

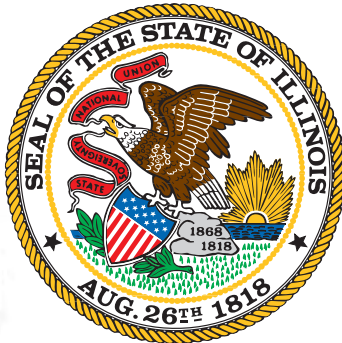


State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2012

## *HISPANIC Employment Plan*



Respectfully submitted to the Illinois General Assembly  
February 1, 2012, by Central Management Services

APPENDICES



## **Appendix 1**



**HIRING MONITOR****Section 1 (To be completed by designated agency personnel)**

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

1. Is the 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 2 (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 1** (To be completed by designated agency personnel)

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

1. Is the 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 2** (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)]





## **Appendix 2**



February 1, 2012

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

Enclosed please find a copy of the 2012 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.

I am a firm believer the benefits of 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 by placing emphasis on recruiting, hiring, training, retention and promotion of Hispanics.

Please share this Plan with your senior management staff including your HR Director, AA/EEO Officer and Recruitment Manager. This 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 the objectives outlined in the Hispanic Employment Plan and better serve the citizenry of our great state. If you have any questions or need additional information, please don't hesitate to contact Israel Salazar at 217/524-8773 or [Israel.Salazar@illinois.gov](mailto:Israel.Salazar@illinois.gov) or Cory Foster at 312/814-2364 email [Cory.Foster@illinois.gov](mailto:Cory.Foster@illinois.gov) .

Sincerely,

Malcolm E. Weems  
Acting 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Sara Han

Individual's Working Title: Human Resources Administrator

Individual's Phone Number: 217-785-3347

Individual's Mailing Address: One Natural Resources Way Suite 100, Springfield, IL 62702

Individual's Email Address: sara.han@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers  
  7   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, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

 38  Officials and Managers



92 Professionals  
8 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
12 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

150

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
None, however, the Agency plans to have a Hispanic-Bilingual paid Chicago staff to be Rutan certified to conduct interviews held in the Chicago office.

7. In how many Rutan interviews did Hispanic interviewers participate?  
N/A

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total: 14 Hispanics: 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 15 Number of Hispanics 1
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Yes, the Office of Human Resources serves as the liaison between the Hispanic Community and the staff.
- a) Is this person on the Executive Staff? Yes
12. 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. IDoA had two staff who attended the 2011 IAHSE conference held in Chicago. In addition to the CMS positing system, career fairs, 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.
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example: structured oral interview, written test, none)  
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.

- 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 12a. and 12c. 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.

13. 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 its AAP goals in FY11.

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

The number of Hispanic employees increased by 1 position in FY 11. The number of Spanish speaking bilingual employees has remained the same.

14. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
Please see 12.
- 

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department on Aging

ADDRESS: One Natural Resources Way, Suite #100, Springfield, IL 62702

TELEPHONE NUMBER: 217-785-3347

AGENCY DIRECTOR: John Holton, PhD

EEO OFFICER: Sara Han


This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.



Date

11/1/11

Director



Date

11/1/11

EEO Officer



# Illinois Department on Aging

John K. Holton, Ph.D., Director

One Natural Resources Way, Suite 100, Springfield, Illinois 62702-1271  
Phone: 217-785-3356, Fax: 217-785-4477, Web: [www.state.il.us/aging](http://www.state.il.us/aging)

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## MEMORANDUM:

TO: Cory L. Foster, Acting Division Manager  
Central Management Services  
Bureau of Personnel - Division of Statewide Services

FROM: Sara Han, Human Resources Administrator  
Illinois Department on Aging

*SH*

RE: State Hispanic Employment Survey 2012

DATE: November 1, 2011

Attached, please find the completed 2012 State Hispanic Employment Survey for the Department on Aging. If you have any questions or concerns, please direct them to me at 217-785-3347 or via email at [sara.han@illinois.gov](mailto:sara.han@illinois.gov). Thank you.

Cc: IDHR, Chief Legal Counsel  
John Holton, Ph.D.  
HR File

Respect for yesterday. Support for today. Hope for tomorrow.

The Illinois Department on Aging does not discriminate in admission to programs or treatment, or employment in programs or activities in compliance with appropriate State and Federal statutes. If you feel you have been discriminated against, call the Senior HelpLine at 1-800-252-8966; 1-828-206-1327 (TTY).

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

2011 OCT 27 A 11:42

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

**Agency:** IL Department 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

**2** Officials and Managers

**2** Professionals

**6** Technicians

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

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

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

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

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

2. As of June 30, 2011, 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

**1** Para-Professionals

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

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

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

**58** Officials and Managers  
**131** Professionals  
**153** Technicians  
**6** Protective Service Workers  
**22** Para-Professionals  
**26** Office and Clerical  
**17** Skilled Craft Workers  
**14** Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's: **427**

5. As of June 30, 2011, 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



- |             |    |                     |   |
|-------------|----|---------------------|---|
| Total Hired | 21 | Number of Hispanics | 0 |
|-------------|----|---------------------|---|

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 Affirmative Action plan is also disseminated to all management staff and available at the front desk for all staff to review.

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

The IL Department 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 at the Chicago High School for Agricultural Sciences. In August, 2009 IDOA hired a member of the Director's Staff in Cook County. 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

- 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 of June 30, 2011, the IL Department of Agriculture had no employees receiving bilingual pay. However, IDOA hired a paraprofessional Spanish-speaking employee (who is currently receiving bilingual pay) August 1 of 2011. This employee is in Cook Co.

- 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 IL Department of Agriculture 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 need was satisfied.

- e) 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.

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

Following review of the agency's AA Plan by DHR, IDOA was found to be in compliance. 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.

13. 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. There was recently a bilingual position filled in Region 1. With our agency laying off twenty-three(23) people as of November 1, 2011, IDOA does not have the adequate funding to fill the necessary bilingual positions. Recruitment efforts will be directed toward addressing underutilization as outlined in the Affirmative Action Plan.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details. No

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

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, 2009, 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

**NAME OF AGENCY:** Illinois Department of Agriculture


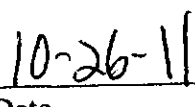
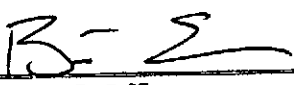
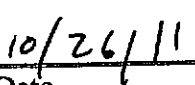
**ADDRESS:** 801 E. Sangamon Ave, Springfield, IL 62702

**TELEPHONE NUMBER:** 217-785-5099

**AGENCY DIRECTOR:** James Larkin

**EEO OFFICER:** Brent Eggleston

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 _____ Director	 _____ Date
 _____ EEO Officer	 _____ Date

Received by CMS on ~~2011 OCT 5~~ ~~A 9:48~~

## **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  
Email: [nancy.pedrucci@illinois.gov](mailto:nancy.pedrucci@illinois.gov)

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

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

1. As of June 30, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 5 \_\_\_ Officials and Managers

\_\_\_ 9 \_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

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

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

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

**16 Full-time and 2 Part-time employees**

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_\_ 1 \_\_\_\_\_
7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_ 1 \_\_\_\_\_
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 0 \_\_\_\_\_ Hispanics 0 \_\_\_\_\_
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 0 \_\_\_\_\_ Number of Hispanics 0 \_\_\_\_\_
10. 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 Hispanic, also the Personnel Manager and EEO Officer to comply with the mandates of the Hispanic Employment Plan. In addition, by receiving memo's from the Executive Director, the Dept. of Bureau of Personnel and the Division of Statewide Services including the Dept. of Human Rights.**

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

**No staff member is designated as a Hispanic Liaison however, our Deputy Director, Eliud Hernandez, Director of Administration, Romie Munoz and the Director of Visual Arts, Media Arts, & Multi-Disciplinary Programs, Encarnacion Teruel will assist constituents from the Hispanic Community.**

- a) Is this person on the Executive Staff? **Yes, two of them are.**

12. 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):

**Has posted a vacant position with Spanish Speaking option when available.**

**Encourage Hispanic Employees to attend the IAHSE conference.**



**Keeps in contact with Employment Security, CMS Diversity Enrichment Program, and the Dept. of Human Rights when vacancy occurs.**

**Has contacted Universities if and when we can hire Student Interns.**

**Has contacted CMS Examining and Testing for candidates when a position is vacant.**

**Reviewing EEO/AA Plan along with the EEO/AA quarterly reports.**

- 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 funding in the budget to fill a position with the bilingual option since our agency was not able to hire/replace our former employee who passed away and of Hispanic descent. If and when we are able to fill this vacancy, we will have an oral and written Spanish test for this position.**

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

**Same as 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:

**The agency has offered staff and scheduled outside training to enhance their technological skills. The IAC has encouraged employees to take advantage of the Upward Mobility Program. Emails and announcement are forwarded to staff if they are interested in attending any other training offered by the State.**

- 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 Dept. of CMS Personnel Transactions along with the paperwork required when a position has been filled. The Dept. of CMS Personnel**

**will not accept paperwork 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 Dept. of DHR and the Dept. of CMS indicate agencies to complete the mandatory Hiring and Promotional monitors when completing the paperwork to Dept. of CMS Personnel.**

13. 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 by submitting Quarterly reports to the Dept. of Human Rights Liaison Unit.**

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

**NO**

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

**The agency needs a headcount increase and an increase in our overall budget which has been drastically cut by 63% over the last three years. This drop has greatly affected the grants our agency provides to the Hispanic Arts community and for Hispanic Individuals that apply to 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Arts Council  
ADDRESS: 100 West Randolph #10-500, Chicago, IL 60601  
TELEPHONE NUMBER: 312-814-8250  
AGENCY DIRECTOR: Terry A. Scrogum  
EEO OFFICER: Ronie Munoz

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Terry A. Scrogum 9/30/11  
Director Date  
Ronie Munoz 9/30/11  
EEO Officer Date

2011 OCT 18 A 8: 16

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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Heather Humphrey

Individual's Working Title: Personnel Administrator

Individual's Phone Number: 217-782-7222

Individual's Mailing Address: 401 S. Spring St. 3<sup>rd</sup> Floor Stratton Office Building  
Springfield, IL 62706

Individual's Email Address: heather.humphrey@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

3 Officials and Managers

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

1 Para-Professionals

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

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

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

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

14 Officials and Managers

70 Professionals

1 Technicians

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

30 Para-Professionals

3 Office and Clerical

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

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

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's: 118

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic? 0
7. In how many Rutan interviews did Hispanic interviewers participate?  
N/A
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 8                                  Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
  
Total Hired      8                                  Number of Hispanics 2
10. 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 the underutilization status of the agency quarterly and during the hiring process. Management receives a copy of the Affirmative Action Plan and Quarterly Reports.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Gilbert Villegas
  - a) Is this person on the Executive Staff? Yes – Chief-of-Staff
12. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
  - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
CDB will continue to utilize various minority outreach programs, when appropriate, in order to reach eligible candidates.
  - b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
Due to CDB's minimal interaction with the general public, we have not experienced the need for Spanish speaking employees on staff. Should such a need arise, we will address it accordingly.

- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Currently, the agency does not have a need for bilingual/Spanish employees due to our minimal interaction with the general 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:  
CDB allocates funds 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.
- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
A Hiring/Promotion Monitor is completed by the Personnel Administrator when an applicable employment transaction occurs.
- f) Recommendations provided by DHR, CMS or the Auditor General:  
None
13. 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.  
Not Applicable
14. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
Within the parameters of the AFSCME contract and Personnel Code, CDB is committed to recruiting and hiring qualified Hispanic applicants for any vacancies that occur in our agency.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.



**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Capital Development Board

ADDRESS: 401 S. Spring St. 3<sup>rd</sup> Floor Stratton Office Building Springfield, IL 62706

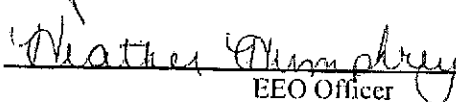
TELEPHONE NUMBER: 217-782-2864

AGENCY DIRECTOR: James Underwood

EEO OFFICER: Heather Humphrey

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director Date 10 17 11

  
\_\_\_\_\_  
EEO Officer Date 10/16/11

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

~~2011 NOV - 1 A 7:43~~

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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

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1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

8 Officials and Managers

9 Professionals

2 Technicians

0 Protective Service Workers

2 Para-Professionals

3 Office and Clerical

2 Skilled Craft Workers

3 Service-Maintenance

2. As of June 30, 2011, 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

3 Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within

each of the following EEOC categories:

491 Officials and Managers

619 Professionals

126 Technicians

7 Protective Service Workers

83 Para-Professionals

52 Office and Clerical

237 Skilled Craft Workers

151 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,386

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

4

7. In how many Rutan interviews did Hispanic interviewers participate?  
None

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 178 Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 104 Number of Hispanics 3

10. 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 the Shared Services Center, making them aware of the areas in which an underutilization exists. CMS' legal department is engaged with legal counsel from the Governor's Office and the Department of Human Rights to determine the permissible scope of expanded efforts to increase diversity.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

The Division of Statewide Services is responsible for the recruitment of minority candidates for State employment through targeted outreach events and applicant counseling. Using a collaborative team effort, Malcolm Weems, Acting Director, Israel Salazar, Bureau of Personnel (BOP); Cory Foster, Acting Division Manager; Barbara McDonald, a Diversity Enrichment Program staff member; and Mayra Magana, Examining and Counseling staff member, all work with the Hispanic Community. Additionally, CMS presently has posted an additional vacancy, a bilingual Spanish-Speaking HR Specialist in the Diversity Enrichment Program, that will also liaison with the Hispanic community.

a) Is this person on the Executive Staff? Yes (Israel Salazar)

12. 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 2011, they attended 19 different events trying to recruit Hispanic employees. Additionally, CMS has posted an additional vacancy, a bilingual Spanish-Speaking HR Specialist in the Diversity Enrichment Program, that will also liaison with the Hispanic community.

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 applicant's requisite 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: See 12a.

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. Additionally, employees are able to use the Illinois Statewide Training Clearinghouse to take courses that would enhance their skills making them better candidates for promotions and/or for their own self-development.

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

The EEO/AA Officer sends the quarterly Underutilization Summary by Region to the Division/Bureau Chiefs, as well as Shared Services to keep them informed of the areas in which underutilizations exist.

f) Recommendations provided by DHR, CMS or the Auditor General:  
None

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

- 
- 
13. 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 through 2011.

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. At the end of 2011 it was 8. The CMS population went from 1500 at the end of 2010, to 1386 at the end of 2011.

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14. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
CMS will continue recruiting Hispanics and other minorities, particularly in the underutilized categories. Additionally, CMS continues to evaluate vacancies as they occur for opportunities to increase diversity. As mentioned above, we are actively evaluating all legal means for expanding our efforts to decrease underutilization.
- 

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Central Management Services

ADDRESS: 401S. Spring St., Suite 715, Springfield, IL 62706

TELEPHONE NUMBER: (217) 782-2141

AGENCY DIRECTOR: Malcolm Weems (Acting)

EEO OFFICER: Fred V. Stewart, II

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

\_\_\_\_\_  
Director Date

\_\_\_\_\_  
EEO Officer Date



HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION

NAME OF AGENCY: Central Management Services

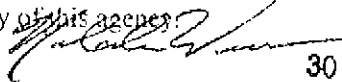
ADDRESS: 401 S. Spring St., Suite 715, Springfield, IL 62706

TELEPHONE NUMBER: (217) 782-2141

AGENCY DIRECTOR: Malcolm Weems (Acting)

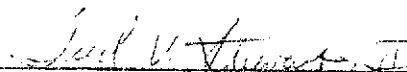
EEO OFFICER: Fred V. Stewart, II

This is to certify that the attached document represents the Hispanic Employment Plan  
Survey of this agency.

  
30

\_\_\_\_\_  
Director

Date 10.31.2011

  
\_\_\_\_\_  
EEO Officer

Date 10/31/2011

**State Hispanic Employment Plan Survey**

2011 NOV -1 P 3:19

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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Department of Children and Family Services

Name of Individual Completing Survey: Jose J. Lopez

Individual's Working Title: Chief of Latino Services

Individual's Phone Number: 312-808-5298

Individual's Mailing Address: 1911-21 South Indiana, Chicago, Illinois 60616

Individual's Email Address: jose.j.lopez@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

31 Officials and Managers  
144 Professionals  
4 Technicians  
0 Protective Service Workers  
9 Para-Professionals  
20 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

613 Officials and Managers

1866 Professionals

31 Technicians

0 Protective Service Workers

127 Para-Professionals

249 Office and Clerical

3 Skilled Craft Workers

11 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

2900

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

6 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. How many Rutan certified interviewers in your agency are Hispanic?

7. In how many Rutan interviews did Hispanic interviewers participate?

64

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 117

Hispanics 7

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 90

Number of Hispanics 8

10. 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 Affirmative Action (OAA) hosts monthly diversity meetings in Chicago and Springfield via video conferences. These meetings include the Deputy Director's of Personnel, Affirmative Action, Burgos Coordinator, Recruitment staff, representative from the Communications Office, a senior member of the Director's staff and the chief of the Offices of Latino Services, African-American and the Asian Advisory Council representative. The Diversity Committee looks at underutilization, recruitment, retention, and analyze strategies to ensure improvement with respect to our diversity. The Committee is looking to invite representatives from other Divisions this year.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Jose J. Lopez, Chief of Latino Services

- a) Is this person on the Executive Staff? No

12. 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 Office of Latino Services has been in contact with downstate Latino coalitions to help bolster Latino and bilingual employment in DCFS specifically in those traditionally underserved regions. The primary means of communication is through e-mails to cut costs on travel. Postings are sent out to Latino coalitions and presentations are provided once a year where recruitment is part of the DCFS presentation by Latino Services.

