 212**

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 Services

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26400	Medical Adm 1 Opt C	1
26401	Medical Adm 1 Opt D	12
26402	Medical Adm 2 Opt C	1
26403	Medical Adm 2 Opt D	16
26404	Medical Administrator 3	3
26908	Mental Health Prog Admin	1
37015	Public Service Adm	1183
40070	Senior Public Serv Admin	373

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	35
00133	Accountant Advanced	21
00135	Accountant Supervisor	18
00140	Acctg Fisl Admin Car Tr	1
00157	Activity Therapist	49
00160	Activity Therapist Coord	20
00163	Activity Therapist Supv	7
00501	Admin Assistant 1	159
00502	Administrative Asst 2	73
04351	Behavioral Analyst 1	3
04352	Behavioral Analyst II	6
04355	Behavioral Analyst Assoc	4
05810	Business Admin Spec	3
05815	Business Manager	13
06902	Chaplain II	4
08235	Clinical Pharmacist	17
08250	Clinical Psychologist	40
08255	Clin Psychology Assoc	2
11751	Dentist I	3
11752	Dentist II	8
12501	Dietary Manager I	9
12502	Dietary Manager II	12
12510	Dietitian	16
12530	Disabil Appeals Officer	2
12537	Disabil Claims Adjud 1	47
12538	Disabil Claims Adjud 2	44
12539	Disabil Claims Adjud Trn	4
12540	Disab Claims Analyst	6
12558	Disability Claims Spec	9
12980	Educ Media Prog Spec	2
13100	Educator	114
13105	Educator-Provisional	1
13851	Executive 1	253

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>
13852	Executive 2	184
17366	Graphic Arts Designer	2
17960	Habilitation Prog Coord	109
18041	Health Information Adm	12
18150	Health Fac Surv Nurse	6
18227	Hearng & Speech Adv Spec	9
18231	Hearing And Speech Assoc	7
18233	Hearing & Speech Spec	20
19670	Human Relations Rep	9
19692	Human Resources Rep	28
19693	Human Resources Spec	42
19785	Human Serv Caseworker	309
19788	Human Serv Casework Mgr	333
19810	H S Sign Lang Interpretr	1
21160	Information Serv Intern	9
21161	Inf Srvcs Specialist I	23
21162	Inf Srvcs Specialist II	47
21165	Inf Systems Analyst I	74
21166	Inf Systems Analyst II	68
21167	Inf Systems Analyst III	3
21731	Internal Security Inv 1	8
21732	Internal Security Inv 2	37
23401	Librarian 1	4
23430	Library Associate	2
25541	Mgmt Operations Anal I	10
25542	Mgmt Operations Anal 2	35
26811	Mental Health Adm I	72
26812	Mental Health Adm II	11
26817	Mental Health Adm Tr	7
26921	M H Recovery Support Sp1	11
26922	M H Recovery Support Sp2	9
26924	M H Specialist 1	21
26925	M H Specialist 2	14
26926	M H Specialist 3	3
26928	M H Specialist Tr	3
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	5
29820	Nutritionist	10
29900	Occupational Therapist	9
29908	Occuptnl Ther Prog Coord	2
29910	Occup Therapist Supv	3
32145	Physical Therapist	3
32200	Physician	26

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>
32221	Physician Spec Opt A	17
32222	Physician Spec Opt B	25
32223	Physician Spec Opt C	36
32224	Physician Spec Opt D	41
32225	Physician Spec Opt E	4
34900	Property Consultant	8
35611	Psychologist 1	11
35612	Psychologist 2	34
35613	Psychologist 3	54
35626	Psychologist Associate	5
35660	Psychology Intern	4
35700	Pub Admin Intern	72
35880	P A Lead Casework Spec	20
35892	P A Qual Contr Reviewer	29
35900	P A Quality Control Supv	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	4
37004	Public Info Officer 4	2
38001	Recreation Worker 1	4
38002	Recreation Worker 2	2
38131	Registered Nurse 1	171
38132	Registered Nurse 2	240
38135	Regis Nurse-Adv Practice	8
38145	Rehabilitation Counselor	177
38158	Rehab Counselor Senior	193
38159	Rehabilitatn Counslr Trn	174
38163	Rehab/Mobility Instruc	51
38167	Rehab/Mobility Instru Tr	26
38176	Rehab Serv Advisor I	57
38194	Rehab Workshop Supv 1	1
38195	Rehab Workshop Supv 2	1
38196	Rehab Wksh Supv III	2
38199	Reimbursement Officer 1	14
38200	Reimbursement Officer 2	7
38207	Research Economist 1	2
38270	Resident Physician	1
39200	School Psychologist	2
41312	Soc Serv Pro Planner II	1
41313	Soc Serv Pro Planner 3	69
41314	Soc Serv Prog Planner 4	35
41320	Soc Servs Career Tr	208
41411	Social Worker 1	10
41412	Social Worker 2	82
41413	Social Worker 3	53



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>
41414	Social Worker 4	23
41430	Social Worker Intern	10
41771	Staff Develop Spec I	82
41787	Staff Pharmacist	9
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	4
42745	Stat Research Supv	2
45251	Technical Advisor 1	7
45252	Tech Adv 2	4
45308	Telecom Systems Analyst	2
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3
48483	Vol Services Coord III	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	65
00116	Account Technician II	22
02424	Asst Reimburse Officer	4
08200	Clinical Lab Associate	2
08213	Clinicl Lab Phlebotomist	6
08215	Clinical Lab Tech 1	5
08216	Clinical Lab Tech 2	3
11440	Data Processing Tech	2
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	40
23552	Licensed Prac Nurse II	104
27011	Mental Health Tech I	139
27012	Mental Health Tech II	205
27013	Mental Health Tech III	122
27014	Mental Health Tech Iv	73
27015	Mental Health Tech V	15
27020	Mental Health Tech Tr 1	26
32007	Pharmacist Lead Tech	6
32008	Pharmacist Technician	17
37500	Radiologic Technologist	4
37507	Radio Tech Prog Coord	4
38192	Rehab Workshop Inst I	2
38193	Rehab Workshop Inst II	10
38280	Residential Serv Supv	139

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	90
39902	Sec Therapy Aide II	49
39903	Sec Therapy Aide III	6
39904	Sec Therapy Aide Iv	21
39905	Sec Therapy Aide Tr	7
42748	Stat Research Technician	2
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
17683	Guard 3	1
39870	Security Officer	33
39875	Security Officer Chief	10
39876	Secur Officer Lieutenant	7
39877	Security Officer Sgt	26
45830	Transportation Officer	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	2
11650	Dental Assistant	9
11700	Dental Hygienist	7
13130	Educator Aide	8
14031	Executive Secretary 1	81
14032	Executive Secretary 2	34
14033	Executive Secretary 3	19
18047	Health Information Tech	8
18262	Hearing & Spch Tech II	3
19690	Human Resources Asst	4
19691	Human Resources Assoc	17
23450	Library Technical Asst	2
27135	Meth & Proc Car Assoc 1	2
27136	Meth & Proc Car Assoc 2	1
29993	Office Administrator 3	57
29994	Office Administrator 4	25
29995	Office Administrator 5	7
30025	Office Coordinator	160
30080	Office Specialist	11
32192	Physical Ther Aide II	5
32193	Physical Ther Aide III	4
34202	Private Secretary 2	2
35825	Pub Aid Eligibility Asst	111