The EEO Officer has met with the Deputy Director of Human Resources on numerous occasions to strategize the promotion of diversity

specifically with respect to Latino and bilingual employees. The Office of Latino Services is in contact with CMS Diversity Enhancement staff continually to seek assistance in recruiting Hispanic/bilingual staff in key areas.

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

The Department of Children and Family Services require applicants to take a Spanish Bilingual Certification Test to all employees and interns in Spanish bilingual titles. All contracted agency staff who are assigned Spanish-speaking cases must also pass the test. The test is required to meet agency proficiency requirements (oral, written, reading, terminology, etc.).

DCFS employees currently in non-bilingual titles who bid or transfer to bilingual title position must be tested. Exception: if they have been tested before and have been certified by the Burgos Coordinator or the Chief of Latino Services for that level of employment (Professional or Clerical) in the past. A Spanish-speaking certification must be in their personal record. DCFS employees who are currently in non-bilingual titles who are asked to assist and handle Spanish cases and/or are temporarily assigned to a Spanish caseload must be tested and certified.

The Spanish bilingual certification test can only be given by the Burgos Coordinator or the Chief of the Office of Latino Services. The test is conducted in person. The test has two levels, professional and clerical. It will be determined based on the title being applied for. The exam tests the person's oral, written and reading skills.

Step 1: The applicant is given an "oral" test in both languages to determine their ability to interpret both from Spanish to English and English to Spanish. Questions will be asked about the applicant's background, education, job history, career goals and community involvement.

Step 2: The applicant is given a "written" test. The applicant is asked to translate a paragraph in writing from English to Spanish and then a different paragraph from Spanish to English. The person is allowed to take all the time they need to finish this part of the test. The time is documented in the result page.

Step 3: The applicant is asked to read what he or she wrote both in Spanish and English to review their "reading" ability.

Once the three steps are done, the tester can determine the person's familiarity with DCFS terminology. Upon passing the test, this will qualify them to receive Spanish bilingual pay.

- 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 Office of Latino Services and the Office of Selection and Recruitment are in communication in order to coordinate recruitment efforts throughout the Latino communities of Illinois. Employment materials have been developed in both Spanish and English for Hispanic/bilingual recruitment.

The 2010 Latino Census information is being used to target recruitment. The Office of Latino Services maintains a Latino events calendar for the entire state and continually updates this calendar. The Office of Latino Services shares this calendar with the Office of Employee Services which signals the possible targeting of Latino/Bilingual recruitment opportunities. A list is created of Spanish bilingual recruitment opportunities during the year. The Office of Employee Services indicates if they are free or there is a charge to participate. If the budget allows it will be determine if DCFS can participate in these events.

The Office of Latino Services works very closely with the Latino Consortium who is under contract by DCFS. One of their goal is to recruit Latino/bilingual students to enter the field of social work to be employable by child welfare agencies and DCFS in the future.

- 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 DCFS Latino Advisory Committee organizes the Latino Family Institute Training for DCFS employees as well as those from private agencies that have contracts with DCFS.

This training conference offers a series of workshops designed to promote better practices among frontline and management staff with respect to Latino issues in child welfare practices. Employees were sent to the Illinois Association of Hispanic State Employees and Illinois Association of Agencies and Community Organizations and Migrant Advocacy conferences in 2011.

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

Agency division deputies, managers, supervisors and OES staff receive a copy of the Quarterly underutilization report. All hiring monitors are reviewed by the Deputy Director/EEO Officer and only the hiring monitors that are in compliance are approved.

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

none

13. 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:

<u>4</u>	Official/Managers	(no new hires, four promotions)
<u>7</u>	Professionals	(seven new hires, no promotions)
<u>0</u>	Technicians	
<u>0</u>	Protective Service	
<u>1</u>	Para-professionals	(one promotion, no new hires)
<u>1</u>	Office – Clerical	(one new hire, no promotions)
<u>0</u>	Skilled Craft	
<u>0</u>	Service Maintenance	

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

There was an increase

<u>0</u>	Official/Managers	
<u>5</u>	Professionals	(five new hires, no promotions)
<u>0</u>	Technicians	
<u>0</u>	Protective Service	
<u>0</u>	Para-professionals	
<u>0</u>	Office – Clerical	
<u>0</u>	Skilled Craft	
<u>0</u>	Service Maintenance	

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

The Department will be updating the data collection system to identify the number of Latino families and children who require Spanish bilingual assistance. The system is targeted to be in place in 2012. This will allow DCFS to enhance service to Spanish-speaking families. The Burgos Coordinator is assisting new employees during their first year of employment in an effort to increase the retention of Spanish speaking staff.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.



**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Children and Family Services

ADDRESS: 1921 S Indiana, 3<sup>rd</sup> Floor, Chgo IL 60616

TELEPHONE NUMBER: 312-328-2347

AGENCY DIRECTOR: Acting Director D. Jean Ortega Piron

EEO OFFICER: Deputy Director Debra Dyer

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

D. Jean Ortega Piron Date 11.1.11  
Director

Debra Dyer Date 11.1.11  
EEO Officer

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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) 782-7373

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

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

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

4

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
0
7. In how many Rutan interviews did Hispanic interviewers participate?  
N/A
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 1 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 1 Number of Hispanics 0
10. 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
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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:

One employee retired in FY 10. The Assistant Executive Director ensured that the CSC used a Hiring Monitor Form when the CSC hired its first new employee since 2005. The hiring of the new employee occurred FY 2011. See attachment.

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

None.

13. 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.

None

14. 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 and be sure to complete the Certification form on the next page.

## 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.

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CERTIFICATION

NAME OF AGENCY: Civil Service Commission

ADDRESS: 400 W. Monroe Suite 306 Spfld, IL 62704

TELEPHONE NUMBER: 217 782-7373

AGENCY DIRECTOR: Daniel Stralka

EEO OFFICER: Andrew Barris

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Daniel Stralka Date 10/26/11  
Director

Andrew Barris Date 10/26/11  
EEO Officer

2011 OCT 25 A 11: 54

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

**State Hispanic Employment Plan Survey 2012**

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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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.

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_8\_\_\_ Officials and Managers

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

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

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

\_\_\_2\_\_\_ Para-Professionals

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

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

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

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_47\_\_ Officials and Managers

\_\_63\_\_ Professionals

\_\_1\_\_ Technicians

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

\_\_2\_\_ Para-Professionals

\_\_4\_\_ Office and Clerical

\_\_0\_\_ Skilled Craft Workers

\_\_1\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of 06/30/11 DCEO had 428.0 employees, including the Director and Assistant Director and 12 leaves of absence.

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

\_\_1\_\_ Officials and Managers

\_\_0\_\_ Professionals

\_\_0\_\_ Technicians

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

\_\_0\_\_ Para-Professionals

\_\_0\_\_ Office and Clerical

\_\_0\_\_ Skilled Craft Workers

\_\_0\_\_ Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

\_\_\_3\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?

The Department has never tracked Rutan interviewers on the basis of ethnicity, but to the best of our knowledge, there were no Hispanic Rutan interviewers during this period.

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total \_\_\_40\_\_\_

Hispanics \_\_\_0\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired \_\_\_ 30\_\_\_

Number of Hispanics \_\_\_2\_\_\_

10. 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 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 Deputy Director of Equal Opportunity Monitoring and Compliance 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 Deputy Director of Equal Opportunity Monitoring and Compliance to strategize our efforts to increase the number of highly qualified Latinas/Latinos at DCEO as well as meet the AA goals.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

The former Assistant Director to DCEO, Roxanne Nava, previously served in this capacity but was appointed to another state agency in May, 2011.

- a) Is this person on the Executive Staff? They were during this period

12. 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 managerial and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the Deputy Director of Human Resources and the Deputy Director of EOMC.

During this period, DCEO's Agency-wide EO Compliance/Education and Training Manager maintains contact with DCEO's Assistant Director Roxanne Nava who in turn maintained 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 Joseph Ashcraft, CMS Coordinator, for the State Hispanic Employment Plan; Carlos Charneco, EEO Manager at IDES and Past President of IAHSE; Susan Allen, Liaison, with IDHR; Barb McDonald 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 might be scheduled in areas that are predominately located in Latina/Latino communities.

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

- Denise Martinez, Director, Governor's Office (Illinois for Latinos Affair)
- The Honorable State Senator Antonio Moore and the Honorable State Representative Maria Antonia Berrios - Illinois Legislative Latino Caucus
- Martha Lopez, President, Illinois Association of Hispanic State Employees (IAHSE);
- Rosemary Bombela, Illinois State Director of the League of United Latin American Citizens (LULAC);

- Guadalupe Preston, Executive Director, Service, Employment & Redevelopment (SER) for the Spanish Community of Chicago
- 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 Office of Employment and Training that are located in Latina/Latino communities
- Sylvia Puente, Executive Director, Latino Policy Forum
- Maria Gregory (bilingual staff person) – IL Worknet Office, Jacksonville, IL
- Jaime Velasquez, Assistant Director, UIC Office of Career Services

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:

23rd Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 8 2010, Chicago, Illinois

2011 Springfield Collegiate Career Fair sponsored by the University of Illinois, Springfield College in Illinois/Benedictine University, Robert Morris University and Lincoln Land Community College, February 17, 2011, Springfield, Illinois

23rd Annual Illinois Association of Minorities in Government (IAMG) State of the State Training Conference, March 24 – 25, 2011, Springfield, Illinois

2011 Career and Employment Expo sponsored by MacMurray College, Illinois College, The Job Center, DHS – Division of Rehabilitation Services, LLCC, West Central Mass Transit District, Jacksonville Area Chamber of Commerce, Jacksonville Regional Economic Development Corporation, Jacksonville Journal-Courier and Radio Stations WLDS/WEAI, April 14, 2011, Jacksonville, Illinois

DCEO was invited and participated at a special event sponsored by the Illinois Department of Employment Security in partnership with the U.S. Department of Veterans Affairs (located at the Jesse Brown VA Medical Center) on May 26, 2011, Chicago

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 Latino Official/Manager in the DCEO Chicago Office of the Director/Office of Entrepreneurship, Innovation and Technology**

**One (1) highly qualified Latina Para-professional in the DCEO Chicago Office of the Director**

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

Assessment is determined via a portion of the structured interview that is conducted in Spanish. The candidate is asked questions in Spanish and responds 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:



Management identifies bilingual needs based on the position's requirement to provide Spanish-speaking assistance as requests to fill vacancies are initiated.

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 Recruitment resources such as:

The Governor's Office - Liaison for Latino Affairs  
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 (SER) 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 \_\_\_\_\_

13. 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:

2011 Hispanic employee summary:	2012 Hispanic employee summary:
7 – Official/Managers	8 – Official/Managers
8 – Professionals	8 – Professionals
1 – Para-Professional	2 – 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:
2 – 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 FY11 the Department experienced an increase in the number of highly qualified Latino/Latina's. Whereby one (1) highly qualified Latino Official/Manager in the DCEO Chicago Director's Office was hired. And one (1) highly qualified Latina Para-professional was also hired in the DCEO Chicago Director's Office. DCEO did not experience any change in the number of filled Spanish-speaking positions during this period.

14. 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 Latino/Latina staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latino/Latina employees are also requested to access our DCEO 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. Latino/Latina applicants with disabilities should contact the CMS/SD Program Coordinator or

the DHS/ Disability Recruitment Program Coordinator. And Latino/Latina veterans should contact the CMS/Veteran's Outreach Program Coordinator.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: DCEO

ADDRESS: 500 E. Monroe Street, Springfield, Illinois 62701

TELEPHONE NUMBER: 217/524-2997

AGENCY DIRECTOR: Director Warren Ribley

EEO MANAGER: Victoria D. Benn

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Warren Ribley Date 10/25/11  
Director

Victoria D. Benn Date 10-25-2011  
EEO Manager

2011 OCT 11 P 12: 29  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

  1   Officials and Managers

  4   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, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  2   Professionals

  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, 2011, provide the number of funded positions within each of the following EEOC categories:

50 Officials and Managers

184 Professionals

4 Technicians

8 Protective Service Workers

12 Para-Professionals

3 Office and Clerical

2 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

263

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

1 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
1

7. In how many Rutan interviews did Hispanic interviewers participate?  
0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 10 Hispanics 2

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 5 Number of Hispanics 0

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No

a) Is this person on the Executive Staff? \_\_\_\_\_

12. 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)

Our plan is to conduct part of the interview in Spanish, though we have not had an opportunity to do so to date.

- 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 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.



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

Yes; the Illinois Commerce Commission lost 2 Hispanic Professionals during the past year.

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

Due to budget constraints, we are not sure we will be doing much hiring this year.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Commerce Commission


ADDRESS: 527 E. Capitol Ave., Springfield, IL 62701

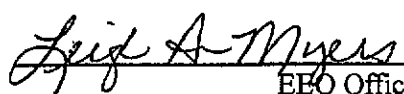
TELEPHONE NUMBER: (217) 785-1407

AGENCY DIRECTOR: Tim Anderson

EEO OFFICER: Leigh Ann Myers

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10-11-11  
Director

 Date 10/11/11  
EEO Officer

Received 2011 OCT 27 A 11: 32

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Mary Ann Pollard

Individual's Working Title: Deputy Director Human Resources, Public Safety Shared Services

Individual's Phone Number: 217-557-6010, extension 4177

Individual's Mailing Address: 1301 Concordia Court, P.O. Box 19293, Springfield, IL 62794-9293

Individual's Email Address: Mary.Pollard@doc.illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

8 Officials and Managers  
34 Professionals  
10 Technicians  
198 Protective Service Workers  
2 Para-Professionals  
8 Office and Clerical  
5 Skilled Craft Workers  
14 Service-Maintenance

2. As of June 30, 2011, 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  
24 Professionals  
0 Technicians  
9 Protective Service Workers  
1 Para-Professionals  
2 Office and Clerical  
0 Skilled Craft Workers  
1 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

376 Officials and Managers

1,460 Professionals

421 Technicians

8,105 Protective Service Workers

203 Para-Professionals

268 Office and Clerical

334 Skilled Craft Workers

720 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,887

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5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

2 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

5

7. In how many Rutan interviews did Hispanic interviewers participate?

20

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total: 557 (total separations/discharges) Hispanics: 12 (total separations/discharges)

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired: 911

Number of Hispanics: 27

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

For the time being it is Director Salvador Godinez. We are currently seeking a candidate for this position.

- a) Is this person on the Executive Staff? Yes

12. 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:

The Department of Central Management Services recruits of bilingual/Spanish employees through its Diversity Enrichment Program.

- 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:

This agency will continue to hire and promote Hispanics to reach parity in the underutilized categories.

13. 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:

Based on our underutilization numbers, a focus was made during the hiring of correctional cadets to target Hispanic candidates.

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

The underutilization of Hispanics reduced by 7 from the prior year by targeted hiring.

14. 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.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Corrections

ADDRESS: 1301 Concordia Court, Springfield, Illinois 62794

TELEPHONE NUMBER: 217-558-2200

AGENCY DIRECTOR: S.A. Godinez

EEO OFFICER: Vickie Fair

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director

Date 10-24-11

  
\_\_\_\_\_  
EEO Officer

Date 10-24-2011



Received by CMS on 2011 OCT - 1 P 12:18

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

17 Officials and Managers

42 Professionals

1 Technicians

         Protective Service Workers

2 Para-Professionals

1 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

63

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
1
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 2 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 4 Number of Hispanics 0
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Does not apply
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 customer.

- 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:

Same as above.

- 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

13. 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 the IL Association of Hispanic State Employees our job posting candidates from DHS/Local Office (Public Aid) and other agencies have bidden on our posting.

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

On July 1, 2011 Hispanic Female had bidden on our Executive I position and was selected which was a promotion for her from DHS/Local Office

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

As previously stated we do not utilize the Spanish speaking due to that our agency does not work with the public. IL Association of Hispanic State

Employees Association continue to post state wide vacancies and provide this information via email blast.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

### HISPANIC EMPLOYMENT PLAN SURVEY CERTIFICATION

NAME OF AGENCY: IL Criminal Justice Information Authority

ADDRESS: 300 W. Adams St – Suite 200 – Chicago, IL 60606

TELEPHONE NUMBER: (312) 793-8550

AGENCY DIRECTOR: Jack Cutrone

EEO OFFICER: Edith Feliciano

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Jack Cutrone Date 10/6/11  
Director

Edith Feliciano Date 10-12-11  
EEO Officer

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• • •

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

2011 OCT -7 P 12:19

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

4 Officials and Managers

3 Professionals

       Technicians

       Protective Service Workers

1 Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

8

5. As of June 30, 2011, 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 as each EEO job category contained less than five (5) employees.**

6. How many Rutan certified interviewers in your agency are Hispanic?

0 \*Agency's headcount is 7 with 3 Rutan certified interviews.

7. In how many Rutan interviews did Hispanic interviewers participate?

Due to agency's limited headcount, agency has no Hispanic interviewers.

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 0 Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 1 Number of Hispanics 0

10. 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. IDHHC posts all vacancies with the National Hispanic Council of the Deaf and Hard of Hearing.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

No.

- a) Is this person on the Executive Staff? N/A

12. 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.

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

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

- 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 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 Council 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 Officer 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 promotions.

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

None.

13. 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:

IDHHC posted and filled only one position during FY11. The position was  
posted on the National Hispanic Council of the Deaf and Hard of Hearing.  
IDHHC did not receive any Hispanic or Spanish speaking applications for the  
position.

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

None.

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

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

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

\* 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 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 National Hispanic Council of the Deaf and Hard of Hearing.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Deaf and Hard of Hearing Commission


ADDRESS: 1630 S. Sixth Street, Springfield, IL 62703

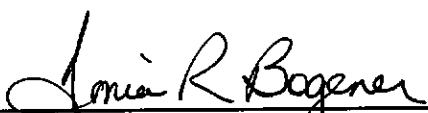
TELEPHONE NUMBER: 217-557-4495

AGENCY DIRECTOR: John Miller

EEO OFFICER: Tonia R. Bogener

This is to certify that the attached document represents the African American  
Employment Plan Survey of this agency.

 Date October 4, 2011  
Director

 Date October 4, 2011  
EEO Officer

2011 OCT 27 A 10:49  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, 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, 2011, 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



- |          |                            |
|----------|----------------------------|
| <u>5</u> | Officials and Managers     |
| <u>2</u> | Professionals              |
| <u>0</u> | Technicians                |
| <u>0</u> | Protective Service Workers |
| <u>2</u> | Para-Professionals         |
| <u>0</u> | Office and Clerical        |
| <u>0</u> | Skilled Craft Workers      |
| <u>0</u> | Service-Maintenance        |

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- 9

- 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. How many Rutan certified interviewers in your agency are Hispanic?  
0
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 0 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 0 Number of Hispanics 0
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 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.

13. 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.

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

No

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Council on Developmental Disabilities

ADDRESS: 830 South Spring Street, Springfield, IL 62704

TELEPHONE NUMBER: (217) 782-9696

AGENCY DIRECTOR: Sheila T. Romano

EEO OFFICER: Janinna Hendricks

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Sheila T. Romano Date 10-19-11  
Director

Janinna Hendricks Date 10/27/11  
EEO Officer

Received by CMS on 2011 OCT 31 A 8: 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:** Monday, October 31, 2011

**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  
Email: nancy.pcdrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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 62704

Individual's Email Address: miguel.calderon@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within

each of the following EEOC categories:

\_\_\_\_1\_\_\_\_ 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 41 \_\_\_ Officials and Managers  
\_\_\_ 133 \_\_\_ Professionals  
\_\_\_ 12 \_\_\_ Technicians  
\_\_\_ 0 \_\_\_ Protective Service Workers  
\_\_\_ 12 \_\_\_ Para-Professionals  
\_\_\_ 8 \_\_\_ Office and Clerical  
\_\_\_ 2 \_\_\_ Skilled Craft Workers  
\_\_\_ 0 \_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 208 \_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

\_\_\_ 1 \_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_1\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_22\_\_ Hispanics \_\_0\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_13\_\_ Number of Hispanics \_\_0\_\_

10. 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.*

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
\_\_\_\_Miguel Calderon\_\_\_\_

a) Is this person on the Executive Staff? \_\_\_\_\_ Yes \_\_\_\_\_

12. 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 vacancy notifications via email to Illinois Association of Hispanic State Employees and other organizations that assist in job placement for minorities.*

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:

*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.*

- 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.*

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

N/A

13. 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.

N/A

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: IEMA


ADDRESS: 1035 Outer Park Drive Springfield Il 62704


TELEPHONE NUMBER: 217-782-3184

AGENCY DIRECTOR: Jonathon E. Monken

EEO OFFICER: Miguel Calderon

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director  
Date 10/28/11

  
\_\_\_\_\_  
EEO Officer  
Date 10/28/11

Received by CMS on  
2011 OCT 31 P 12:44

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Executive Ethics Commission

Name of Individual Completing Survey: Nicole Krneta Rogers

Individual's Working Title: Senior Policy Advisor

Individual's Phone Number: (217) 558 -3851

Individual's Mailing Address: 401 South Spring Street, 510 William Stratton Building,  
Springfield, Illinois 62706

Individual's Email Address: nicole.krnetarogers@illinois.gov

1. As of June 30, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

7 Officials and Managers

58 Professionals

0 Technicians

0 Protective Service Workers

3 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

74

5. As of June 30, 2011, 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



- 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 Executive Ethics Commission has recently appointed an EEO Officer to explore Spanish-speaking employment strategies.

- 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 Executive Ethics Commission has recently appointed an EEO Officer to explore promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance the agency's ability to meet the need of its Spanish-speaking public and employees.

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

The Executive Ethics has recently appointed an EEO Officer with the specific charge to ensure that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements.

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

The Executive Ethics Commission has not received recommendations from the Department of Human Rights, Central Management Services or the Auditor General.

13. 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 Executive Ethics Commission remains in parity for employment of Hispanic persons employed by the Executive Ethics Commission.

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

The Executive Ethics Commission experienced an increase of one.

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



The Executive Ethics Commission will continue to strive for diversity in its workforce.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Executive Ethics Commission

ADDRESS: 513 Stratton Building, Springfield, Illinois 62706

TELEPHONE NUMBER: (217) 558 - 3851

AGENCY DIRECTOR: Chad Fornoff

EEO OFFICER: Nicole Krneta Rogers

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.



Date

10/31/11

Director



Date

10/31/11

EEO Officer

Received by CMS on 2011 OCT 31 P 3:42

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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.arneco@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

23 Officials and Managers

196 Professionals (including 42 intermittent employees)

2 Technicians

0 Protective Service Workers

14 Para-Professionals (including 9 student workers)

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

8 Officials and Managers

118 Professionals (including 32 intermittent employees)

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, 2011, provide the number of funded positions within each of the following EEOC categories:

23 Officials and Managers

196 Professionals (including 42 intermittents)

2 Technicians

0 Protective Service Workers

14 Para-Professionals (including 9 student workers)

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,892

5. As of June 30, 2011, 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

0 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
16
7. In how many Rutan interviews did Hispanic interviewers participate?  
8
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
 Total 204 (Including 90 int.)                      Hispanics 17 (Including 11 int)
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
 Total Hired 199 (Including 71 int)              Number of Hispanics 41 (Including 6 int)
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
The Community Relations manager is a bilingual Spanish speaking staff charged with working with all groups including the Hispanic Community. The EEO Officer, Carlos Charneco, works with all groups including the Hispanic community and is fluent in Spanish.
  - a) Is this person on the Executive Staff? The EO Officer is part of the Executive Staff.
12. 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, Depaul University 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) and to DES offices serving significant Hispanic Job Seekers. 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. Alerts CMS testing sites of DES job openings. Will post job openings on Illinois Skills Match to recruit bilingual Spanish speakers.

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

Human Resources has a bilingual staff who assess the linguistic proficiency skills of applicants through a structured oral interview.

- b) 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 A manual on job bidding is posted on the internal website. Employees are granted time to attend the Illinois Association of Hispanic State Employee Educational CONFERENCE.

- 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:

None

13. 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, 2010 DES had 156 Bilingual Spanish Speaking employees.  
At the end of June 30, 2011 DES had 159 Bilingual Spanish Speaking employees.  
At the end of June 30, 2010 DES had 230 Hispanic State employees.  
At the end of June 30, 2011 DES had 236 Hispanic State employees.

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

There was an increase of 3 bilingual Spanish speaking employees.  
There was an increase of 6 Hispanic State Employees.

14. 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 and be sure to complete the Certification form on the next page.

## CERTIFICATION

NAME OF AGENCY: Department of Employment Security


ADDRESS: 33 S. State St. Chicago IL 60603

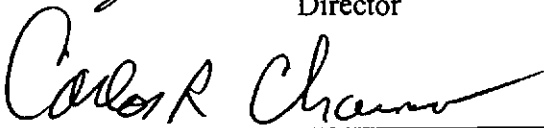
TELEPHONE NUMBER: 312 793-4714

AGENCY DIRECTOR: Jay Rowell

EEO OFFICER: Carlos R. Charneco

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director Date 10/31/11

  
\_\_\_\_\_  
EEO Officer Date 10/28/11



Received by CMS on 2011 OCT 18 A 8:12

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois Environmental Protection

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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

2 Officials and Managers

9 Professionals

2 Technicians

       Protective Service Workers

       Para-Professionals

2 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

124 Officials and Managers

632 Professionals

57 Technicians

         Protective Service Workers

52 Para-Professionals

72 Office and Clerical

         Skilled Craft Workers

3 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

890

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

         Officials and Managers

3 Professionals

         Technicians

         Protective Service Workers

         Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
2
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 36 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 11 Number of Hispanics 1
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 11, including activities related to the recruitment of Hispanic employees.
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example: structured oral interview, written test, none)

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: 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.

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

13. 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:

Official/Manager: 2 Professional: 9 Technician: 2 Office/Clerical: 2

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

Increase of one in the number of Professionals.

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14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Environmental Protection Agency

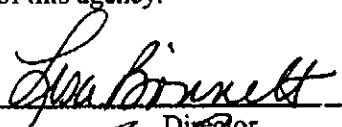
ADDRESS: 1021 North Grand Avenue East Springfield, IL 62702

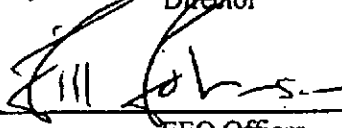
TELEPHONE NUMBER: 217/785-2911

AGENCY DIRECTOR: Lisa Bonnett, Interim Director

EEO OFFICER: Jill Johnson

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10/18/11  
Director

 Date 10/17/11  
EEO Officer

Received by CMS on 2011 OCT 31 P 1:52

## 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.

**DUE:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois 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: vivian.toliver@illinois.gov



1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

13 Officials and Managers  
18 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, 2011, 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  
5 Professionals  
1 Technicians  
0 Protective Service Workers  
1 Para-Professionals  
2 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

109 Officials and Managers  
264 Professionals  
9 Technicians  
0 Protective Service Workers  
52 Para-Professionals  
34 Office and Clerical  
0 Skilled Craft Workers  
4 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

472 for IDFPR only. This total does not include the Shared Services (SS) staff, even though SS is appropriated, budgeted and included in the OMB head count report as part of IDFPR.

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

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

- 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:

IDFPR provides bilingual/Spanish brochures, pamphlets, and forms in Spanish. In addition, IDFPR 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:

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

IDFPR has encouraged all Hispanic employees to attend the 24<sup>th</sup> Annual Illinois Hispanic State Employees Training Conference and Job Fair on October 7, 2011. Some of the highlights of the conference include exhibits for employment opportunities; professional development workshops; and the Latino Legislative Caucus Forum.

IDFPR's Consumer Hotline that handles inquiries regarding banks, home ownership 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. 10 above.

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

None

6. How many Rutan certified interviewers in your agency are Hispanic?

7

7. In how many Rutan interviews did Hispanic interviewers participate?

5

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 32

Hispanics 2

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 16

Number of Hispanics 1

10. 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 IDPR complies with all the Hiring and Promotion Monitor requirements.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

No

- a) Is this person on the Executive Staff? \_\_\_\_\_

12. 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):

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

13. 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:

IDFPR is monitored by the Illinois Department of Human Rights with the annual Affirmative Action Plan, Quarterly Reports; and Quarterly Reviews. The underutilization for Hispanics for FY11 was 11 Professionals.

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

During the fiscal period two (2) Hispanic employees were promoted; and one (1) Hispanic employees was hired.

14. 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.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Department of Financial and Professional Regulation

ADDRESS: James R. Thompson Center, 100 W. Randolph Street, Suite 9-300,  
Chicago, IL 60601

TELEPHONE NUMBER: (312) 814-1764

AGENCY DIRECTOR: Brent E. Adams

EEO OFFICER: Vivian Toliver

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Brent P. Adams Date 10-31-11  
Director

Vivian Toliver Date 10-31-11  
EEO Officer

Received by CMS on 2011 OCT 31 P 1: 52

**State African American Employment Plan  
Survey**

Per Senate Bill 3531/Public Act 096-1341, each state agency is required to report to CMS all of their activities in implementing the State African American 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois 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: vivian.toliver@illinois.gov

1. As of June 30, 2011, provide the number of African Americans employed within each of the following EEOC categories:

  9   Officials and Managers  
 50  Professionals  
  3  Technicians  
  0  Protective Service Workers  
  4  Para-Professionals  
  7  Office and Clerical  
  0  Skilled Craft Workers  
  1  Service-Maintenance

2. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

 109  Officials and Managers  
 264  Professionals  
  9  Technicians  
  0  Protective Service Workers  
  52  Para-Professionals  
  34  Office and Clerical  
  0  Skilled Craft Workers  
  4  Service-Maintenance

3. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

472 for IDFPR only. This total does not include the Shared Services (SS) staff, even though SS is appropriated, budgeted and included in the OMB head count report as part of IDFPR.



4. As of June 30, 2011, provide the underutilization for African Americans by category:

0 Officials and Managers

7 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

5. Does your agency provide budget allocations for African American Employment Programs? If yes, provide FY 10 budget allocation for these programs:

No, IDFPR does not specifically budget for African-American Employment Programs.

6. 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 African American Employment Plan?

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

7. List all agency activities undertaken in implementing the State African American Employment Plan:

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

IDFPR worked with the Illinois Housing Development Authority to sponsor "The Mortgage Relief Project" around the State in predominately African-American communities. 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

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

IDFPR provided an opportunity for all African-American employees to attend the Illinois Association of Minorities in Government Annual Conference held in Springfield, Illinois.

- c) 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. 6 above.

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

None

8. Provide results of your agency's studies and monitoring success concerning the number of African American persons employed by your agency in the EEOC categories:

Monitoring by the Department of Human Rights with the annual Affirmative Action Plan; Quarterly Reports; and Quarterly Review. IDFPR is underutilized by 2 African-American Official/Managers.

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

IDFPR is underutilized by one (1) African-American Official/Manager.

10. Please provide any suggestions/recommendations for increasing the number of African Americans employed by your agency.

IDFPR will continue to recruit African-American individuals.

Please attach additional sheets as necessary.

**AFRICAN AMERICAN EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Department of Financial and Professional Regulation

ADDRESS: James R. Thompson Center, 100 W. Randolph Street, Suite 9-300, Chicago,  
IL 60601

TELEPHONE NUMBER: (312) 814-1764

AGENCY DIRECTOR: Brent E. Adams

EEO OFFICER: Vivian Ann Toliver

This is to certify that the attached document represents the African American  
Employment Plan Survey of this agency.

Brent E. Adams Date 10-31-11  
Director

Vivian Ann Toliver Date 10-31-11  
EEO Officer

2011 OCT 12 A 8:46  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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:** Karen Newbold

**Individual's Working Title:** Equal Employment Opportunity Officer

**Individual's Phone Number:** 217/558-3019

**Individual's Mailing Address:** 801 S. 7<sup>th</sup> Street, Suite 400  
Springfield, Illinois 62703

Individual's Email Address: Karen.Newbold@igb.illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC 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

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_\_\_35\_\_\_\_ Officials and Managers

\_\_\_\_72\_\_\_\_ Professionals

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

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

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

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

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

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

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2011, IGB employed 116 employees.

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

\_\_\_\_1\_\_\_\_ 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_\_\_0\_\_\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_\_0\_\_\_\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_\_\_1\_\_\_\_\_ Hispanics \_\_\_\_\_0\_\_\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_\_\_42\_\_\_\_\_ Number of Hispanics \_\_\_\_\_2\_\_\_\_\_

10. 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 Gaming Board's employment activities are conducted by the A&R Shared Services Center. Both Shared Services and IGB staff receive updates on legislative, employment and EEO issues. All administrative staff in the hiring process is also trained in the Rutan procedures and uses it to conduct interviews.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Karen Newbold, EEO Officer, serves as a liaison to the Hispanic Community.

a) Is this person on the Executive Staff? Yes

12. 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):

IGB recently mailed letters to the members of Illinois Hispanic Caucus regarding IGB employment opportunities. We will continue our outreach efforts with various members of the legislature and community leaders to address Hispanic Underutilization.

- 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:

The Illinois Gaming Board does not have any positions that are designated as Spanish-speaking.

- 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 sponsors various career enhancement and self-development programs throughout the year at no cost to State employees. The Illinois Gaming Board encourages employees to attend these programs when offered.

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

The Illinois Gaming Board relies on the A & R Shared Services Center to follow all hiring requirements and established procedures. The Center provides our Board with hiring recommendations and our EEO Officer reviews and approves all Hiring and Promotional Monitors.

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

The Illinois Gaming Board has not received any recommendations pertaining to Senate Bill 2043/Public Act 94-0507 from DHR, CMS, or the Auditor General.

13. 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 Gaming Board is in the process of adding additional employees to deal with the new Video Gaming law. This will lead to employment opportunities and we will continue to encourage all qualified candidates to apply for open positions. We will continue to make outreach efforts to address the Board's underutilization of Hispanics in our workforce.