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>
38277	Residential Care Worker	20
38279	Residential Care Wkr Trn	4
43190	Student Intern	46
43200	Student Worker	77

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	31
08050	Clerical Trainee	2
08815	Comm Dispatcher	1
18045	Health Information Assoc	15
29991	Office Administrator 1	5
29992	Office Administrator 2	35
30005	Office Aide	7
30010	Office Assistant	278
30015	Office Associate	317
30020	Office Clerk	106
34792	Prop & Supply Clerk II	3
34793	Prop & Supply Clerk III	3
38141	Rehab Case Coord 1	151
38142	Rehab Case Coord 2	157
38203	Reproduc Serv Tech 1	4
44411	Switchboard Operator 1	56
44412	Switchboard Operator 2	6
44413	Switchboard Operator 3	15

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01231	App/Dry Goods Spec I	5
01232	App/Dry Goods Spec II	1
04100	Baker	1
04250	Barber	6
04350	Beautician	3
06650	Carpenter	16
13200	Electrician	13
24300	Locksmith	1
24750	Machinist	2
30800	Painter	17
32900	Plumber	12
38201	Reproduc Serv Supvr 1	2
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	5
38205	Reproduc Serv Tech 3	6

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>
42600	Stationary Engineer	19
42605	Stationary Eng-Asst Chf	7
42610	Stationary Eng-Chief	18
42800	Steamfitter	6
45550	Tinsmith	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	13
05601	Building/Grounds Lead 1	2
09601	Cook I	20
09602	Cook II	17
17549	Grounds Supv	1
21465	Institutional Maint Wkr	4
23050	Laborer	1
23060	Laborer (Building)	3
25020	Maint Equip Operator	19
25500	Maintenance Worker	4
25510	Maint Worker Power Plant	6
42650	Stationary Fireman	7
43051	Storekeeper I	35
43052	Storekeeper II	13
43053	Storekeeper III	16
43060	Stores Clerk	11
44221	Support Service Coord 1	58
44222	Support Service Coord 2	15
44225	Support Service Lead	32
44238	Support Service Wkr	162

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Insurance

**Director:** Michael T. McRaith

**EEO/AA Officer:** Eve Blackwell-Lewis

**Agency Workforce:** 249

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	<b>X</b>		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 4 African Americans and 5 Females. During this quarter there was 1 opportunity that did not address the minority goal. For females there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 7 persons with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 4 African Americans and 4 Females. During this quarter there were no opportunities to address the minority goal. For females, there was 1 opportunity and 1 or 100% that addressed this goal. This agency is underutilized by 7 persons with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/010, agency underutilization was 4 African Americans and 3 Females. During this quarter there were no opportunities to address the minority goal. For females, there were 2 opportunities and 2 or 100% that addressed this goal. This agency is underutilized by 6 persons with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 4 African Americans and 1 Females. During this quarter there was 1 opportunity and 1 or 100% (1 African American) addressed the minority goal. For females, there was 1 opportunity that addressed this goal. Agency achieved parity for females. This agency is underutilized by 5 persons with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 4 African Americans and 5 Females. For minorities there were 2 opportunities and 1 or 50% (1 African American) addressed the mionotity goals. For females there were 5 opportunities and 5 or 100% addressed this goal. Agency achieved parity for females. This agency is underutilized by 5 persons with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

During the fiscal year the agency achieved parity for females.

\*There were too few opportunities to address the minority goals.

# Underutilization Summary by Region

Name of Agency: INSURANCE (14)

Report Date: End of fourth quarter FY10

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																				
3																				
4																				
5																				
6																				
7											2									
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	1	0	0	2	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: 3      Total underutilization for Hispanics: 0      Total underutilization for Females: 1

Total underutilization for Asians: 0      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

State of Illinois  
List of Established Job Titles by EEO Category  
Insurance

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	77
40070	Senior Public Serv Admin	23

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	6
00135	Accountant Supervisor	1
00187	Actuarial Asst	3
00195	Actuarial Examiner	2
00196	Actuarial Examiner Trn	1
00197	Actuarial Sr Examiner	2
00201	Actuary 1	3
00202	Actuary 2	4
00203	Actuary 3	3
00501	Admin Assistant 1	11
00502	Administrative Asst 2	9
13851	Executive 1	2
13852	Executive 2	1
19692	Human Resources Rep	1
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	4
21166	Inf Systems Analyst II	7
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
21671	Ins Performance Exam 1	3
21672	Ins Performance Exam II	2
21673	Ins Performance Exam III	3
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
35700	Pub Admin Intern	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
11440	Data Processing Tech	1
21561	Insurance Analyst I	10
21562	Insurance Analyst II	12
21563	Insurance Analyst 3	12
21564	Insurance Analyst 4	18
23572	Licensing Inv 2	2



State of Illinois  
List of Established Job Titles by EEO Category  
Insurance

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	3
14033	Executive Secretary 3	2
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	1
34202	Private Secretary 2	2
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	11

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## 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:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups, except for people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: INVESTMENT, STATE BOARD OF (50-95)

Report Date: End of fourth quarter FY10

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  
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 Admin	1

**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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Juvenile Justice

**Director:** Arthur Bishop

**Acting EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 1,233

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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.		*	
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 4 African Americans, 3 Hispanics, 252 Females and 27 Asians. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 104 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 4 African Americans, 3 Hispanics, 252 Females and 27 Asians. During this quarter there were 7 opportunities that did not address the minority goals. For females, there were 19 opportunities and 10 or 53% addressed this goal. This agency is underutilized by 104 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 4 African Americans, 3 Hispanics, 242 Females and 27 Asians. During this quarter there were 6 opportunities and 1 or 17% (1 Asian) addressed the minority goals. For females, there were 24 opportunities and 18 or 75% addressed this goal. This agency is underutilized by 104 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 4 African Americans, 3 Hispanics, 224 Females and 26 Asians. During this quarter there were 2 opportunities and 2 or 100% (2 Asians) addressed the minority goals. For females, there were 23 opportunities and 18 or 78% addressed this goal. This agency is underutilized by 104 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 5 African Americans, 3 Hispanics, 252 Females and 27 Asians. During the year, there were 15 opportunities and 3 or 20% (3 Asians) addressed the minority goals. For females, there were 66 opportunities and 46 or 70% addressed this goal. This agency is underutilized by 104 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

\*The agency uses an EEO/AA Officer from another agency. Per the Human Rights Act, Section 2-105 (B)(4) and DHR rules, Section 2520.780, agencies with 1,000 or more employees must appoint a full-time EEO/AA officer, subject to DHR's approval. The agency should designate an individual as EEO/AA officer as indicated in the Act and Rules.