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

\_\_\_\_\_  
Not Applicable

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

The Illinois Gaming Board will continue to make efforts to encourage Hispanic and Spanish speaking employees to apply for IGB employment opportunities. We have a new EEO Officer who will participate in job fairs and other outreach opportunities to increase the number of Hispanic employees at IGB.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

# CERTIFICATION

NAME OF AGENCY: Illinois Gaming Board

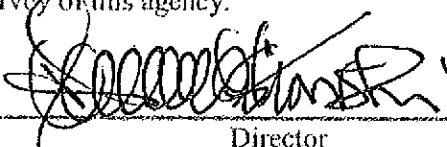
ADDRESS: 801 S. 7<sup>th</sup> Street, Suite 400 Springfield, Illinois 62703


TELEPHONE NUMBER: 217-558-3019

AGENCY DIRECTOR: Administrator Mark Ostrowski

EEO OFFICER: Karen Newbold

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10.4.11  
Director

 Date 10/4/11  
EEO Officer

2011 NOV -3 A 7:52  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois Guardianship & Advocacy Commission

Name of Individual Completing Survey: Tedd Ward, Jr.

Individual's Working Title: Human Resources Representative

Individual's Phone Number: 217-782-8422

Individual's Mailing Address: 521 Stratton Bldg., 401 S. Spring St., Springfield 62706

Individual's Email

Address: Tedd.Ward@Illinois.Gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

1 Officials and Managers

3 Professionals

\_\_\_\_\_ Technicians

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

1 Para-Professionals

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

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

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

2. As of June 30, 2011, 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

1 Para-Professionals

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

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

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

21 Officials and Managers

78 Professionals

       Technicians

       Protective Service Workers

2 Para-Professionals

4 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

105

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

       Officials and Managers

       Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenanc

6. How many Rutan certified interviewers in your agency are Hispanic?  
1
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 11 Hispanics 1
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 0 Number of Hispanics 0
10. 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 if there were 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
We are a small agency and therefore have limited staff. We do not have a designated Hispanic Liaison working with the Hispanic Community.
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Lack of funding prohibits us from setting aside line items for such employment strategies.
- b) 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: Lack of funding prohibits us from setting aside line items for such employment strategies.
- 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: 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.
- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements: We have a hiring packet, which now includes the Hiring and Promotional Monitors located on our GAC intranet. It is easily accessible to the Supervisors. Upon beginning the hiring process, managers 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 hiring process. Actual hire will not take place unless all appropriate documents are completed and signed off.
- f) Recommendations provided by DHR, CMS or the Auditor General: None Available

13. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: Due to the size of the agency and lack of funding, we do not have much hiring opportunity. Additionally, we are not underutilized in any category by Hispanics. Ultimately, we lack statistics by which to measure any results.

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

No

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Guardianship & Advocacy Commission


ADDRESS: 521 Stratton Office Bldg., 401 S. Spring St., Springfield, 62706

TELEPHONE NUMBER: 217-785-1540

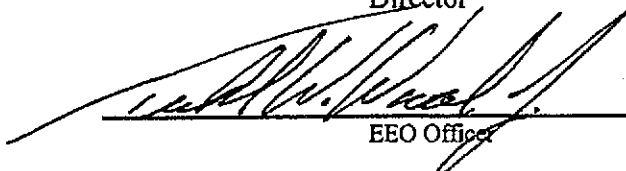
AGENCY DIRECTOR: Mary L. Milano

EEO OFFICER: Tedd W. Ward, Jr.

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director

Date 10-25-11

  
\_\_\_\_\_  
EEO Officer

Date 10-25-11



2011 OCT 18 P 12:01  
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:** Monday, October 31, 2011

**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:**

Lon Meltesen, 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

6 Officials and Managers

81 Professionals

2 Technicians

0 Protective Service Workers

27 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2011, 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

78 Professionals

0 Technicians

0 Protective Service Workers

23 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

423 Officials and Managers

1,298 Professionals

49 Technicians

0 Protective Service Workers

420 Para-Professionals

179 Office and Clerical

0 Skilled Craft Workers

2 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,251.

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
1

7. In how many Rutan interviews did Hispanic interviewers participate?  
81

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 193 Hispanics 11

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 97 Number of Hispanics 11

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Peter Vina

a) Is this person on the Executive Staff? Yes

12. 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) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
Please See 12 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:

In FY '11, HFS' Training Center trained 2,681 employees in 277 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) 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 #10

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

See #10

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

None Received

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13. 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:

FY '10 Hispanic Employees		FY '11 Hispanic Employees (Difference)	
Officials/Administrators	7	6	-1
Professionals	78	81	+3
Technicians	1	2	+1
Para/Prof	30	27	-3
Office/Clerical	3	3	

FY '10 Spanish Speaking bilingual employees		FY '11 Spanish Speaking bilingual employees (Difference)	
Officials/Administrators	4	4	0
Professionals	75	78	+3
Para-Professionals	26	23	-3
Office/Clerical	3	2	-1

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

Yes - Please see foregoing.

14. 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).

Additional information for question number 12c:

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 community outreach services are statewide. All of our materials are available and maintained in English and Spanish. Recently due to limitations of resources for both our division and service providers, our approach to Community Outreach has been to train providers as to the services we provide. Many of these presentations are completed bilingually. We have also made ourselves available to provide onsite services by coordinating appointment scheduling by the providers. We require a minimum of 20 scheduled appointments to meet the threshold to send a staff person out to the community

agency to provide direct services. These services are also available in English and Spanish. We have also added a bilingual staff person to the rotation of assisting incarcerated non custodial parents to address child support issues.

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 (10) Spanish Speaking option Human Services Caseworkers. There is 1 Spanish speaking option Human Services Caseworker vacancy as with the current budget constraints limited headcount is available to fill positions. Additionally, there are 5 Hispanic Human Services Caseworkers and 3 Hispanic Office Assistants, 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:

2 Hispanic Executive I (Option Spanish speaking) supervisors and 7 Hispanic Office Specialists.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Healthcare and Family Services

ADDRESS: 201 South Grand Avenue East, Springfield, Illinois 62763

TELEPHONE NUMBER: (217) 782-1200

AGENCY DIRECTOR: Julie Hamos

EEO OFFICER: Derrick Davis

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Julie Hamos Date 10/17/11  
Director

Derrick Davis Date 10-17-11  
EEO Officer



Received by CMS

on 11-1-11

140

### 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:** Monday, October 31st, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov)

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

Lon Melton, 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, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

20 Officials and Managers  
89 Professionals  
3 Technicians  
0 Protective Service Workers  
24 Para-Professionals  
11 Office and Clerical  
8 Skilled Craft Workers  
28 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

183

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_\_\_ 0 \_\_\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_\_ 0 \_\_\_\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_\_\_ 31 \_\_\_\_\_ Hispanics \_\_\_\_\_ 0 \_\_\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_\_\_ 4 \_\_\_\_\_ Number of Hispanics \_\_\_\_\_ 0 \_\_\_\_\_

10. 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
\_\_\_\_\_ no \_\_\_\_\_

a) Is this person on the Executive Staff? \_\_\_\_\_ n/a \_\_\_\_\_

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

n/a

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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:

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:

UpwardMobility

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

by monitoring all transactions for eeo purposes

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

n/a

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13. 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

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

restore funding that has been cut by  
omb

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Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Historic Preservation Agency

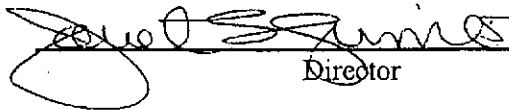
ADDRESS: 313 South Sixth Street Springfield, Il.

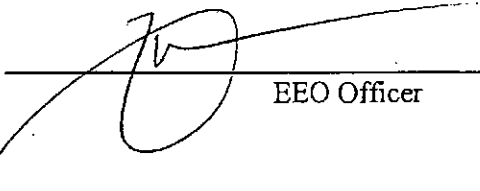
TELEPHONE NUMBER: 217-785-0391

AGENCY DIRECTOR: Jan Grimes

EEO OFFICER: Tad Allen

This is to certify that the attached document represents the African American  
Employment Plan Survey of this agency.

 \_\_\_\_\_ Date 10-31-11  
Director

 \_\_\_\_\_ Date 10-31-11  
EEO Officer

**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:** Monday, October 31, 2011

**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 Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2011, 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  
21 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
3 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

10 Officials and Managers

114 Professionals

3 Technicians

0 Protective Service Workers

7 Para-Professionals

14 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

148

5. As of June 30, 2011, 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

N/A Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

3 (One additional was scheduled in 2011 for a total of 4)

7. In how many Rutan interviews did Hispanic interviewers participate?

4

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total: 15

Hispanics: 9

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired: 18

Number of Hispanics: 4

10. 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's Chief Legal Counsel, along with the Human Resource staff and IDHR EEO Officer, is closely monitoring the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the legislative mandates required.

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

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Blanca Vargas, Abdi Maya and Hector Villagrana

- a) Is this person on the Executive Staff? Hector Villagrana-Executive Staff

12. 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 staff person dedicated to community relations and outreach, and one of the duties with respect to outreach is minority diversity. 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. Governor's Statewide Community Relations Outreach for New Americans Initiative, conducted in Glen Ellyn, Melrose Park, and in Chicago's Douglas Park;
2. Governor's Serve and Learn program in honor of Cesar Chavez' Birthday;
3. Treasurer's Smart Women Smart Money conferences held in East St. Louis and Chicago;
4. Partnership with the Illinois Department of Employment Security (IDES), Chicago Workforce Project, to recruit at job fairs in Melrose Park, Hazel Crest, and at the following Chicago organizations or neighborhoods:
  - Garfield Park
  - Englewood
  - Kennedy College
  - Columbus Park
  - Chicago Public Schools/Hubbard School
  - Westside Technical Institute
  - Northwestern University Chicago Campus
  - Daley College
  - House of Hope Church
  - Chicago Cultural Center
5. Partnership with the CMS' Diversity Enrichment Program staff, in job fairs at colleges and universities, and other organizations:
  - Chicago State University
  - DePaul University
  - Northeastern Illinois University
  - Morton College
  - University of Illinois-Chicago
  - Prairie State College
  - Wright College
  - Holy Ministries Church (south Chicago)
  - Truman College
  - Robert Morris College
  - Combined Hispanic Law Enforcement Career Day
  - Rep. LaShawn Ford
  - Rep. Elizabeth Hernandez
6. Participated in conferences, workshops, seminars, festivals, parades, health fairs, etc.-
  - IAHSE - IL Association of Hispanic State Employees

- USHLI – United States Hispanic Leadership Institute
- IACOMMA – Illinois Association of Agencies and Community Organizations for Migrant Advocacy
- Illinois Hispanic Chamber of Commerce
- CILD (Committee for the Integration of Latinos with Disabilities)
- MALDEF (Mexican American Legal Defense Educational Foundation)
- Chicago Urban League
- National Urban League
- Aurora Urban League
- Jane Adams Center
- Latino Policy Forum
- Alivio Medical Center
- Neighborhood Housing Services
- National Council of La Raza
- Worker's Rights in South Chicago
- National Leadership Education Institute
- LULAC of Illinois, Rockford, and Cicero
- UNO's Health Fair
- Chinese, Puerto Rican, Latin American and Little Village Chambers of Commerce
- El Hogar Del Niño Parade
- DuSable Health Conference
- Mexican Consulate of Chicago "Know Your Rights" Workshops

#### **Festivals**

- Humboldt Park HOPEFEST
- Little Village Traditional Mexican Festival
- Columbus Day Parade (2008)

#### **7. Participated in job and/or health fairs covering various counties sponsored by state and local officials -**

- Cook
- Will
- McHenry
- Kankakee
- Lake
- DuPage
- Tazewell
- Kane

#### **8. Participated in TEAM ILLINOIS Strategic Planning Committee meetings for State of Illinois outreach to the Aurora community;**

9. Participated in National Museum of Mexican Art events (Chicago)
10. Participated with IDCFS Latino Social Workers Health Conference
11. Participated in health fairs and job fairs sponsored by elected officials

- Humboldt Park
- McKinley Park

12. Participated in networking with various organizations:

- Mujeres Latinas in Action
- Proviso Leyden Council for Community Action
- Near Northwest Neighborhood Network/Humboldt Park Empowerment Partnership (Housing Action Team)
- Illinois Migrant Council
- Progress Center for Independent Living (Forest Park)
- Corazon Community Organization
- City of Chicago Mayor's Office and Latino Advisory Council
- Illinois Latino Legislative Caucus
- Peruvian Community
- Ecuadorian Community

- 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:

While the IDHR has a number of staff who participate, there is a staff person dedicated to education, outreach and training; one of her duties with respect to outreach is minority diversity. In this capacity, 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 Hispanic 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.

13. 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 continues to seek opportunities to improve, but reports that as of June 30, 2011, 19% of its current (actual) headcount is Hispanic. Additionally, 17% of DHR's current (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.

As a result of retirement, promotions and transfers, the level decreased by 3% (22% last year) The Department is underutilized by one Para-Professional.

14. 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.



HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION

NAME OF AGENCY: Illinois Department of Human Rights

ADDRESS: 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

TELEPHONE NUMBER: 312-814-6245

AGENCY DIRECTOR: Rocco J. Claps

EEO OFFICER: Michelle Dirksen

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Rocco J. Claps  
Director

Date 10/31/2011

Michelle Dirksen  
EEO Officer

Date 10/31/2011

Received by CMS 10 OCT -5 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.

**DUE:** Monday, October 31, 2011

**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 ✓  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Chief Financial Officer/Personnel Officer

Individual's Phone Number: 312-814-6269

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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 0 \_\_\_ Officials and Managers

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

\_\_\_ \_\_\_ Technicians

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

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

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

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

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

2. As of June 30, 2011, 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

\_\_\_ \_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

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

\_\_\_ 15 \_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

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

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

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 22 \_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_\_\_ 0 \_\_\_\_\_
7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_\_ 0 \_\_\_\_\_
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_\_\_ 1 \_\_\_\_\_ Hispanics \_\_\_\_\_ 0 \_\_\_\_\_
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_\_\_ 0 \_\_\_\_\_ Number of Hispanics \_\_\_\_\_ 0 \_\_\_\_\_
10. 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. \_\_\_\_  
\_\_\_\_\_
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name: \_\_\_\_\_ NO \_\_\_\_\_
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 advancement 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

13. 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

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**NAME OF AGENCY: HUMAN RIGHTS COMMISSIONADDRESS: 100 W Randolph St., Suite 5-100, Chicago, IL 60601TELEPHONE NUMBER: 312-814-6269AGENCY DIRECTOR: N. Keith ChambersEEO OFFICER: Dr. Ewa I. Ewa

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

N. Keith Chambers Date 10.4.11  
Director

Ewa Date 10/4/11  
EEO Officer



2011 OCT 24 A 9:55

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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Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706  
Phone: 217/524-8773  
Fax: 217/558-4497  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Rebecca Wagner

Individual's Working Title: Personnel Director

Individual's Phone Number: 217.557.9264

Individual's Mailing Address: 100 S. Grand Ave., Springfield,

Individual's Email Address: Rebecca.Wagner@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

51 Officials and Managers  
510 Professionals  
141 Technicians  
14 Protective Service Workers  
50 Para-Professionals  
113 Office and Clerical  
2 Skilled Craft Workers  
34 Service-Maintenance

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

31 Officials and Managers  
424 Professionals  
4 Technicians  
5 Protective Service Workers  
33 Para-Professionals  
52 Office and Clerical  
0 Skilled Craft Workers  
1 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

1102 Officials and Managers

3559 Professionals

4000 Technicians

134 Protective Service Workers

604 Para-Professionals

828 Office and Clerical

185 Skilled Craft Workers

24 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,703

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

8 Professionals

61 Technicians

2 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

8 Skilled Craft Workers

15 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
32
7. In how many Rutan interviews did Hispanic interviewers participate?  
410
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 1342 Hispanics 45
9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 1638 Number of Hispanics 101

10. 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 Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts monthly meetings to discuss and monitor all legislative mandates of the Hispanic Employment Plan.

IDHS also has active members on the Illinois Hispanic Advisory Council and the Latino Family Commission. IDHS' Office of Hispanic and Latino Affairs assists and partners with the Latino community as well as performs outreach and recruitment to help address affirmative action goals and underutilization of Hispanics within IDHS.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Nelida Smyser-DeLeon, Director of the Office of Hispanic and Latino Affairs (OHLA)

- a) Is this person on the Executive Staff? Yes

12. 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 organizations. Communications are sent specifically to Hispanic organizations, community groups and partnerships, including e-blasts to the above mentioned groups. The Recruitment Unit has participated in Latino events in an effort to recruit potential candidate, for example LULAC. OHLA also sends e-blasts to their targeted email list with 900-1200 community contacts. Job opportunities have been posted on the Chicago Latino Network E-Newsletter, which reaches 40,000 Latino professionals and they have been shared with the Latino Mental Health Providers Network. OHLA did intensive outreach and recruitment during our recent testing opportunity for Mental Health Technician Trainees. The Recruitment Unit has developed the first draft of a Hispanic Recruitment Plan, which we will be continuing to refine during FY12.

In addition, OHLA staff maintain a list of potential candidates. These individuals are sent brochures from Human Resources which provide the candidate with information on the hiring process. Inquiries received from applicants regarding the hiring process are connected directly to the IDHS Human Resources office.