## Underutilization Summary by Region

**Name of Agency:** JUVENILE JUSTICE (27)

**Report Date:** End of fourth quarter FY10

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								45	20		3		3							
2																				
3								57												
4																				
5																				
6																				
7																				
8								7												
9																				
10																				
11							2	86	3											
Total	0	0	0	0	0	0	2	195	23	0	3	0	3	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					2	1	
2																				
3													1							
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11													1			1		2		
Total	0	0	0	0	0	0	1	0	0	0	0	0	4	0	0	1	0	4	1	0

Total underutilization for African Americans: **4**      Total underutilization for Hispanics: **3**      Total underutilization for Females: **206**

Total underutilization for Asians: **24**      Total underutilization for Native Americans: **0**      **Total Underutilization: 237**

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  
Juvenile Justice

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	44
40070	Senior Public Serv Admin	31

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	5
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	9
00502	Administrative Asst 2	4
05810	Business Admin Spec	2
05815	Business Manager	2
06901	Chaplain 1	2
06902	Chaplain II	5
08260	Clinical Services Supv	8
09662	Corr Couns II	2
09811	Cor Leisure Activ Spec 1	7
09812	Cor Leisure Act Spec 2	10
09814	Cor Leisure Act Spec 4	6
09825	Corrections Nurse 1	5
09826	Corrections Nurse 2	4
09880	Corr Voc School Supv	1
11752	Dentist II	1
13100	Educator	42
13852	Executive 2	6
18227	Hearng & Speech Adv Spec	1
19692	Human Resources Rep	5
21965	J J Chief Of Security	10
21971	Juv Justice Specialist	10
21976	Juv Justice Spec Intern	8
21980	Juv Justice Supervisor	9
21991	J J Youth & Fam Spec Op1	18
21992	J J Youth & Fam Spec Op2	17
21995	J J Youth & Fam Spec Sup	14
23430	Library Associate	7
35611	Psychologist 1	1
35612	Psychologist 2	3
35613	Psychologist 3	5
35700	Pub Admin Intern	5
39200	School Psychologist	5
41412	Social Worker 2	5
41413	Social Worker 3	5
48482	Vol Services Coord II	1



State of Illinois  
List of Established Job Titles by EEO Category  
Juvenile Justice

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	7
09801	Corr Identification Tech	2
09808	Corr Laundry Mgr 1	3
09879	Corr Vocational Instr	21
13360	Electronics Technician	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09871	Corr Trans Officer I	1
09872	Corr Trans Officer II	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11650	Dental Assistant	1
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
14033	Executive Secretary 3	9
19691	Human Resources Assoc	1
29990	Office Admin Specialist	3
29993	Office Administrator 3	9
30025	Office Coordinator	14
34202	Private Secretary 2	1
43200	Student Worker	9

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
09773	Corrections Clerk III	1
12965	Educational Diagnosticin	3
18045	Health Information Assoc	1
30010	Office Assistant	11
30015	Office Associate	33
30020	Office Clerk	1
44411	Switchboard Operator 1	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
05200	Brickmason	1
06650	Carpenter	4
09818	Corrections Locksmith	1
09821	Corr Maint Craftsman	6
13200	Electrician	5
30800	Painter	3

State of Illinois  
List of Established Job Titles by EEO Category  
Juvenile Justice

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32900	Plumber	4
42600	Stationary Engineer	3
42605	Stationary Eng-Asst Chf	4
42610	Stationary Eng-Chief	3
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	8
09794	Corrctns Food Serv Sup 2	8
09795	Corrctns Food Serv Sup 3	5
09796	Corr Grounds Supv	1
09823	Corrections Maint Worker	6
09824	Corr Medical Technician	1
09861	Corr Supply Supv I	8
09862	Corr Supply Supv II	8
09863	Corr Supply Supv III	2
23060	Laborer (Building)	1
25020	Maint Equip Operator	1
25510	Maint Worker Power Plant	1
42650	Stationary Fireman	2
45700	Trades Tender	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Labor

**Director:** Catherine Shannon

**EEO/AA Officer:** Melissa Lange

**Agency Workforce:** 81

**Fiscal Year:** 2010

## **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
b. Females	*		
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 THROUGH FOURTH QUARTERS (7/1/09 THROUGH 6/30/10)**

Agency underutilization at the beginning of FY10 was 3 Females. During these quarters there were no opportunities to address the female goals. This agency is underutilized by 3 people with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the female goals.

# Underutilization Summary by Region

Name of Agency: LABOR (15)

Report Date: End of fourth quarter FY10

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							
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	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: 0

Total underutilization for Females: 3

Total underutilization for Asians: 0

Total underutilization for Native Americans: 0

**Total Underutilization: 3**

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

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Admin	7

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	11
13851	Executive 1	3
13852	Executive 2	2
18300	Hearings Referee	2
19692	Human Resources Rep	1
21122	Ind Serv Consultant 2	2
21127	Ind Serv Hygienist	3
21160	Information Serv Intern	1
22750	Labor Conciliator	10
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	5
13837	Equal Pay Specialist	1
37007	Public Safety Inspector	8

**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	3
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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Labor Relations Board

**Executive Director:** John Brosnan

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 24

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: LABOR RELATIONS BOARD (50-18)

Report Date: End of fourth quarter FY10

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  
Labor Relations Bd State

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	9
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	1
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
30015	Office Associate	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Kevin McClain

**EEO/AA Officer:** Larry Smith

**Agency Workforce:** 18

**Fiscal Year:** 2010

## **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is 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 (50-88)

**Report Date:** End of fourth quarter FY10

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																				
<b>Total</b>	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																				
<b>Total</b>	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	5
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	4
13852	Executive 2	2
32990	Police Training Spec	4
35700	Pub Admin Intern	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Medical District Commission

**Executive Director:** Samuel W. Pruett

**EEO/AA Officer:** Mark S. Jamil

**Agency Workforce:** 9

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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**

\*This agency was not required to calculate utilization because it has 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: MEDICAL DISTRICT COMMISSION (50-54)

Report Date: End of fourth quarter FY10

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 Admin	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

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Military Affairs

**Major General :** William L. Enyart

**EEO/AA Officer:** Doug Wagner

**Agency Workforce:** 232

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females		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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 1 African American and 36 Females. During this quarter there were no opportunities to address minority goals. For females there was 1 opportunity which did not 1 address this goal. This agency is underutilized by 14 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 1 African American and 36 Females. During this quarter there were no opportunities to address minority goals. For females, there were 3 opportunities which did not address this goal. This agency is underutilized by 13 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 African American and 36 females. During this quarter there were no opportunities to address minority goals. For females, there were 4 opportunities which did not address this goal. This agency is underutilized by 12 for people with disabilities.