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

IDHS requires the successful completion of a structured, intensive foreign language proficiency test. The test includes both oral and written sections and it is administered by a fully bilingual staff.

- 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 Limited English Proficiency (LEP) Committee to review and analyze the need for additional Spanish Speaking positions. The LEP Committee is working with all six Divisions to ensure each one has an LEP plan which includes hiring sufficient bilingual staff.

Moreover, in the fall of 2010, IDHS Divisions were asked to conduct a Spanish bilingual needs assessment to identify which of the ePARs being submitted should be coded as a Spanish bilingual option. This effort ensured that new ePARs would take Spanish bilingual needs into consideration and sought to increase the number of Spanish bilingual staff across the state.

- 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 and encouraged to participate in the Upward Mobility program which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit. Also, IDHS employees are allowed and encouraged to participate in a variety of career enhancement programs offered by the Bureau of Training and Development. The Bureau offers a cultural competence workshop, which includes information on service provision to LEP's. IDHS is examining the possibility of making this training available via the web and making it mandatory to build the Agency's capacity to serve Latino customers.

- 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 the Chief Equal Employment and Affirmative Action Officer for IDHS to ensure consistency with IDHS' and IDHR's policies, goals and directives. The Chief provides quarterly and annual data, complete with an update and analysis, via email to all executive staff to promote awareness and compliance.

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

None.

13. **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 the majority of EEO categories remained the same or decreased this year.

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

Most of the EEO categories evidenced a decrease in the underutilization from last year. IDHS remained the same or evidenced decreases in the following categories, Professionals, Technicians, Protective Service Workers, Para-Professionals, Office/Clericals, Skilled Craft Workers.

14. **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 ongoing policy suggestions from the Office of Hispanic and Latino Affairs, Recruitment, Hiring and Discipline Committee, and the Limited English Proficiency Committee. IDHS will continue to assess the agency's needs for bilingual personnel on a regular basis and will conduct targeted recruitment in the Latino community, especially when any testing opportunities are available.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Department of Human Services


ADDRESS: 401 S. Clinton St., Chicago, IL

TELEPHONE NUMBER: 312.793.2352

AGENCY DIRECTOR: Michelle R.B. Saddler, Secretary

EEO OFFICER: Anna L. D'Ascenzo

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 35 Date 10/24/11  
Director

 Date 10/20/11  
EEO Officer



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

2011 OCT 26 A 9:36

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Counsel, EEO Officer, ADA Coordinator & Ethics Officer

Individual's Phone Number: (217)780-0708

Individual's Mailing Address: 320 w. Washington St., 4<sup>th</sup> Floor, Springfield, IL 62767-0001

Individual's Email Address: [eve.blackwell-lewis@illinois.gov](mailto:eve.blackwell-lewis@illinois.gov)

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

  3   Officials and Managers

  6   Professionals

  1   Technicians

 n/a  Protective Service Workers

  1   Para-Professionals

      Office and Clerical

 n/a  Skilled Craft Workers

 n/a  Service-Maintenance

2. As of June 30, 2011, 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

      Professionals

  1   Technicians

      Protective Service Workers

  1   Para-Professionals

      Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

91 Officials and Managers

106 Professionals

39 Technicians

n/a Protective Service Workers

9 Para-Professionals

10 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

255

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

1 Officials and Managers

1 Professionals

1 Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
1
7. In how many Rutan interviews did Hispanic interviewers participate?  
2
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 15 Hispanics 2
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 23 Number of Hispanics 2
10. 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 uses educational tools (when available) and open discussion of the issues with Executive Staff whenever possible, to increase awareness of these issues.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 EEO Officer has personally joined the IAHSE in hopes of obtaining information and contacts within the Hispanic community.  
The Agency uses CMS/Shared Services for most hiring needs.  
However it is important for the Agency to communicate its desire to increase diversity and meet it's own 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 utilizes 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:  
More documents have been made available in Spanish to assist consumers. In addition, the Director of Insurance has solicited volunteers from the staff who speak an additional language, to assist in decreasing the service barriers.
- 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 is generally allowed to take State-sponsored courses and quality, free programs in their local area to increase skills.
- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
CMS/Shared Services handle these duties. The EEO Officer does review Monitors before signing.
- f) Recommendations provided by DHR, CMS or the Auditor General:  
None.

13. 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 undertaken any studies outside of the EEO/AA filings and other mandated filings by government authorities.

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

The Agency continues to employ the same number of Hispanics, which is 11. In addition, the Agency continues to allocate pay for the same number of individuals that provide bi-lingual services in Spanish, which is 4. One of the Agency's goals is to increase the number of Hispanics and reach a parity.

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

The Department is restricted by the use of Shared Services. However, it is key for the entire Executive Staff to understand the importance and advantages of having a diverse workforce. (Education and communication are key.) Of course, the development of a positive, work environment where equity and advancement is the expectation is also crucial.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Insurance


ADDRESS: 320 W. Washington, 4<sup>th</sup> Floor, Springfield, IL 62767-0001

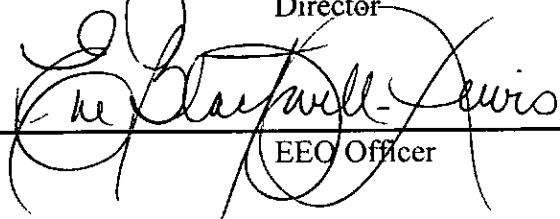
TELEPHONE NUMBER: (217) 782-4515

AGENCY DIRECTOR: Mr. Jack Messmore, Acting Director of Insurance

EEO OFFICER: Ms. Eve Blackwell-Lewis

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10/20/11  
Director

 Date Oct. 20, 2011  
EEO Officer







# Illinois Department of Insurance

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PAT QUINN  
Governor

JACK MESSMORE  
Acting Director

October 20, 2010

Ms. Nancy Pedrucci  
Bureau of Personnel  
Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706

Re: State African-American Employment Plan Survey  
State Hispanic Employment Plan Survey

Dear Ms. Pedrucci:

Please find enclosed both the State African-American Employment Plan Survey and the State Hispanic Employment Plan Survey for the Illinois Department of Insurance, both of which are due by October 31, 2011.

A carbon copy of both of the Plan Surveys and this letter are being sent to Mr. Lon Meltesen, Chief Legal Counsel of the Illinois Department of Human Rights, as per the instructions.

Should you or your staff have any questions, please do not hesitate to contact the undersigned (217)782-0708.

Respectfully submitted,

  
Eve Blackwell-Lewis  
EEO/AA Officer

Enc.

CC: Mr. Lou Meltesen, IDHR

Received by CMS OCT 27 A 8:23

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [corv.foster@illinois.gov](mailto:corv.foster@illinois.gov).

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

Lon Meltesen, 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 5211

Individual's Mailing Address: 180 N. LA SALLE ST. SUITE 2015

Individual's Email Address: KATHERINE.SPINATO@ILLINOIS.GOV

1. As of June 30, 2011, 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, 2011, 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  
0 Office and Clerical  
     Skilled Craft Workers  
     Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

11

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5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
0
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 1 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 1 Number of Hispanics 0
10. 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 are made to comply with all mandates.  
Hiring is minimal due to size of agency.  
During FY 11 there was 2 promotions  
& 1 new hire.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
NO
- a) Is this person on the Executive Staff? NA
12. 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 minimal due to staff size.
- 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:

*EEO officer is involved in all hiring & employment matters & decisions.*

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

*EEO officer involved in all hiring & decisions.*

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

*none*

13. 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.

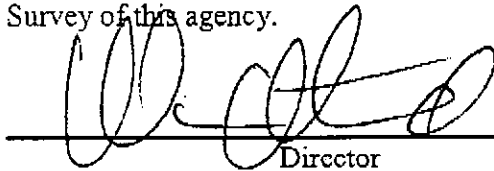
1 Decrease in professionals  
1 Increase in OFFICIALS / MANAGERS

14. 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 and be sure to complete the Certification form on the next page.

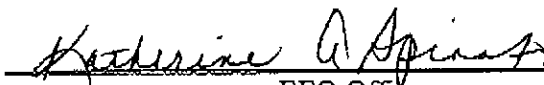
**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**NAME OF AGENCY: IL STATE BOARD OF INVESTMENTADDRESS: 180 N. LaSalle St, Suite 2015TELEPHONE NUMBER: 312 - 793-5711AGENCY DIRECTOR: William R AtwoodEEO OFFICER: Katherine A. Spinato

This is to certify that the attached document represents the Hispanic Employment Plan  
Survey of this agency.



Director

Date

10/25/11

EEO Officer

Date

10/25/11



Received by CMS on OCT 28 A 9:40

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Christina M Austin

Individual's Working Title: Human Resources Administrator

Individual's Phone Number: 217-557-1030 extension 3012

Individual's Mailing Address: 707 N 15<sup>th</sup> St, Springfield IL 62702

Individual's Email Address: Christina.Austin@doc.illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

  3   Officials and Managers

 47  Professionals

  1  Technicians

 N/A  Protective Service Workers

  1  Para-Professionals

  0  Office and Clerical

  3  Skilled Craft Workers

  5  Service-Maintenance

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

45 Officials and Managers

1,004 Professionals

23 Technicians

N/A Protective Service Workers

25 Para-Professionals

24 Office and Clerical

38 Skilled Craft Workers

82 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,241

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

2 Professionals

0 Technicians

N/A Protective Service Workers

0 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
7
7. In how many Rutan interviews did Hispanic interviewers participate?  
37
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 67 (separations/discharges) Hispanics 1 (separations/discharges)
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 98 Number of Hispanics 3
10. 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.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Illinois Department of Juvenile Justice does not have a Hispanic Liaison.
- a) Is this person on the Executive Staff? N/A
12. 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):  
Employment strategies include attending Hispanic related conferences, recruitment fairs, and provide IDJJ'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)
- 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 Central Management Services recruits of bilingual/Spanish employees through its Diversity Enrichment Program.

- 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 Juvenile Justice 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 under-utilized categories.

13. 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:

Based on our underutilization numbers, a focus was made during hiring juvenile justice specialist interns to target Hispanic candidates.

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

Out of the eligible candidates that applied, 50% were hired this year.

14. 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.

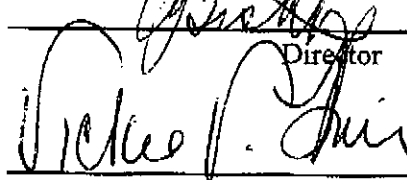
Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**NAME OF AGENCY: Department of Juvenile JusticeADDRESS: 707 N 15<sup>th</sup> St, Springfield IL 62702TELEPHONE NUMBER: 217-557-1030AGENCY DIRECTOR: Arthur BishopEEO OFFICER: Vickie Fair

This is to certify that the attached document represents the Hispanic Employment Plan  
Survey of this agency.

  
\_\_\_\_\_  
Director

Date 10/24/11

  
\_\_\_\_\_  
EEO Officer

Date October 24, 2011

**State Hispanic Employment Plan Survey**

2011 OCT 31 A 8: 06

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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Michelle Woods

Individual's Working Title: Personnel Manager

Individual's Phone Number: 217/782-3049

Individual's Mailing Address: 900 South Spring Street  
Springfield, Illinois 62704



Individual's Email Address: michelle.woods@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2011, 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  
  3   Technicians  
      Protective Service Workers  
  1   Para-Professionals  
  2   Office and Clerical  
      Skilled Craft Workers  
      Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

14 Officials and Managers

36 Professionals

23 Technicians

       Protective Service Workers

9 Para-Professionals

7 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

89

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

0

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 4

Hispanics 1

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 7

Number of Hispanics 0

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

No

- a) Is this person on the Executive Staff? \_\_\_\_\_

12. 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.

- 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 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 eleven (11) Hispanic employees. Eight (8) 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.

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

Currently, 12% of the Department's employees are Hispanic and 72% of those 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 a decrease of one (1) in FY11. One employee took a position outside of state government.

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Department of Labor

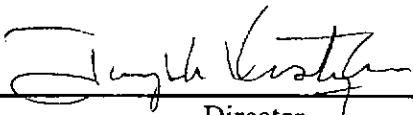
ADDRESS: 900 South Spring Street, Springfield, IL 62704

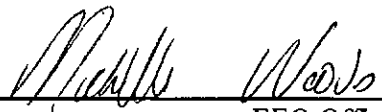
TELEPHONE NUMBER: 217/782-3049

AGENCY DIRECTOR: Joseph Costigan

EEO OFFICER: Michelle Woods

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10/27/11  
Director

 Date 10/27/11  
EEO Officer

Received by CMS on 2011 OCT 24 A 10:00

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Educational Labor Relations Board

Name of Individual Completing Survey: Renee Strickland

Individual's Working Title: Personnel Manager

Individual's Phone Number: 312/793-3170

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

Individual's Email Address: [renee.strickland@illinois.gov](mailto:renee.strickland@illinois.gov)

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

12

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
0
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total: 2                                  Hispanics: 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
  
Total Hired      2                                  Number of Hispanics    0
10. 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?  
  
EEOC Officer, Personnel Manager and Executive Staff are all aware of the mandates of the Plan
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
  
Yes, Victor E. Blackwell  
  
a) Is this person on the Executive Staff? Yes
12. 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; posting of all positions  
  
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:

None at this time.

- 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 EEOC Officer and the Executive Director monitor this activity.

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

None

13. 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.

14. 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 continue to advise the Illinois Association of Hispanic State Employees Organization of such opportunities and we will post notices of open positions.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Educational Labor Relations Board

ADDRESS: 160 North LaSalle St., Suite N-400, Chicago, IL 60601


TELEPHONE NUMBER: 312/793-3170

AGENCY DIRECTOR: Victor E. Blackwell

EEO OFFICER: Eileen Brennan

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

      Date 10/19/11  
Director

      Date 10/19/2011  
EEO Officer

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

2011 OCT 25 A 8:08

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, Chgo, 60601

Individual's Email Address: carla.stone@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories: **0**

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

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 2 \_\_\_ Officials and Managers

\_\_\_ 17 \_\_\_ Professionals

\_\_\_ Technicians

\_\_\_ Protective Service Workers

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

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

\_\_\_ Skilled Craft Workers

\_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 21 \_\_\_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_\_\_ 0 \_\_\_\_\_
7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_\_ 0 \_\_\_\_\_
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_\_\_ 3 \_\_\_\_\_ Hispanics \_\_\_\_\_ 0 \_\_\_\_\_
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_\_\_ 7 \_\_\_\_\_ Number of Hispanics \_\_\_\_\_ 0 \_\_\_\_\_
10. 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 manager has updated the hiring the staff of the HEP when an opportunity has allowed hiring.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
\_\_\_\_\_ No \_\_\_\_\_
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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 tries to post vacancies (for attorney positions) with the Hispanic Bar Association.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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

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: **The agency has one SS option in the professional category which complies with the needs of the agency for a Spanish speaking employee.**

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

- 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. The agency does not employ a Hispanic employee.**

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

- 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:

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13. 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. **The agency's one Hispanic employee in our professional category quit last year.**

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14. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. **The personnel manager has constantly reminded the hiring staff of the need to hire a Hispanic candidate when the opportunity arises.**

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Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

AGENCY DIRECTOR: \_\_\_\_\_

EEO OFFICER: \_\_\_\_\_

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

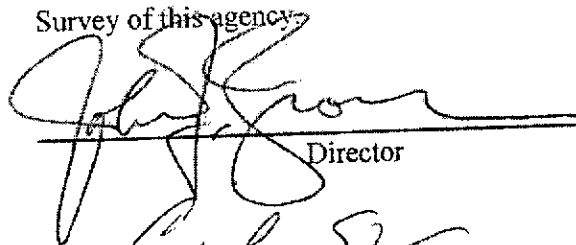

\_\_\_\_\_  
Director Date

\_\_\_\_\_  
EEO Officer Date

CERTIFICATION

NAME OF AGENCY: IL Labor Relations Board  
ADDRESS: 160 N LaSalle, 5400, Chgo 60601  
TELEPHONE NUMBER: 312 793-6400  
AGENCY DIRECTOR: John F. Brosnan  
EEO OFFICER: Carla Stone

This is to certify that the attached document represents the Hispanic Employment Plan  
Survey of this agency.

 Date 10/17/2011  
Director  
 Date 10/17/2011  
EEO Officer

Received by CMS on 2011 OCT 31 A 10: 05

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

N/A Technicians

N/A Protective Service Workers

0 Para-Professionals

1 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

2. As of June 30, 2011, 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

N/A Technicians

N/A Protective Service Workers

0 Para-Professionals

0 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

2. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

4 Officials and Managers

7 Professionals

N/A Technicians

N/A Protective Service Workers

2 Para-Professionals

4 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

17 full-time employees only

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

N/A Technicians

N/A Protective Service Workers

0 Para-Professionals

0 Office and Clerical

N/A Skilled Craft Workers

N/A Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

0

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 1

Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 0

Number of Hispanics 0

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

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

- a) Is this person on the Executive Staff? N/A

12. 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 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.



- 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.

- 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 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 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.

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

As Board is fully utilized, Hispanic Employment Program recommendations were not made.

13. 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.

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

None.