## **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/09, agency underutilization was 1 African American and 36 Females. During this quarter there were no opportunities to address minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 12 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 1 African American and 36 Females. During the year, there were no opportunities to address minority goals. For females there were 9 opportunities which did not address this goal. This agency is underutilized by 12 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The agency failed to meet the Department of Human Rights' standard of 37% for female goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

\*During the year, there were no opportunities to address the minority goal.



## Underutilization Summary by Region

**Name of Agency:** MILITARY AFFIARS (35)

**Report Date:** End of fourth quarter FY10

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																		8		
5																				
6																				
7			1					2					1					7		
8																				
9																				
10																				
11																				
<b>Total</b>	0	0	1	0	0	0	0	2	0	0	0	0	1	0	0	0	0	15	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		
2																		1		
3																				
4																				
5																1		4		
6																				
7																		4		
8																				
9																				
10																		1		
11																		2		
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	17	0	0

Total underutilization for African Americans:      **1**                      Total underutilization for Hispanics:                      **0**                      Total underutilization for Females:                      **36**

Total underutilization for Asians:                      **0**                      Total underutilization for Native Americans:                      **0**                      **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  
Military Affairs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00501	Admin Assistant 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

**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
05601	Building/Grounds Lead 1	9
05605	Building/Grounds Supv	4
05613	Bldg/Grounds Maint Wkr	22
43052	Storekeeper II	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Natural Resources

**Director:** Marc Miller

**EEO/AA Officer:** Gloria Williams

**Agency Workforce:** 1,129

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 36 African Americans, 14 Hispanics, 184 Females and 2 Asians. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 77 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 36 African Americans, 14 Hispanics, 184 Females and 2 Asians. During this quarter there were 3 opportunities to address minority goals which did not address the goals. For females there were no opportunities. This agency is underutilized by 77 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 36 African Americans, 14 Hispanics, 184 Females and 2 Asians. During this quarter there were 3 opportunities which did not address minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 76 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 36 African Americans, 14 Hispanics, 184 Females and 2 Asians. During this quarter there were 2 opportunities which did not address minority goals. For females, there was 1 opportunity which did not address this goal. This agency is underutilized by 76 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 36 African Americans, 14 Hispanics, 184 Females and 2 Asians. During the year, there were 8 opportunities which did not address minority goals. For females, there were 2 opportunities which did not address this goal. This agency is underutilized by 76 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The agency failed to meet the Department of Human Rights standard of 20% for minority goals. For FY11, the agency should focus recruitment efforts in underutilized areas on minorities. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

\*There were too few opportunities to address the female goals.

## Underutilization Summary by Region

**Name of Agency:** NATURAL RESOURCES (12)

**Report Date:** End of fourth quarter FY10

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	3	8	1							8	4	8	1	
2			4					5								1	1	5		
3								3												
4			3			1		7					1							
5			2					2												
6								3												
7	1		16			2					1							3		
8			1					6												
9						1		7								3		5		
10			3					12												
11	1		7			2		12					1			1		5		
Total	2	1	36	0	0	9	3	65	1	0	1	0	2	0	0	13	5	26	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																6	4	8		
2																1	1	7		
3																		2		
4																1		3		
5																		3		
6																				
7	1																	5		
8																		5		
9																		3		
10																		6		
11																2		13		
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	5	55	0	0

Total underutilization for African Americans: **36**      Total underutilization for Hispanics: **14**      Total underutilization for Females: **184**

Total underutilization for Asians: **2**      Total underutilization for Native Americans: **0**      **Total Underutilization: 236**

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  
Natural Resources

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
28836	Nat Res Manager 1	22
28837	Nat Res Manager 2	34
28838	Nat Res Manager 3	6
28841	Nat Res Site Manager 1	5
28842	Nat Res Site Manager 2	9
37015	Public Service Adm	110
40070	Senior Public Serv Admin	90
41211	Site Superintendent 1	14
41212	Site Superintendent 2	46
41213	Site Superintendent 3	33

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	10
00133	Accountant Advanced	4
00135	Accountant Supervisor	5
00501	Admin Assistant 1	21
00502	Administrative Asst 2	20
01440	Architect	1
06941	Chemist 1	1
06942	Chemist 2	1
07601	Civil Engineer 1	7
07602	Civil Engineer 2	10
07603	Civil Engineer 3	18
07604	Civil Engineer 4	6
07607	Civil Engineer Trn	5
09300	Conserv Educ Rep	19
09311	Conserv Grant Admin 1	5
09312	Conserv Grant Admin 2	7
09313	Conserv Grant Admin 3	6
09347	Conserv Police Sergeant	25
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	10
13824	Envir Prot Spec Iv	5
13851	Executive 1	29
13852	Executive 2	23
17271	Geographic Info Sepc 1	5
17272	Geographic Info Spec 2	8
19692	Human Resources Rep	2
19693	Human Resources Spec	4
21161	Inf Svcs Specialist I	2

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>
21162	Inf Srvcs Specialist II	5
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	1
23092	Land Acquis Agent 2	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
23402	Librarian 2	1
23430	Library Associate	1
26203	Mechanical Engineer 3	1
27152	Microbiologist 2	1
28831	Natural Resources Coord	30
28832	Natural Resources Spec	119
28833	Natural Resour Adv Spec	50
28834	Nat Res Educ Prog Coord	3
28835	Nat Res Grant Coord	1
34725	Project Designer	1
35700	Pub Admin Intern	8
37003	Public Info Officer 3	3
37004	Public Info Officer 4	5
37725	Ranger	58
38281	Resources Planner 1	1
38282	Resources Planner 2	1
38283	Resources Planner III	11
40090	Senior Ranger	1
41071	Site Assistant Supt 1	55
41072	Site Assistant Supt 2	16
41771	Staff Develop Spec I	1
45252	Tech Adv 2	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	8
13340	Elec Equip Instal/Repair	1
13345	El Eq Inst/Repair Ld Wkr	1

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
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	28
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
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	11
14033	Executive Secretary 3	4
19690	Human Resources Asst	1
19691	Human Resources Assoc	2
29990	Office Admin Specialist	1
29993	Office Administrator 3	9
29994	Office Administrator 4	4
29995	Office Administrator 5	2
30025	Office Coordinator	62
30080	Office Specialist	8
34202	Private Secretary 2	2
43190	Student Intern	25
43200	Student Worker	50

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
30010	Office Assistant	33



State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	84
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
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	140
21687	Intermit Laborer Maint	5
24290	Lock And Dam Tender	1
28851	Natural Resource Tech 1	8
41131	Site Technician 1	12
41132	Site Technician 2	203
43051	Storekeeper I	5
43052	Storekeeper II	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Pollution Control Board

**Acting Chairman:** G. Tanner Girard

**EEO/AA Officer:** Kathryn L. Griffin

**Agency Workforce:** 23

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	<b>X</b>		
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 THROUGH SECOND QUARTERS (7/1/09 THROUGH 12/31/10)**

Agency underutilization at the beginning of FY10 was 1 African American. During these quarters there were no opportunities to address the minority goal. This agency is underutilized by 1 person with a disability.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 1 African American. During this quarter there was 1 opportunity which did not address this goal. This agency is underutilized by 1 person with a disability.

### **FOURTH QUARTER (4/1/10 THROUGH 6/31/10)**

As of 4/1/10, agency underutilization was 1 African American. During this quarter there was 1 opportunity which did not address this goal. This agency is underutilized by 1 person with a disability.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 1 African American. During the year, there were 2 opportunities that did not address the minority goals. The agency is at parity for females. This agency is underutilized by 1 person with a disability

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

\*During the year there too few opportunities to address the minority goals.

# Underutilization Summary by Region

Name of Agency: POLLUTION CONTROL BOARD (50-80)

Report Date: End of fourth quarter FY10

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	1	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: 1      Total underutilization for Hispanics: 0      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  
Pollution Control Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	18
40070	Senior Public Serv Admin	4

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	3
13852	Executive 2	1
21160	Information Serv Intern	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	2
30860	Paralegal Assistant	1
35700	Pub Admin Intern	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
34201	Private Secretary 1	5
34202	Private Secretary 2	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Prisoner Review Board

**Chairman:** Adam Monreal

**EEO/AA Officer:** Nicole Damhoff

**Agency Workforce:** 18

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: PRISONER REVIEW BOARD (50-78)

Report Date: End of fourth quarter FY10

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	9
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



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Property Tax Appeal Board

**Executive Director:** Louis Apostol

**EEO/AA Officer:** Becky Moody

**Agency Workforce:** 19

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 calculated at parity for all affirmative action groups except people with disabilities. 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 (50-48)

Report Date: End of fourth quarter FY10

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 D

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	7
40070	Senior Public Serv Admin	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
01253	Appraisal Specialist 3	2
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
37004	Public Info Officer 4	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>
14031	Executive Secretary 1	1
29994	Office Administrator 4	1
30025	Office Coordinator	2
34202	Private Secretary 2	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	4

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Department of Public Health

**Director:** Damon T. Arnold, M.D., M.P.H.

**EEO/AA Officer:** Robin A. Tucker-Smith

**Agency Workforce:** 1,075

**Fiscal Year:** 2010

### **COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 5 African Americans, 2 Hispanics and 1 Asian. During this quarter there were no opportunities to address the minority goals. The agency is at parity for females. This agency is underutilized by 93 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 5 African Americans, 2 Hispanics and 1 Asian. During this quarter there were 2 opportunities that did not address the minority goals. This agency is underutilized by 93 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 5 African Americans, 2 Hispanics, and 1 Asian. During this quarter there were 3 opportunities and 1 or 33% (1 Hispanic) addressed the minority goals. This agency is underutilized by 93 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 5 African Americans, 1 Hispanic and 1 Asian. During this quarter there were 2 opportunities and 2 or 100% (1 African American and 1 Hispanic) addressed the minority goals. This agency is underutilized by 92 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 5 African Americans, 2 Hispanics and 1 Asian. During the year, there were 7 opportunities and 3 or 43% (1 African American and 1 Hispanic) addressed the minority goals. The agency is at parity for females. This agency is underutilized by 92 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

During the fiscal year, the agency achieved parity for Hispanics.

# Underutilization Summary by Region

Name of Agency: PUBLIC HEALTH (20)

Report Date: End of fourth quarter FY10

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														
3																				
4						2														
5																				
6						1			1											
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	4	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: 4      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 1      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

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>
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	3
26405	Medical Administrator 4	1
37015	Public Service Adm	364
40070	Senior Public Serv Admin	115

**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	69
00502	Administrative Asst 2	26
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	25
08221	Clinical Lab Technol 2	15
08229	Clinical Lab Tech Trn	6
13180	Electrical Engineer	1
13751	Environmental Eng 1	2
13753	Environmental Eng 3	6
13754	Environmental Eng 4	6
13768	Environmntl Hlth Spec 1	15
13769	Environmntl Hlth Spec 2	18
13770	Environmntl Hlth Spec 3	45
13851	Executive 1	23
13852	Executive 2	33
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
18011	Hlth Facil Surveyor 1	7
18012	Hlth Facil Surveyor 2	27
18013	Hlth Facil Surveyor 3	8
18150	Health Fac Surv Nurse	44
19692	Human Resources Rep	1
19693	Human Resources Spec	5
21160	Information Serv Intern	10

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>
21161	Inf Srvcs Specialist I	14
21162	Inf Srvcs Specialist II	11
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	15
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
25542	Mgmt Operations Anal 2	2
25583	Management Systems Spec	3
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	16
27133	Meth & Proc Adv III	7
27151	Microbiologist 1	2
27152	Microbiologist 2	3
29820	Nutritionist	1
30317	Oral Health Consultant	4
30860	Paralegal Assistant	1
32910	Pldg Consultant	1
34725	Project Designer	3
35700	Pub Admin Intern	15
36430	Public Health Educator	9
36434	P H Educator Assoc	3
36611	P H Program Spec 1	12
36612	P H Program Spec 2	10
36613	P H Program Spec 3	16
38132	Registered Nurse 2	1
38232	Research Scientist 2	1
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	1
42742	Stat Research Spec 2	2
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2
47941	Vision/Hearing Cons I	1
47942	Vision/Hearing Cons II	3
47943	Vision/Hearing Cons III	1



State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
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	6

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	2
14031	Executive Secretary 1	3
14032	Executive Secretary 2	6
14033	Executive Secretary 3	3
19690	Human Resources Asst	1
19691	Human Resources Assoc	3
27135	Meth & Proc Car Assoc 1	8
27136	Meth & Proc Car Assoc 2	2
29993	Office Administrator 3	25
29994	Office Administrator 4	2
29995	Office Administrator 5	2
30025	Office Coordinator	35
30080	Office Specialist	5
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	1

**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	27
30015	Office Associate	84
30020	Office Clerk	9
44411	Switchboard Operator 1	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	4

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43052	Storekeeper II	2
43053	Storekeeper III	3
43060	Stores Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Racing Board

**Executive Director:** Marc Laino

**EEO/AA Officer:** Jacqueline Clisham

**Agency Workforce:** 50

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 4 African Americans and 3 Females. During this quarter there was 1 opportunity that did not address the minority goal. For females there was 1 opportunity which did not address the female goal. This agency is underutilized by 6 persons with disabilities.