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Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Law Enforcement Training and Standards Board

ADDRESS: 4500 South Sixth Street Road, Springfield, IL 62703

TELEPHONE NUMBER: 217-782-4540

AGENCY DIRECTOR: Kevin T. McClain

EEO OFFICER: Larry N. Smith

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Kevin T. McClain Date 10/28/11  
Director

Larry N. Smith Date 10-28-11  
EEO Officer

Received by CMS on 2011 OCT 28 P 1: 37

### 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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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) 738-5831

Individual's Mailing Address: P.O. Box 5488, Chicago IL 60680-5488

Individual's Email Address: mjamil@medicaldistrict.org

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_ 9 \_\_\_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

Not Applicable.

7. In how many Rutan interviews did Hispanic interviewers participate?

Not Applicable.

8. How many employees left your agency during FY 11 and how many of those were Hispanic? **Not Applicable.**

Total \_\_\_\_\_

Hispanics \_\_\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic? **Not applicable.**

Total Hired \_\_\_\_\_

Number of Hispanics \_\_\_\_\_

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Not Applicable.

- a) Is this person on the Executive Staff? \_\_\_\_\_

12. 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.



13. 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.

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

Not Applicable.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION

NAME OF AGENCY: Illinois Medical District Commission

ADDRESS: P.O. Box 5488, Chicago IL 60680-5488

TELEPHONE NUMBER: (312) 738-5831

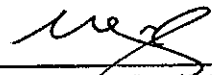
AGENCY DIRECTOR: Samuel W. Pruett

EEO OFFICER: Mark S. Jamil

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Samuel W. Pruett, Director

Date 10/21/2011

  
\_\_\_\_\_  
Mark S. Jamil, EEO Officer

Date October 21, 2011



IMD Commission  
PO Box 5488  
Chicago, Illinois 60680-5488

312-738-5800 T  
312-738-5801 F  
312-738-5304 TDD

[www.medicaldistrict.org](http://www.medicaldistrict.org)

State of Illinois  
Governor  
Pat Quinn

Cook County Board  
President  
Toni Preckwinkle

City of Chicago  
Mayor  
Rahm Emanuel

Commissioners

John E. Partelow  
President

Abraham C. Morgan  
Vice President

Meghan K. Harle  
Secretary

Leon Dingle Jr., Ph.D.  
Treasurer

Kenneth D. Schmidt, M.D.

Bob J. Nash

Daniel A. Trevino

Executive Director  
Samuel W. Pruett

October 14, 2011

Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield IL 62706

RE: State Hispanic Employment Plan Survey 2011

Dear Sir/Madam:

Attached hereto please find the State Hispanic Employment Plan Survey 2011. You may retain said copy for your records. We have submitted a copy of said survey to the Illinois Department of Human Rights.

Should you have any questions, please feel free to contact the undersigned.

Sincerely,

Mark S. Jamil  
Chief Legal Counsel

MSJ/js

Encl:

cc: Illinois Department of Human Rights

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Douglas P. Wagner

Individual's Working Title: State Personnel Officer/EEO Officer

Individual's Phone Number: 217 761-3745

Individual's Mailing Address: 1301 N. MacArthur Blvd, Springfield, IL 62702

Individual's Email Address: doug.wagner@us.army.mil

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers  
50 Professionals  
12 Technicians  
77 Protective Service Workers  
4 Para-Professionals  
6 Office and Clerical  
9 Skilled Craft Workers  
94 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

248

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

1

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 12

Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 16

Number of Hispanics 0

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

No

- a) Is this person on the Executive Staff? n/a

12. 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.

- 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 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 EEO/AA Officer/Asst. reviews the completed appropriate Hiring or Promotion Monitor form which is forwarded to selecting official(s) prior to any interviews being conducted. The EEO/AA Officer/Asst 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

13. 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

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

No suggestions at this time.

HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION

NAME OF AGENCY: Department of Military Affairs

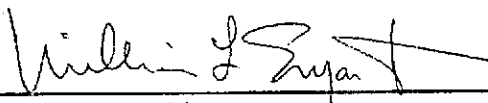
ADDRESS: 1301 N. MacArthur Blvd, Springfield, IL 62702

TELEPHONE NUMBER: 217-761-3500

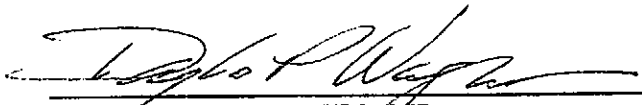
AGENCY DIRECTOR: William L. Enyart, MG, ILARNG, The Adjutant General

EEO OFFICER: Douglas P. Wagner, State Personnel Officer

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director

Date 10/27/11

  
\_\_\_\_\_  
EEO Officer

Date 10/27/11

Received 7/11/11 CMS 24 A 7:54

## **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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, 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  
  1   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers  
  2   Professionals  
  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, 2011, provide the number of funded positions within each of the following EEOC categories:

233 Officials and Managers

367 Professionals

49 Technicians

138 Protective Service Workers

57 Para-Professionals

41 Office and Clerical

10 Skilled Craft Workers

175 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1070 Full-time; 51 Part-time; 33 LOA

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

1 Officials and Managers

2 Professionals

P Technicians

5 Protective Service Workers

1 Para-Professionals

P Office and Clerical

P Skilled Craft Workers

5 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

1

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 60

Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 55

Number of Hispanics 2

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Yes. Jeffrey Jones

- a) Is this person on the Executive Staff? Yes

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

- 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. In 2011, IDNR implemented an internship program for which Hispanics and African-Americans were highly recruited.

- 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.

- 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:

The Agency minority goal continues to be a challenge. DHR has recommended that the Agency attempt to address underutilization.

13. 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.

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

We filled two bilingual/Spanish positions in FY11; one Office/Clerical and one Professional.

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

We currently have 2 Spanish-speaking positions that are vacant; we need an increased budget allocation to fill our vacancies.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

### HISPANIC EMPLOYMENT PLAN SURVEY CERTIFICATION

NAME OF AGENCY: Illinois Department of Natural Resources

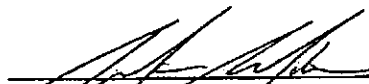
ADDRESS: One Natural Resources Way, Springfield, IL 62702

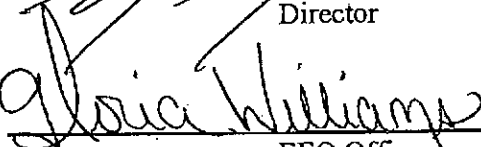
TELEPHONE NUMBER: 217-782-6302

AGENCY DIRECTOR: Marc Miller

EEO OFFICER: Gloria Williams

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 \_\_\_\_\_ Date 10-21-11  
Director

 \_\_\_\_\_ Date 10-24-11  
EEO Officer



2011 OCT 17 A 8:19  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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 N. Grand Avenue East, Springfield, IL 62702

Individual's Email Address: [griffin@ipcb.state.il.us](mailto:griffin@ipcb.state.il.us)

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_23\_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

\_\_\_0\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_\_\_ 0 \_\_\_\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_\_\_ 0 \_\_\_\_\_ Hispanics \_\_\_\_\_ 0 \_\_\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_\_\_ 0 \_\_\_\_\_ Number of Hispanics \_\_\_\_\_ 0 \_\_\_\_\_

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
Not at this time.

a) Is this person on the Executive Staff? \_\_\_\_\_ N/A \_\_\_\_\_

12. 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 a vacancy.

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:

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 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 during the last audit period.

13. 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.

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Pollution Control Board


ADDRESS: 1021 N. Grand Avenue East, Springfield, IL 62702

TELEPHONE NUMBER: 217-524-8512

AGENCY DIRECTOR: G. Tanner Girard

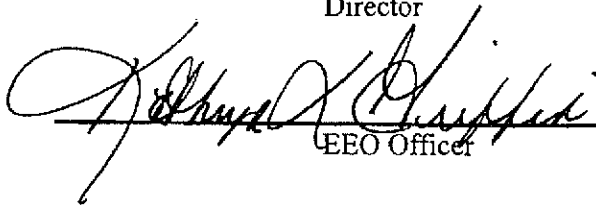
EEO OFFICER: Kathryn L. Griffin

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.



Date 10/14/2011

Director



Date 10/14/2011

EEO Officer

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

2011 NOV - 1 P 3:30

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Kristene M. Callanta

Individual's Working Title: CFO

Individual's Phone Number: 312-814-3273

Individual's Mailing Address: 160 N. LaSalle, Suite N-506, Chicago, IL 60601

Individual's Email Address: kristene.callanta@illinois.gov

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

  2  

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
0
7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
 Total 0 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
 Total Hired 1 Number of Hispanics 0
10. 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 IPA currently has only 2 employees. The CFO was hired in January 2011 and the Director was appointed in October 2011. We will familiarize ourselves with the Hispanic Employment Plan prior to making additional hiring decisions.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
No
- a) Is this person on the Executive Staff? No
12. 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 IPA currently has only 2 employees. The CFO was hired in January 2011 and the Director was appointed in October 2011. We will familiarize ourselves with the Hispanic Employment Plan prior to making additional hiring decisions.  
 b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
None

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

There are currently no procedures in place.

- 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:

There are currently no programs in place

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

We will familiarize ourselves with the Hiring and promotion Monitor requirements prior to hiring additional staff.

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

None

13. 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 IPA currently has only 2 employees. No studies were conducted. There are no Hispanics and/or Spanish-speaking bilingual persons employed by the Agency.

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

No.

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

Prior to making any additional hiring decisions, IPA will familiarize itself with the Hispanic Employment Plan

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION

NAME OF AGENCY: ILLINOIS POWER AGENCY  
ADDRESS: 160 N. LASALLE #N-506, CHICAGO, IL 60601  
TELEPHONE NUMBER: (312)-814-8106  
AGENCY DIRECTOR: ARLENE A. JURACEK  
EEO OFFICER: \_\_\_\_\_

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Arlene A. Juracek Date 11-8-11  
Director  
\_\_\_\_\_  
Date  
EEO Officer

Received by CMS on 2011 OCT -5 A 11: 07

### 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Nikki 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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

  3   Officials and Managers

  4   Professionals

       Technicians

       Protective Service Workers

  7   Para-Professionals

  4   Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

      18      

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

0

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 0

Hispanics         

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 0

Number of Hispanics         

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

No

- a) Is this person on the Executive Staff?

12. 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.

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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 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f) Recommendations provided by DHR, CMS or the Auditor General:  
None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. 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

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14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Prisoner Review Board

ADDRESS: 319 E. Madison, Suite A, Springfield, IL 62701

TELEPHONE NUMBER: 217-782-7273

AGENCY DIRECTOR: Adam Monreal

EEO OFFICER: Nikki Damhoff

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Adam Monreal Date 9/27/11  
Director

Nikki Damhoff Date 9/29/11  
EEO Officer

Received by CMS on

2011 OCT 31 A 8:20

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Louis Apostol

Individual's Working Title: Executive Director

Individual's Phone Number: 217/782-6076

Individual's Mailing Address: 402 Stratton Office Building, Springfield, IL 62706

Individual's Email Address: louis.apostol@illinois.gov

1. As of June 30, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers

 14  Professionals

      Technicians

      Protective Service Workers

  1  Para-Professionals

  4  Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

     23     

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

0

7. In how many Rutan interviews did Hispanic interviewers participate?

0

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 0

Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 0

Number of Hispanics 0

10. 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

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

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Yes

- a) Is this person on the Executive Staff? Louis G. Apostol

12. 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):

Notify Hispanic leaders of job opportunities for qualified candidates

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

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)  
Yes, bilingual skills would be an asset to the agency
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
Currently our Spanish-speaking public needs are addressed through the CMS Translation and Interpretation master contract.
- 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:  
This monitor is part of our hiring package to be prepared when filling vacancies – CMS will not accept a new employee packet without this form.
- f) Recommendations provided by DHR, CMS or the Auditor General:  
None



13. 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 at this time

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

No - the PTAB hired two additional staff in FY11, both individuals had Veterans Preference

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

Notify potential applicants of job opportunities with the agency and CMS

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Property Tax Appeal Board  
ADDRESS: 402 Stratton Office Building, Springfield, IL 62706  
TELEPHONE NUMBER: 217/782-6076  
AGENCY DIRECTOR: Louis Apostol  
EEO OFFICER: Becky Moody (Acting)

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Louis Apostol Date 10/13/2011  
Director

Becky Moody Date 10/17/2011  
EEO Officer

Received by CMS on 2011 OCT 31 A 10:51

### 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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 A. Tucker-Smith

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (312) 814-1041

Individual's Mailing Address: 122 S. Michigan Ave., #2009, Chicago, IL 60603

Individual's Email Address: robin.tucker@illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

14 Officials and Managers

16 Professionals

1 Technicians

n/a Protective Service Workers

4 Para-Professionals

8 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2011, 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

7 Professionals

0 Technicians

n/a Protective Service Workers

3 Para-Professionals

9 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

310 Officials and Managers

595 Professionals

34 Technicians

n/a Protective Service Workers

46 Para-Professionals

87 Office and Clerical

0 Skilled Craft Workers

10 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,082

5. As of June 30, 2011, 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

0 Skilled Craft Workers

0 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
7
7. In how many Rutan interviews did Hispanic interviewers participate?  
5
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 24 Hispanics 4
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 95 Number of Hispanics 9
10. 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, Community Public Health Manager 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.**

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

**Mireya Hurtado**

- a) Is this person on the Executive Staff? **Yes**
12. 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 Hispanics**
  - **Increased number of Hispanics in the Officials/Managers and Professionals EEO category**
  - **IDPH has a representative 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 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 manages 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.**

13. 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:

	<u>FY10</u>	<u>FY11</u>	<u>+/-</u>
Officials/Managers	11	14	+3
Professionals	16	16	0
Technicians	1	1	0
Paraprofessionals	4	4	0
Office/Clerical	6	8	+2
Skilled Craft Workers	0	0	0
Service/Maintenance	0	0	0

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

- **There was an increase in the number of Hispanics/Latinos hired in the Officials/Managers and Office/Clericals EEO job categories and no decreases in any other categories.**
- **In FY11 we reached our goal to eliminate underutilization of Hispanics/Latinos in respective DHR regions.**

14. 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 the Hispanic professional and community-based organizations.**

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.



**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Public Health

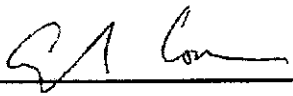
ADDRESS: 122 S. Michigan Avenue, #2009, Chicago, IL 60603

TELEPHONE NUMBER: (312) 814-1041

AGENCY DIRECTOR: Craig Conover, M.D., M.P.H., Acting Director

EEO OFFICER: Robin Tucker-Smith

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10/28/11  
\_\_\_\_\_  
Director

 Date 10/28/11  
\_\_\_\_\_  
EEO Officer

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: **Madonna Wallace**

Individual's Working Title: **Executive Assistant**

Individual's Phone Number: **312-814-8634**

Individual's Mailing Address: **JRTC, 100 W. RANDOLPH, 7<sup>TH</sup> FLOOR**

Individual's Email Address: **madonna.wallace@illinois.gov**

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_1\_\_\_ Professionals

\_\_\_n/a\_\_\_ Technicians

\_\_\_n/a\_\_\_ Protective Service Workers

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

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

\_\_\_2\_\_\_ Skilled Craft Workers

\_\_\_n/a\_\_\_ Service-Maintenance

2. As of June 30, 2011, 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

\_\_\_n/a\_\_\_ Technicians

\_\_\_n/a\_\_\_ Protective Service Workers

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

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

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

\_\_\_n/a\_\_\_ Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

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

\_\_\_16\_\_\_ Professionals

\_\_\_n/a\_\_\_ Technicians

\_\_\_n/a\_\_\_ Protective Service Workers

\_\_\_2\_\_\_ Para-Professionals

\_\_\_11\_\_\_ Office and Clerical

\_\_\_20\_\_\_ Skilled Craft Workers

\_\_\_n/a\_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_52\_\_\_

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

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

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

\_\_\_n/a\_\_\_ Technicians

\_\_\_n/a\_\_\_ Protective Service Workers

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

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

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

\_\_\_n/a\_\_\_ Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

\_\_\_0\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?

\_\_\_0\_\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total   4   Hispanics   0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired   2   Number of Hispanics   0
10. 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?