#### **SECOND THROUGH FOURTH QUARTERS (10/1/09 THROUGH 6/30/10)**

As of 10/1/09 agency underutilization was 4 African Americans and 5 Females. During these quarters there were no opportunities to address the minority and female goals. This agency is underutilized by 6 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY10 was 4 African Americans and 3 Females. During this quarter there was 1 opportunity that did not address the minority goal. For females there was 1 opportunity which did not this goal. This agency is underutilized by 6 persons with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: RACING BOARD (50-68)

Report Date: End of fourth quarter FY10

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		2												
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	1	0	1	0	0	1	0	2	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	1					1														
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 4      Total underutilization for Hispanics: 0      Total underutilization for Females: 3

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  
Racing Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34201	Private Secretary 1	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 1,886

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 6 African Americans, 20 Hispanics, 4 Females 5 Asians and 1 Native American. During this quarter there were 5 opportunities and 1 or 20% (1 African American) addressed minority goals. For females, there were no opportunities to address this goal. This agency is underutilized by 47 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 56 African Americans, 20 Hispanics, 4 Females, 5 Asians and 1 Native american. During this quarter there were 13 opportunities which did not address minority goals. For females, there were no opportunities to address these goals. This agency is underutilized by 47 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 5 African Americans, 20 Hispanics, 4 Females, 5 Asians and 1 Native American. During this quarter there were no opportunities to address minority goals. For females, there were no opportunities to address these goals. This agency is underutilized by 47 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 5 African Americans, 20 Hispanics, 4 Females, 5 Asians and 1 Native American. During this quarter there were 5 opportunities and 1 or 20% (1 Hispanic) addressed minority goals. For females there were no opportunities to address this goal. This agency is underutilized by 46 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 6 African Americans, 20 Hispanics, 4 Females, 5 Asians and 1 Native American. During the year, there were 23 opportunities and 2 or 9% (1 African American and 1 Hispanic) addressed the minority goals. For females, there were no opportunities. This agency is underutilized by 46 people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet the Department of Human Rights' standard of 20% for minority goals. Nine percent of the agency's hiring/promotion opportunities addressed minority goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

\*There were no opportunities to address the female goals.



## Underutilization Summary by Region

Name of Agency: REVENUE (25)

Report Date: End of fourth quarter FY10

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			15			1				1						
2						1		1												
3																				
4																				
5																				
6																				
7	1			2		1	4				2									
8																				
9																				
10																				
11																				
Total	1	0	0	4	0	2	19	1	0	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													1					2		
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0

Total underutilization for African Americans: 5      Total underutilization for Hispanics: 19      Total underutilization for Females: 4

Total underutilization for Asians: 5      Total underutilization for Native Americans: 1      **Total Underutilization: 34**

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>
37015	Public Service Adm	275
40070	Senior Public Serv Admin	119

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	12
00133	Accountant Advanced	6
00135	Accountant Supervisor	6
00501	Admin Assistant 1	45
00502	Administrative Asst 2	28
01251	Appraisal Specialist 1	2
01253	Appraisal Specialist 3	2
01255	Appraisal Specialist Trn	1
13851	Executive 1	12
13852	Executive 2	13
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	15
19693	Human Resources Spec	13
21160	Information Serv Intern	9
21161	Inf Srvcs Specialist I	31
21162	Inf Srvcs Specialist II	23
21165	Inf Systems Analyst I	34
21166	Inf Systems Analyst II	51
21167	Inf Systems Analyst III	13
21721	Internal Auditor 1	1
21726	Internal Auditor Trn	1
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	73
30860	Paralegal Assistant	1
35700	Pub Admin Intern	5
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	57
38371	Rev Auditor 1	72
38372	Rev Auditor 2	72
38373	Rev Auditor 3	74
38375	Revenue Auditor Trainee	59
38401	Rev Collection Ofr 1	10
38402	Rev Collection Ofr 2	11

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>
38403	Rev Collection Ofr 3	11
38405	Rev Collection Ofr Trn	9
38425	Rev Computer Audit Spec	8
38557	Rev Sr Special Agent	7
38558	Rev Special Agent	6
38565	Rev Special Agent Trn	6
38572	Rev Tax Spec II	39
38573	Rev Tax Spec III	25
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	4
45256	Tech Advsr Advcd Prg Sp	38
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	12
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	8
11436	Data Processing Supvr 2	3
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	7
12749	Drafting Worker	1
23568	Licensing Asst	3
23751	Liq Cont Sp Agent I	19
23752	Liq Cont Sp Agent II	6
38571	Rev Tax Spec I	37
45313	Telecom Systems Tech 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	7
17683	Guard 3	1
17685	Guard Supervisor	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	23
14032	Executive Secretary 2	3
14033	Executive Secretary 3	6

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>
19691	Human Resources Assoc	5
24520	Lottery Telemarketng Rep	4
29993	Office Administrator 3	3
29994	Office Administrator 4	18
29995	Office Administrator 5	4
30025	Office Coordinator	27
30080	Office Specialist	6
34201	Private Secretary 1	2
34202	Private Secretary 2	2
38575	Rev Tax Spec Tr	20
43190	Student Intern	4
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	7
08050	Clerical Trainee	3
11420	Data Processing Asst	2
27182	Microfilm Operator II	2
30010	Office Assistant	40
30015	Office Associate	51
30020	Office Clerk	19
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>
06650	Carpenter	1
13200	Electrician	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1
24402	Lottery Commod Dist II	1
43051	Storekeeper I	5
43052	Storekeeper II	2
43060	Stores Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** State Police

**Acting Director:** Jonathan E. Monken

**EEO/AA Officer:** Suzanne L. Y. Bond

**Agency Workforce:** 3,300

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 74 African Americans, 28 Hispanics, 63 Females, 17 Asians and 4 Native Americans. During this quarter there were no opportunities to address minority goals. For females, there were 4 opportunities and 4 or 100% addressed the goal. This agency is underutilized by 254 people with disabilities.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 74 African Americans, 28 Hispanics, 59 Females, 17 Asians, and 4 Native Americans. During this quarter there were 2 opportunities, and 2 or 100% (1 African American and 1 Hispanic) addressed the goals. For females, there were 2 opportunities and 2 or 100% addressed the goal. This agency is underutilized by 241 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 73 African Americans, 27 Hispanics, 57 Females, 17 Asians and 4 Native Americans. During this quarter there were 9 opportunities to address minority goals and, 2 or 22% ( 1 African American and 1 Hispanic) addressed the goals. For females, there was 1 opportunity, this opportunity did not address the goal. This agency is underutilized by 241 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 72 African Americans, 26 Hispanics, 56 Females, 17 Asians and 4 Native Americans. During this quarter there was 1 opportunity which did not address the minority goals. For females, there were no opportunities to address the goal. This agency is underutilized by 241 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 74 African Americans, 28 Hispanics, 63 Females, 17 Asians and 4 Native Americans. During the year, there were 12 opportunities and 4 or 33% (2 African Americans and 2 Hispanics) addressed minority goals. For females, there were 7 opportunities and 7 or 100% addressed these goals. This agency is underutilized by 241 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

## Underutilization Summary by Region

**Name of Agency:** STATE POLICE (21)

**Report Date:** End of fourth quarter FY10

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	3		9		6		2	2					1	1
2								1								2	1	2		
3													2			4		5		
4						1					2					3	1			
5											1		1				2	1		
6													2			3	2			
7	2	1				3	1		1	1		2	5	1		2		1		1
8								1			1					5		3		
9						1							3				3	8	1	1
10											1		1			3	3	4		
11								1				1	1			10	3	7	1	
Total	2	1	0	0	0	21	4	3	10	1	11	3	17	3	0	32	15	31	3	3

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								1	2		
2						1	1													
3																				
4																				
5																				
6																				
7	1					3												4		
8																				
9						1														
10																				
11																				
Total	1	0	0	0	0	5	2	0	1	0	0	0	0	0	0	0	1	6	0	0

Total underutilization for African Americans: **72**      Total underutilization for Hispanics: **26**      Total underutilization for Females: **57**

Total underutilization for Asians: **17**      Total underutilization for Native Americans: **4**      **Total Underutilization: 176**

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

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	152
40070	Senior Public Serv Admin	79

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	6
00133	Accountant Advanced	3
00135	Accountant Supervisor	6
00501	Admin Assistant 1	73
00502	Administrative Asst 2	40
08860	Communications Sys Spec	1
10161	Crim Intelligence Anal 1	18
10162	Crim Intelligence Anal 2	23
10165	Crim Intellig Analy Spec	8
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	43
13852	Executive 2	42
15891	Forensic Scientist 1	52
15892	Forensic Scientist 2	46
15893	Forensic Scientist 3	68
15897	Forensic Scientist Tr	26
15911	Forensic Science Admin 1	18
15912	Forensic Science Admin 2	42
17271	Geographic Info Sepc 1	3
17272	Geographic Info Spec 2	2
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19693	Human Resources Spec	1
21160	Information Serv Intern	3
21161	Inf Srvcs Specialist I	19
21162	Inf Srvcs Specialist II	29
21165	Inf Systems Analyst I	29
21166	Inf Systems Analyst II	36
21167	Inf Systems Analyst III	3
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	2
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	2
33003	Polygraph Exam 3	9
35700	Pub Admin Intern	6



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>
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
41771	Staff Develop Spec I	1
41782	Staff Develop Tech II	1
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	14
00116	Account Technician II	14
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
15208	Fingerprint Tech Supv	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

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>
14031	Executive Secretary 1	21
14032	Executive Secretary 2	5
14033	Executive Secretary 3	5
27135	Meth & Proc Car Assoc 1	1
29993	Office Administrator 3	19
29994	Office Administrator 4	22
29995	Office Administrator 5	5
30025	Office Coordinator	59
30080	Office Specialist	22
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	26
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
21686	Intermittent Clerk	4
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	32
30015	Office Associate	45
30020	Office Clerk	7
34791	Prop & Supply Clerk I	3
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	1
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	6
05601	Building/Grounds Lead 1	4
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	9

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>
23080	Laborer (Maintenance)	1
25020	Maint Equip Operator	2
43051	Storekeeper I	7
43052	Storekeeper II	2
43053	Storekeeper III	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** State Police Merit Board

**Executive Director:** Robert P. Cooley

**EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 6

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 has 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. 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: STATE POLICE MERIT BOARD (50-33)

Report Date: End of fourth quarter FY10

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 Boardd

**Officals / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Admin	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19693	Human Resources Spec	2
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
43190	Student Intern	1
43200	Student Worker	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** State Retirement Systems

**Acting Executive Secretary:** Timothy B. Blair    **EEO/AA Officer:** Becky Tobias

**Agency Workforce:** 87

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 is at parity for all affirmative action groups.

## FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: STATE RETIREMENT SYSTEMS (50-74)

Report Date: End of fourth quarter FY10

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 Retirement Systems

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Admin	6

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	5
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
13851	Executive 1	3
13852	Executive 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	7
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	4
00116	Account Technician II	4
11430	Data Processing Spec	1
11440	Data Processing Tech	1
21562	Insurance Analyst II	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	4
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>
00112	Account Clerk II	1
30010	Office Assistant	6
30015	Office Associate	8

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>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Transportation

**Secretary:** Gary Hannig

**EEO/AA Officer:** Elbert Simon

**Agency Workforce:** 5,340

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 98 African Americans, 76 Hispanics, 1,012 Females and 33 Asians. During this quarter there were 12 opportunities and 4 or 33% (1 African American and 3 Hispanics) addressed minority goals. For Females, there were 55 opportunities and 22 or 40% addressed this goal. This agency is underutilized by 414 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 94 African Americans, 73 Hispanics, 992 Females and 33 Asians. During this quarter there were 37 opportunities and 16 or 43% (12 African Americans and 4 Hispanics) addressed minority goals. For Females, there were 11 opportunities and 5 or 45% addressed these goals. This agency is underutilized by 414 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 82 African Americans, 69 Hispanics, 987 Females and 33 Asians. During this quarter there were 25 opportunities and 7 or 28% (2 African Americans and 5 Hispanics) addressed minority goals. For Females, there were 21 opportunities and 14 or 48% addressed this goal. This agency is underutilized by 409 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 80 African Americans, 64 Hispanics, 973 Females and 33 Asians. During this quarter there were 14 opportunities and 8 or 57% (3 African Americans and 5 Hispanics) addressed minority goals. For females, there 29 opportunities and 14 or 48% addressed this goal. This agency is underutilized by 406 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 98 African Americans, 76 Hispanics, 1,012 Females and 33 Asians. During the year, there were 88 opportunities and 35 or 40% (17 African Americans and 18 Hispanics) addressed minority goals. For females, there were 106 opportunities and 53 or 50% addressed this goal. This agency is underutilized by 406 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

## Underutilization Summary by Region

**Name of Agency:** TRANSPORTATION (23)

**Report Date:** End of fourth quarter FY10

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	5		17					13					27							
2	1		9			3		13	1		3		17							
3			7					13					7							
4																				
5	1		9			4		10			4	1	19							
6			9	2				3	4			1	14	2						
7			3									2	43							
8																				
9			1					15				1	16							
10			4					13			1		10							
11								8					9							
Total	7	0	59	2	0	7	0	88	5	0	8	5	162	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												4	6	1			24	170	15	
2	1															7	8	50	1	
3																	4	49	1	
4																				
5	1															8	3	49	1	
6																8	1	41	3	
7		1														5	3	63	1	
8																				
9																22	3	81	1	
10																2	1	51		
11																2	2	45		
Total	2	1	0	0	0	0	0	0	0	0	0	4	6	1	0	54	49	599	23	0