**Beginning July 1, 2009, the Racing Board works directly with CMS and A&R shared services, meeting monthly with shared services personnel to discuss personnel-related and other matters of importance to the Board. Shared Services will be guiding the Board in all hiring, interviewing and recruitment matters as described in the DOR Hispanic Employment plan.**

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

**No**

- a) Is this person on the Executive Staff? **n/a**

12. 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 12(d)**

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

**Refer to DOR/SS Hispanic Employment Plan.**

- 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 part of an anticipated study of all Board positions, the Board will assess for need for bi-lingual 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:

**There is no specific structure outside the normal CMS programs and process geared exclusively toward Hispanic American employees.**

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

**By utilizing Shared Services for hiring and staffing, the Board expects to receive any appropriate training and guidance on Hiring and Promotion Monitor requirements.**

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

**There have not been any recommendations to date.**

13. 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 yet been performed; however, in studying need, as indicated above, the Board will also assess current numbers and bilingual ability.**

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

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

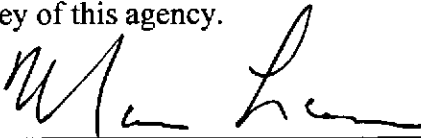
**The agency would like to encourage their membership to get their names on the CMS eligible list.**


Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: **RACING BOARD**  
ADDRESS: **JTRC 100 w. Randolph, 7<sup>th</sup> Floor**  
TELEPHONE NUMBER: **312-814-8634**  
AGENCY DIRECTOR: **Marc Laino**  
EEO OFFICER: **Jacqueline Clisham**

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

 Date 10/11/11  
\_\_\_\_\_  
Director

 Date 10/5/11  
\_\_\_\_\_  
EEO Officer

Received by CMS on 2011 Oct 31

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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:** Equal Employment Opportunity Officer

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

**Individual's Mailing Address:** 101 West Jefferson, MC 3-380- Springfield, Illinois 62711

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



1. **As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:**

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

2. **As of June 30, 2011, 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  
 12  Professionals  
  4  Technicians  
  0  Protective Service Workers  
  0  Para-Professionals  
  0  Office and Clerical  
  0  Skilled Craft Workers  
  0  Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

315 Officials and Managers

1114 Professionals

199 Technicians

14 Protective Service Workers

149 Para-Professionals

156 Office and Clerical

10 Skilled Craft Workers

11 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

2010

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

11 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
Five
7. In how many Rutan interviews did Hispanic interviewers participate?  
Nine
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 66 Hispanics One
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 171 Number of Hispanics Four

10. 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 A & R Shared Services Center Staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Code rules and guidelines.

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11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

The Department of Revenue does not have a designated Hispanic Liaison at this time who works with the Hispanic Community.

- a) Is this person on the Executive Staff? Not Applicable.

12. 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.

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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:**

The Department of Revenue promotes the increase recruitment of bilingual employees with pay incentives as needed.

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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:**

Central Management Services (CMS) sponsor career enhancement and self development programs to the State of Illinois employees at no cost. In addition, CMS also sponsors the Upward Mobility Program.

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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 Department of Revenue like other state agencies relies heavily on the A&R Shared Services staff to follow the statute as 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.

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- 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.
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13. **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, 2011, the Department of Revenue employed 1,965 employees. Of the 1,965 employees 38 or 1.93% were Hispanic.

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

As of June 30, 2010 the Department of Revenue employed 1,886 employees. Of the 1,886 employees 36 or 1.91% were Hispanic.

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14. **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, women, disabled employees, and the community to secure grades from CMS for positions that may be of interest to them should an opening occur.

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**Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.**

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Department of Revenue

ADDRESS: 101 West Jefferson Springfield, Illinois 62702

TELEPHONE NUMBER: 217-524-9210

AGENCY DIRECTOR: Brian Hamer

EEO OFFICER: Ruby Taylor

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Brian Hamer Date 10-28-11  
Director *by: Lauren D*

Ruby Taylor Date 10-28-2011  
EEO Officer

Received by CMS on 2011 OCT 31 P 2:58

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois Sentencing Policy Advisory Council

Name of Individual Completing Survey: Kathy Saltmarsh

Individual's Working Title: Executive Director

Individual's Phone Number: 217-558-4749

Individual's Mailing Address: 401 S. Spring, Stratton Suite 704, Springfield IL 62706

Individual's Email Address: Kathy.saltmarsh@illinois.gov

1. As of June 30, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

2

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

0 NOTE: The Executive Director is the only interviewer in the agency. To date there have been no Rutan interviews. Administrative support is provided by Public Safety Shared Services. In the event a Rutan interview becomes necessary, the ED would request a Rutan certified interviewer from PSSS to conduct the interview.

7. In how many Rutan interviews did Hispanic interviewers participate?  
0
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 0 Hispanics 0
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 1 Number of Hispanics 0
10. 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?  
Due to the operational needs of the agency, and a lack of funds for hiring, there has been no opportunity to recruit, interview or hire other than the senior policy advisor position for which an exemption was granted by the CSC.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
The Commission is a research organization and does not directly service the public, therefore there is no Hispanic Liaison.
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Due to lack of funding, there has been no hiring beyond the senior policy advisor position, and therefore no employment strategies have been implemented.
- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Due to the operational needs of the Council, bilingual skills were not assessed when filling the Senior Policy Advisor 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:

The Council does not directly serve the Spanish-speaking public. We are a research entity that analyses sentencing policy and reports directly to the Governor and the General Assembly.

- 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 ED relies on the expertise of the Public Safety Shared Services personnel at DOC.

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

NONE

13. 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:

There have been no studies or monitoring. The Council has only been staffed since August of 2010. The Senior Policy Advisor started on July 1, 2011.

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

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14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois Sentencing Policy Advisory Council

ADDRESS: 401 S. Spring, Suite 704, Springfield, 62706

TELEPHONE NUMBER: 217-558-4749

AGENCY DIRECTOR: Kathryn Saltmarsh

EEO OFFICER: Kathryn Saltmarsh

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Kathryn Saltmarsh Date 10-31-11  
Director

Kathryn Saltmarsh Date 10-31-11  
EEO Officer

# **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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

25 Officials and Managers

57 Professionals

22 Technicians

15 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

       Skilled Craft Workers

2 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

139 (includes 11 part-time employees)

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

       Officials and Managers

       Professionals

1 Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance



6. How many Rutan certified interviewers in your agency are Hispanic?

0

7. In how many Rutan interviews did Hispanic interviewers participate?

3 (Rutan interviewers performed interview, Hispanic speaking employee assisted in interview.)

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 9

Hispanics 0

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 6

Number of Hispanics 0

10. 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.

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

Vacant position

- a) Is this person on the Executive Staff? yes

12. 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 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

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

During an interview for a bi-lingual position, the agency utilizes current bilingual staff for assistance. To assess their bilingual skills, the interviewee is given an oral and 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:

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

13. 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.

No changes.

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14. 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 work4 illinois.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

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Office of the Illinois State Fire Marshal

ADDRESS: 1035 Stevenson Drive, Springfield, IL 62703-4259

TELEPHONE NUMBER: 217/558-1750

AGENCY DIRECTOR: Lawrence T. Matkaitis

EEO OFFICER: Jodi Schrage

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Lawrence T. Matkaitis Date 10/27/11  
Director

Jodi Schrage Date 10/27/11  
EEO Officer

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: Illinois State Police

Name of Individual Completing Survey: Lt. William P. Colbrook

Individual's Working Title: Interim Chief EEO Officer

Individual's Phone Number: (217) 782-1282

Individual's Mailing Address: 801 S. 7<sup>th</sup> Street, Suite 100-S, Springfield, IL 62794

Individual's Email Address: William.Colbrook@isp.state.il.us

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

7 Officials and Managers  
26 Professionals  
26 Technicians  
116 Protective Service Workers  
6 Para-Professionals  
5 Office and Clerical  
\_\_\_\_ Skilled Craft Workers  
\_\_\_\_ Service-Maintenance

2. As of June 30, 2011, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

**\* Additionally, the 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, 2011, provide the number of funded positions within each of the following EEOC categories:

211 Officials and Managers

585 Professionals

391 Technicians

1536 Protective Service Workers

127 Para-Professionals

235 Office and Clerical

8 Skilled Craft Workers

28 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,121

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5. As of June 30, 2011, provide the underutilization for Hispanics by category:

\_\_\_ Officials and Managers

-5 Professionals

-2 Technicians

\_\_\_ Protective Service Workers

\_\_\_ Para-Professionals

-4 Office and Clerical

\_\_\_ Skilled Craft Workers

-1 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
13
7. In how many Rutan interviews did Hispanic interviewers participate?  
1
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 194 Hispanics 8
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 12 Number of Hispanics 0
10. 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 Recruitment Section attended 34 career fairs during FY11 to identify and target Hispanic candidates. Although a specific budget allocation was not established, the Illinois State Police spent \$7100 in fees to attend these recruitment events and advertising expenses.**
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
**Master Sergeant Isaiah Vega is a Hispanic/Male Sworn Officer and works as a Hispanic Liaison with media outlets and the Hispanic community.**
- a) Is this person on the Executive Staff?  
**Master Sergeant Vega works in the Public Information Office directly under the Director's Command.**
12. 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)  
Structured oral interviews are used when filling civilian positions with the Spanish-speaking 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 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 or 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 FY11 were approved as submitted and are attached (Attachment #1).

13. 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 FY11, there were 11 opportunities to hire/promote minorities in underutilized categories of African American, Hispanic, Asian and Native American; 5 or 45 percent addressed underutilization. There were also 5 opportunities to hire/promote females in the underutilized category; 3 or 60 percent addressed underutilization.**

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

**In FY11, there were 3 less opportunities to hire/promote in underutilized categories than in FY10.**

14. 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 FY12 Annual Equal Employment Opportunity Plan (see Attachment #2) to recruit qualified minorities for sworn and civilian positions.**

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: Illinois State Police

ADDRESS: 801 S. 7<sup>th</sup> Street, Suite 100-S, Springfield, IL 62794

TELEPHONE NUMBER: (217) 782-1282

AGENCY DIRECTOR: Director Hiram Grau

EEO OFFICER: Lt. William P. Colbrook

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Hiram Grau Date 10/28/11  
Director

Lt. W.P. Colbrook Date 10/26/11  
EEO Officer

# **State Hispanic Employment Plan Survey**

## **Attachment #1**

### **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**

## **Attachment #2**

### **FY12 EEO and Recruitment Numeric Goals**

#### **AREAS TO BE ADDRESSED FOR SWORN PERSONNEL:**

**Sworn Underutilization of 76 women.**

**Sworn Underutilization of 52 minorities.**

**Code and Sworn Combined Underutilization of 16 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 **198 female officers**, only **21 are African American**, **17 are Hispanic**, and **3 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 Unit Manager 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 Unit Manager or designee.  
**Target Date:** Ongoing
3. Information will be disseminated to Department personnel and College Intern Coordinators in an effort 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 Unit Manager or designee.  
**Target Date:** December 2011
4. The Interim Chief EEO Officer and Recruitment Unit Manager 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:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.  
**Target Date:** March 2012 and September 2012
5. Develop a proposal for design and implementation of a Recruitment smart-phone application used to notify potential interns of information and deadlines as deemed by the Department.  
**Monitoring Procedure:** When requested, provide copies of the proposal.  
**Responsibility:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.  
**Target Date:** June 2012

**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 Unit Manager 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 Unit Manager 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 Unit Manager or designee.

**Target Date:** June 2012

4. Develop a proposal for design and implementation of a Recruitment smart-phone application used to notify potential applicants of testing, career fairs and other information as deemed by the Department.

**Monitoring Procedure:** When requested, provide copies of the proposal.

**Responsibility:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.

**Target Date:** June 2012

5. 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 Unit Manager or designee.

**Target Date:** September 2012

6. 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:** Interim 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 Unit Manager 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 Unit Manager or designee.  
**Target Date:** Ongoing
3. Maintain a partnership with ACAP (Army Career and Alumni Program) to encourage military female enlistees, junior officers and returning veterans to pursue a career with the ISP.  
**Monitoring Procedure:** When requested, provide site links.  
**Responsibility:** Recruitment Unit Manager or designee.  
**Target Date:** December 2011
4. The Interim 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:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.  
**Target Date:** March 2012 and September 2012
5. Develop a proposal for design and implementation of a Recruitment smart-phone application used to notify potential applicants of testing, career fairs and other information as deemed by the Department.  
**Monitoring Procedure:** When requested, provide copies of the proposal.  
**Responsibility:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.  
**Target Date:** June 2012

**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 Unit Manager 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 Unit Manager or designee.  
**Target Date:** Ongoing

3. Maintain a partnership with ACAP (Army Career and Alumni Program) to encourage military minority enlistees, junior officers and returning veterans to pursue a career with the ISP.

**Monitoring Procedure:** When requested, provide site links.

**Responsibility:** Recruitment Unit Manager or designee.

**Target Date:** December 2011

3. The Interim Chief EEO Officer and Recruitment Unit Manager will meet semi-annually to review the effectiveness of our sworn recruitment efforts.

**Monitoring Procedure:** When requested, provide meeting dates and topics.

**Responsibility:** Interim Chief EEO Officer or designee and Recruitment Unit Manager or designee.

**Target Date:** March 2012 and September 2012

4. Develop a proposal for design and implementation of a Recruitment smart-phone application used to notify potential applicants of testing, career fairs and other information as deemed by the Department.

**Monitoring Procedure:** When requested, provide copies of the proposal.

**Responsibility:** Interim Chief EEO Officer or designee, and Recruitment Unit Manager or designee.

**Target Date:** June 2012

#### **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 Unit Manager or designee.

**Target Date:** Ongoing

2. The Interim 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:** Interim Chief EEO Officer or designee.

**Target Date:** Ongoing

3. The Interim Chief EEO Officer will ensure managers are aware of their duties and responsibilities under the Department's EEO policies and procedures in regard to the Sworn Interview and Selection process.

**Monitoring Procedure:** When requested, provide copies of sworn promotional recommendations.

**Responsibility:** Interim Chief EEO Officer or designee.

**Target Date:** Ongoing

4. A file will be maintained to track and analyze all sworn promotions from FY03 forward.

**Monitoring Procedure:** When requested, provide information from database.

**Responsibility:** Interim Chief EEO Officer or designee.

**Target Date:** Ongoing

5. The Interim Chief EEO Officer will meet with the First Deputy Director on a regular 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:** Interim Chief EEO Officer or designee.

**Target Date:** Ongoing

#### **AREAS TO BE ADDRESSED FOR CODE PERSONNEL:**

**Code Underutilization of 18 females.**

**Code Underutilization of 61 minorities.**

**Code and Sworn Combined Underutilization of 16 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 Unit Manager will disseminate job opportunity brochures for code positions 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 Unit Manager or designee.

**Target Date:** Ongoing

2. The Recruitment Unit 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.

**Monitoring Procedure:** When requested, provide information regarding recruiting efforts discussed.

**Responsibility:** Recruitment Unit Manager 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 Unit Manager or designee.

**Target Date:** June 2012

4. The Interim Chief EEO Officer and Recruitment Unit Manager 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:** Interim Chief EEO Officer or designee and Recruitment Unit Manager or designee.

**Target Date:** March 2012 and September 2012

**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 Unit Manager will disseminate job opportunity brochures for code positions to various disability advocacy groups to reach additional qualified disabled candidates.

**Monitoring Procedure:** When requested, provide links to sites.

**Responsibility:** Recruitment Unit Manager or designee.

**Target Date:** Ongoing

2. The Recruitment Unit Manager 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 Unit Manager or designee.  
**Target Date:** Ongoing
3. The Interim 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:** Interim Chief EEO Officer or designee.  
**Target Date:** Ongoing
4. The Interim Chief EEO Officer and Recruitment Unit Manager 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:** Interim Chief EEO Officer or designee and Recruitment Unit Manager or designee.  
**Target Date:** March 2012 and September 2012

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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:** Monday, October 31, 2011

**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  
Email: [nancy.pedrucci@illinois.gov](mailto:nancy.pedrucci@illinois.gov)

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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:** CFO/PO/EEO

**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, 2011, 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, 2011, 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, 2011, 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, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_5\_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_\_ 0 \_\_\_
7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_\_ 0 \_\_\_
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_\_ 0 \_\_\_ Hispanics \_\_\_ 0 \_\_\_
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_\_ 0 \_\_\_ Number of Hispanics \_\_\_ 0 \_\_\_
10. 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 \_\_\_
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
\_\_\_ N/A \_\_\_
- a) Is this person on the Executive Staff? \_\_\_ N/A \_\_\_
12. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
\_\_\_ N/A \_\_\_
- b) 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:  
\_\_\_\_\_ N/A \_\_\_\_\_
- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
\_\_\_\_\_ N/A \_\_\_\_\_
- f) Recommendations provided by DHR, CMS or the Auditor General:  
\_\_\_\_\_ N/A \_\_\_\_\_
13. 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 \_\_\_\_\_
14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: IL State Police Merit Board

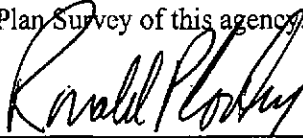
ADDRESS: 531 Sangamon Avenue East, Springfield, Illinois 62702

TELEPHONE NUMBER: (217) 786-6244

AGENCY DIRECTOR: Ronald P. Cooley

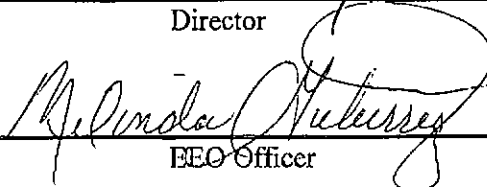
EEO OFFICER: Melinda G. Gutierrez

This is to certify that the attached document represents the African American  
Employment Plan Survey of this agency.