Total underutilization for African Americans: **78**      Total underutilization for Hispanics: **59**      Total underutilization for Females: **914**

Total underutilization for Asians: **33**      Total underutilization for Native Americans: **0**      **Total Underutilization: 1,084**

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  
Transportation

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	20
00133	Accountant Advanced	12
00135	Accountant Supervisor	2
00501	Admin Assistant 1	12
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
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	3
21721	Internal Auditor 1	1
21726	Internal Auditor Trn	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	10
00116	Account Technician II	4
00951	Aircraft Dispatcher	1
00952	Aircraft Lead Dispatcher	1
00955	Aircraft Pilot 1	1
11440	Data Processing 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	2
47570	Vehicle Compliance Insp	7

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	96
14032	Executive Secretary 2	28
14033	Executive Secretary 3	21
19691	Human Resources Assoc	9
29993	Office Administrator 3	7

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>
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	61
30080	Office Specialist	7

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	4
08050	Clerical Trainee	1
08815	Comm Dispatcher	2
27181	Microfilm Operator I	1
29992	Office Administrator 2	1
30010	Office Assistant	27
30015	Office Associate	19
30020	Office Clerk	2
30075	Office Occupations Tr	56
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	1
38915	Saf Respon Analyst Supv	1
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>
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)	2
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	2
38205	Reproduc Serv Tech 3	1
40960	Sign Painter	1
41000	Sign Shop Foreman	1
42600	Stationary Engineer	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05320	Bridge Tender	3
11500	Deck Hand	2
14801	Ferry Operator I	2
14802	Ferry Operator II	2

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>
18639	Highway Maintainer	204
18659	Highway Maint Lead Wkr	248
23080	Laborer (Maintenance)	9
25500	Maintenance Worker	6
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	9
43051	Storekeeper I	19
43052	Storekeeper II	11
43053	Storekeeper III	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Veterans' Affairs

**Director:** Dan Grant

**EEO/AA Officer:** Jimmie Miller

**Agency Workforce:** 1,177

**Fiscal Year:** 2010

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

At the beginning of the year, agency underutilization was 7 African Americans, 5 Hispanics and 3 Females. During this quarter there were 4 opportunities and 4 or 100% (4 African Americans) addressed these goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 44 people with disabilities.

### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 3 African Americans, 5 Hispanics and 3 Females. During this quarter there were 2 opportunities to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 43 people with disabilities.

### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 3 African Americans, 5 Hispanics and 3 Females. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 43 people with disabilities.

### **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 3 African Americans, 5 Hispanics and 3 Females. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 43 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 7 African Americans, 5 Hispanics and 3 Females. During the year, there were 6 opportunities and 4 or 67% (4 African Americans) addressed minority goals. For females, there were no opportunities. This agency is underutilized by 43 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

\*During the fiscal year there were no opportunities to address female goals.

## Underutilization Summary by Region

**Name of Agency:** VETERANS' AFFAIRS (34)

**Report Date:** End of fourth quarter FY10

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							1					1								
9																				
10													2							
11						1														
<b>Total</b>	0	0	1	0	0	1	1	0	0	0	0	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																				
8		1															1			
9																				
10																				
11	2	1																		
<b>Total</b>	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0

Total underutilization for African Americans:      **3**                      Total underutilization for Hispanics:      **5**                      Total underutilization for Females:      **3**

Total underutilization for Asians:      **0**                      Total underutilization for Native Americans:      **0**                      **Total Underutilization:      11**

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	52
40070	Senior Public Serv Admin	18

**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	6
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	8
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	2
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	1
23430	Library Associate	3
32010	Pharmacy Services Coord	2
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	14
38132	Registered Nurse 2	29
38135	Regis Nurse-Adv Practice	1
38145	Rehabilitation Counselor	1
38199	Reimbursement Officer 1	6
38200	Reimbursement Officer 2	1
41311	Soc Serv Pro Planner I	4
41312	Soc Serv Pro Planner II	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>
41313	Soc Serv Pro Planner 3	1
41412	Social Worker 2	3
41413	Social Worker 3	1
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	5
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

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>
32193	Physical Ther Aide III	4
38156	Rehab Counselor Aide II	3
41281	Social Service Aide I	2
41282	Social Service Aide II	2
41285	Social Service Aide Tr	1
43200	Student Worker	4
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	2
30010	Office Assistant	14
30015	Office Associate	21
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
30800	Painter	2
32900	Plumber	1
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	2
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	6
09601	Cook I	4
09602	Cook II	5
23191	Laundry Manager I	1
25020	Maint Equip Operator	4

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>
25510	Maint Worker Power Plant	2
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	6
44225	Support Service Lead	4
44238	Support Service Wkr	18

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS

## AGENCY EEO/AA PROFILE

**Agency:** Workers' Compensation Commission

**Chairman:** Mitch Weisz

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 176

**Fiscal Year:** 2010

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
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 (7/1/09 THROUGH 9/30/09)**

Agency underutilization at the beginning of FY10 was 6 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goal. For females, there were no opportunities to address this goal. This agency is underutilized by 1 person with a disability.

#### **SECOND QUARTER (10/1/09 THROUGH 12/31/09)**

As of 10/1/09, agency underutilization was 6 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goal. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

#### **THIRD QUARTER (1/1/10 THROUGH 3/31/10)**

As of 1/1/10, agency underutilization was 6 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goal. For females, there were no opportunities to address this goal.



## **FOURTH QUARTER (4/1/10 THROUGH 6/30/10)**

As of 4/1/10, agency underutilization was 6 Females and 1 Asian. During this quarter there were no opportunities to address the minority goal. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is at parity for people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY10 was 6 Females and 1 Asian. During the year, there were 3 opportunities that did not address the minority goal. For females, there were 3 opportunities and 1 or 33% address this goal. This agency is at parity for people with disabilities.

## **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

## **RECOMMENDATIONS/COMMENTS**

Employees attended Violence in the Workplace training that was provided by the State Police.

\*There were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: WORKERS' COMPENSATION COMMISSION (50-37)

Report Date: End of fourth quarter FY10

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								5												
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	5	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									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: 5

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  
Workers Compensation Comm

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	16
40070	Senior Public Serv Admin	21

**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	13
00502	Administrative Asst 2	6
01401	Arbitrator	18
13851	Executive 1	3
13852	Executive 2	2
21161	Inf Svcs Specialist I	1
21162	Inf Svcs 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	3
42743	Stat Research Spec 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	6
49640	Worker Comp Ins Comp Inv	7

**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	7
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	2

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>
00111	Account Clerk I	1
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	2
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