Date October 31, 2011

Director



Date October 31, 2011

EEO Officer



**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:** Monday, October 31, 2011

**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  
Email: [nancy.pedrucci@illinois.gov](mailto:nancy.pedrucci@illinois.gov)

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: *Denise Connelly*

Individual's Working Title: *Human Resources Manager*

Individual's Phone Number: *(217)785-7018*

Individual's Mailing Address: *P.O. Box 19255, Springfield, IL 62794-9255*

Individual's Email Address: *denise.connelly@srs.illinois.gov*

1. As of June 30, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_\_19\_\_\_ Officials and Managers  
\_\_\_39\_\_\_ Professionals  
\_\_\_11\_\_\_ Technicians  
\_\_\_0\_\_\_ Protective Service Workers  
\_\_\_8\_\_\_ Para-Professionals  
\_\_\_13\_\_\_ Office and Clerical  
\_\_\_1\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

91

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

*None*

7. In how many Rutan interviews did Hispanic interviewers participate?

*None*

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total   4  

Hispanics   0  

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired   11  

Number of Hispanics   0  

10. 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.*

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

*No*

- a) Is this person on the Executive Staff? \_\_\_\_\_

12. 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 – SERS does not have positions that require bilingual-speaking employees.*

- 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 – SERS does not have positions that require bilingual-speaking employees.*

- 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 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 when given the opportunity.*

13. 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 90-95 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*

14. 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 12. (a) when given the opportunity.*

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: *State Employees' Retirement System*

ADDRESS: *2101 S. Veterans Pkwy., Springfield, IL 62704*

TELEPHONE NUMBER: *(217)785-7018*

AGENCY DIRECTOR: *Timothy B. Blair*

EEO OFFICER: *Denise Connelly*

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

*Timothy B. Blair* Date *10-4-11*  
*Denise Connelly* Director

*Denise Connelly* Date *10-4-11*  
EEO Officer

Received by CMS on <del>2011 OCT 31</del> A 10:38
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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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: IL Torture Inquiry & Relief Commission

Name of Individual Completing Survey: Dr. Ewa I. Ewa

Individual's Working Title: Chief Financial Officer/Personnel & EEO Officer

Individual's Phone Number: 312-814-6269

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, 2011, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2011, 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  
\_\_ 0 \_\_ Para-Professionals  
\_\_\_\_ Office and Clerical  
\_\_\_\_ Skilled Craft Workers  
\_\_\_\_ Service-Maintenance

3. As of June 30, 2011, provide the number of funded positions 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

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 2 \_\_\_\_\_

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

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

6. How many Rutan certified interviewers in your agency are Hispanic?  
\_\_0\_\_
7. In how many Rutan interviews did Hispanic interviewers participate?  
\_\_0\_\_
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total \_\_0\_\_ Hispanics \_\_0\_\_
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired \_\_2\_\_ Number of Hispanics \_\_1\_\_
10. 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 continues to comply with all legislative mandates and statutory provisions relative to non-discriminatory practices in hiring in the workplace.
11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
\_\_NO\_\_
- a) Is this person on the Executive Staff? \_\_\_\_\_
12. 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, nonc)  
\_\_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:

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.

The Agency continues to encourage related staff to take advantage of statewide promotional programs designed to enhance individual progress and advancement 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

13. 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

14. 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 and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**NAME OF AGENCY: IL Torture Inquiry & Relief CommissionADDRESS: 160 N LaSalle St., Room 506, Chicago IL 60601TELEPHONE NUMBER: 312-814-4662AGENCY DIRECTOR: David C. ThomasEEO OFFICER: Dr. Ewa I. Ewa

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

David C. Thomas Date 10/28/11  
Director

Ewa I. Ewa Date 10/28/11  
EEO Officer

2011 NOV -2 A 11:45  
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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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: Chief of Diversity Recruitment and Outreach

Individual's Phone Number: 217-782-2545

Individual's Mailing Address: 2300 S. Dirksen Parkway  
Springfield, IL 62764

Individual's Email Address: Lesa.Branham@Illinois.gov

1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:
  - Numbers indicated on the charts DO NOT include 38 Truck Weight Inspectors (TWI).

EEOC CATEGORY	FTP
Officials & Managers	28
Professionals	70
Technicians	13
Protective Serv. Wkrs.	N/A
Para-Professionals	9
Office & Clerical	1
Skilled Craft Workers	1
Service Maintenance	54

2. As of June 30, 2011, 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

6 Service-Maintenance



3. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

- **These figures represent paid FTP only. Funded position data is not available for June 30, 2011.**

EEOC CATEGORY	FTP
Officials & Managers	1056
Professionals	1470
Technicians	602
Protective Serv. Wkrs.	N/A
Para-Professionals	215
Office & Clerical	68
Skilled Craft Workers	67
Service Maintenance	1754

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

**FTP = 5,270 (includes 38 TWD); PPT = 29; LOA = 205 (includes 2 suspensions)**

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

- **(These numbers reflect underutilization numbers for current fiscal year – FY 2012)**

4 Officials and Managers

P Professionals

4 Technicians

N/A Protective Service Workers

P Para-Professionals

P Office and Clerical

4 Skilled Craft Workers

54 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?

18 current (2 additional employees separated in FY 11)

7. In how many Rutan interviews did Hispanic interviewers participate?

50

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total 302 FTP

Hispanics 10 FTP

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired 374 FTP

Number of Hispanics 26 FTP

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

- 1) Developed an internal Engineer Technician Recruitment Taskforce of management staff to oversee components of recruitment outreach for the Engineer Technician position.
- 2) Developed and implemented, in partnership with the Illinois Tollway, the first Diversity Symposium. The purpose is to reach out to diverse community organizations that are advocates for underutilized persons seeking employment. These organizations participated in a discussion with IDOT and the Tollway to determine the best way to connect with the clients they serve and to understand actual or perceived barriers to employment. This group will collaborate with IDOT and the Tollway on ways to address those barriers.
- 3) IDOT's multi-year Strategic Plan indicates a high priority will be given to the recruitment of qualified, diverse employees. The Diversity Recruitment and Outreach Office has been created to use various methods in recruiting individuals from under-represented groups using various mechanisms. Although several job classifications will be recruited, special emphasis will be placed on increasing the diversity in the Civil Engineer Trainee, Engineer Technician, and Highway Maintainer applicant pools.

- 4) **Two members of the Diversity Recruitment and Outreach staff (Consuelo M. Venegas and Ivan L. Barajas) will be RUTAN interview trained in December.**

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

**Nicole Aleman-Hughes**

- a) Is this person on the Executive Staff? NO

12. 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.**
    - a. **Civil Engineering College Scholarship Program**
    - b. **Engineering Academy for Elementary and High School students**
    - c. **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 of Carbondale launched an 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 opportunities to join the IDOT Professional and Academic Network Alliance. The network provides updates of position postings, career fairs, and outreach efforts to a statewide database 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 Recruitment Taskforce 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 (i.e. Olive Harvey, Prairie State, etc.) to provide necessary information on application procedures for the Highway Maintainer permanent position and application information for the IDOT temporary Highway Maintainer "Snowbird" position.
- 7) Partnerships through the above listed outreach efforts, committees, and projects with Illinois Department of Employment Security (IDES), Illinois Department of Veterans' Affairs (IDVA), Secretary of State (SOS), Central Management Services (CMS) and the Illinois Department of Commerce and Economic Opportunity (DECO).

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

A structured oral RUTAN interview is given as well as a CMS written test to assess bilingual skills when filling 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:

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 a 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.
- 4) The Growth and Training of Employees (GATE) program provides courses that develop skills to increase employee

competence. Participants learn how to work in diverse groups, improve productivity, increase communication skills, and understand IDOT Departmental policies and regulations. GATE courses such as communicating through colors, effective interviewing, etc., are directed at both personal growth and leadership techniques. GATE training establishes a more professional work environment, improves productivity, and is IDOT-relevant to ensure that our work force projects a more professional public image.

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.**

13. 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 numbers indicated below DO NOT include Truck Weight Inspectors, hired by Illinois State Police, funded by IDOT)

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)  
New Hires FY '11: 26 - Total Hispanic Employees (FTP)  
\*(Year to Date hires – since 7-1-2011 for FTP Hispanic Employees = 11)

**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)  
FY '11: 176 Representing 3.36% of the total employed (FTP)

14. 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 Maintainer and Snowbirds with IDOT.
  - Continue to award 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 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.
  - Market and advertise the Highway Maintainer position through diverse and bilingual radio broadcasting and bilingual newspapers.
  - Partner with schools and community colleges that have high enrollment of underutilized populations to have recurring information sessions on careers at IDOT.

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: ILLINOIS DEPARTMENT OF TRANSPORTATION

ADDRESS: 2300 S. DIRKSEN PARKWAY  
SPRINGFIELD, IL 62764

TELEPHONE NUMBER: 217-782-2545

AGENCY DIRECTOR: ANN SCHNEIDER

EEO OFFICER: ELLEN SCHANZLE-HASKINS

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Ann D. Schneider Date 11-1-11  
Director

Ellen Schanzle-Haskins Date 11-1-11  
EEO Officer



Received by CMS on 2011 OCT 27 A 8:41

## 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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

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

Agency: IL Department of Veterans' Affairs

Name of Individual Completing Survey: Mary Keen

Individual's Working Title: EEO Officer

Individual's Phone Number: 217/557-5667

Individual's Mailing Address: 833 S. Spring, Springfield, IL 62794

Individual's Email Address: mary.keen@illinois.gov

1. As of June 30, 2011, 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  
8 Para-Professionals  
1 Office and Clerical  
0 Skilled Craft Workers  
3 Service-Maintenance

2. As of June 30, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

58 Officials and Managers

238 Professionals

216 Technicians

18 Protective Service Workers

451 Para-Professionals

43 Office and Clerical

30 Skilled Craft Workers

223 Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

1277

5. As of June 30, 2011, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

2 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. How many Rutan certified interviewers in your agency are Hispanic?  
2
7. In how many Rutan interviews did Hispanic interviewers participate?  
40
8. How many employees left your agency during FY 11 and how many of those were Hispanic?  
Total 86 Hispanics 2
9. How many Employees were hired during FY 11 and how many of those were Hispanic?  
Total Hired 23 Number of Hispanics 2

10. 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 Human Resources staff are aware of the need for a diverse work force. Recruitment is done specifically for this population. Employees who are involved in the hiring process are Rutan trained, and barring the lack of candidates who have Union rights to positions, the underutilization of Hispanics are addressed.**

**The use of the Hiring Monitor is closely reviewed by the EEO Officer to determine that underutilization has been addressed when there is an opportunity.**

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:  
**NO**

a) Is this person on the Executive Staff? \_\_\_\_\_

12. List all agency activities undertaken in implementing the State Hispanic Employment Plan: **Quarterly affirmative action plans are prepared to analyze the Department's underutilization of Hispanics.**

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

**IDVA representatives attend job fairs in attempts to recruit Hispanic applicants; however, those specifically delegated for Hispanics have had fees attached that the Department has been unable to pay.**

EEO has reached out to locale representatives in the Hispanic community and has sent announcements for job vacancies to the National Latino Education Institute in efforts to recruit Hispanic employees.

- 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:

The Department does not have any 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:

The Department had an information table set up at the Illinois Minorities in Government conference, providing information to current State employees about the Agency. Fees for the IAHSE conference were not waived until recently.

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

Monitored by the EEO Officer prior to hire date; approved by Director. Continuous contact and training with Human Resources staff.

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

None

13. 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:

**IDVA was underutilized by 2 Hispanic paraprofessionals in Region 8 and 1 Hispanic Service/Maintenance employee in Region 8 as of June 30, 2011.**

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

**Decrease in 2 Hispanic professionals, 1 Hispanic technician, and 1 Hispanic in Service Maintenance**

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

**Locate recruitment resources that target the Hispanic population. Waive fees for job fairs and conferences that specifically attract Hispanic applicants.**

Please attach additional sheets as necessary and be sure to complete the Certification form on the next page.

### **HISPANIC EMPLOYMENT PLAN SURVEY CERTIFICATION**

NAME OF AGENCY: IDVA


ADDRESS: 833. Spring, Springfield, IL, 62794

TELEPHONE NUMBER: 217/782-6641

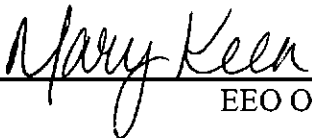
AGENCY DIRECTOR: Erica Borggren

EEO OFFICER: Mary Keen

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

  
\_\_\_\_\_  
Director

Date 10-25-11

  
\_\_\_\_\_  
EEO Officer

Date 10.25.11

Received by CMS on

2011 OCT -7 P 12:19

**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:** Monday, October 31, 2011

**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  
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or [cory.foster@illinois.gov](mailto:cory.foster@illinois.gov).

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

Lon Meltesen, 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 ST. 8<sup>TH</sup> FL., CHICAGO IL 60601



Individual's Email Address: A.MAXEY@ILLINOIS.GOV

1. As of June 30, 2011, 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, 2011, 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, 2011, provide the number of funded positions within each of the following EEOC categories:

\_\_26\_\_ Officials and Managers  
\_\_76\_\_ Professionals  
\_\_4\_\_ Technicians  
\_\_0\_\_ Protective Service Workers  
\_\_6\_\_ Para-Professionals  
\_\_59\_\_ Office and Clerical  
\_\_0\_\_ Skilled Craft Workers  
\_\_2\_\_ Service-Maintenance

4. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_173\_\_\_\_\_

5. As of June 30, 2011, 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. How many Rutan certified interviewers in your agency are Hispanic?

\_\_\_2\_\_\_

7. In how many Rutan interviews did Hispanic interviewers participate?

\_\_\_1\_\_\_

8. How many employees left your agency during FY 11 and how many of those were Hispanic?

Total \_\_\_10\_\_\_

Hispanics \_\_\_0\_\_\_

9. How many Employees were hired during FY 11 and how many of those were Hispanic?

Total Hired \_\_\_7\_\_\_

Number of Hispanics \_\_\_0\_\_\_

10. 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 abreast of the Commission's underutilization status. \_\_\_

11. Does your agency have a designated Hispanic Liaison who works with the Hispanic Community? If so, please provide the name:

\_\_\_No\_\_\_

- a) Is this person on the Executive Staff? \_\_\_

12. 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)

\_\_\_\_ 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:

\_\_\_\_ 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:

\_\_\_\_ None \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_ The Appropriate monitors are submitted to CMS with each coded hiring or promotion package and IDHR reviews all monitors quarterly.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_ None \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. 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:



**HISPANIC EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

NAME OF AGENCY: ILLINOIS WORKERS' COMPENSATION COMMISSION

ADDRESS: 100 W. RANDOLPH ST. 8<sup>TH</sup> FL., CHICAGO, IL 60601

TELEPHONE NUMBER: 312-814-6632

AGENCY DIRECTOR: MITCH WEISZ

EEO OFFICER: ALMA MAXEY

This is to certify that the attached document represents the Hispanic Employment Plan Survey of this agency.

Mitch Weisz (arm) Date 10/4/11  
Director

Alma Maxey Date 10/4/11  
EEO Officer

## **Appendix 4**





2011 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY		SURVEY QUESTIONS					
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY11. 18 Agencies reported no bilingual service requirements in FY11 and are so indicated by GREY SHADING.	Number of cases (opportunities to assist clients) for which bilingual skills were required.	TIME COMMITMENT				How much of the 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		
FY 2011 AGENCIES, BOARDS & COMMISSIONS	1a	1bi	1bii	1biii	1biv	1c	1d
Aging, Department on	2,816	10%	90%	0%	0%	75%	No
Agriculture, Department of	60	50%	25%	25%	0%	0%	Yes
Arts Council	10	100%	0%	0%	0%	2%	No
Capital Development Board	0						
Central Management Services, Department of	2,820	45%	40%	10%	5%	60%	No
Children and Family Services, Department of	2,613	0%	0%	0%	100%	100%	Yes
Civil Service Commission	0						
Commerce and Economic Opportunity, Department of	826	38%	30%	12%	20%	68%	No
Commerce Commission	511	50%	50%	0%	0%	100%	No
Corrections, Department of	continuous interaction						No
Criminal Justice Information Authority	0						
Deaf and Hard of Hearing Commission	continuous interaction						No
Developmental Disabilities, Ill. Council on	0						
Emergency Management Agency	0						
Employment Security, Department of	94,925	90%	10%	0%	0%	1%	Yes
Environmental Protection Agency	10	98%	2%	0%	0%	3%	No
Executive Inspector General, Office of the	2	80%	20%	0%	0%	20%	No
Financial and Professional Regulation	2,200	65%	30%	4%	1%	50%	No
Gaming Board	65	86%	11%	3%	0%	14%	No
Guardianship and Advocacy Commission	263	25%	45%	25%	5%	20%	No
Healthcare and Family Services, Department of	129,742	52%	34%	11%	3%	65%	Yes
Historic Preservation Agency	0						
Human Rights Commission	100	90%	10%	0%	0%	35%	No
Human Rights, Department of	7,089	59%	5%	14%	22%	42%	No
Human Services, Department of	332,210	44%	30%	23%	3%	91%	Yes
Illinois Power Agency	0						
Insurance, Department of	525	3%	45%	45%	7%	75%	No
Investment, State Board of	0						
Juvenile Justice, Department of	continuous interaction	75%	20%	5%	0%	5%	No
Labor, Department of	1,300	25%	75%	0%	0%	50%	No
Labor Relations Board, Educational	0						
Labor Relations Board, Illinois	50	50%	50%	0%	0%	50%	No
Law Enforcement Training and Standards Board	0						
Medical District Commission	0						
Military Affairs, Department of	0						
Natural Resources, Department of	260	50%	48%	1%	1%	2%	No
Pollution Control Board	0						
Prisoner Review Board	500	35%	45%	20%	0%	100%	Yes
Property Tax Appeal Board	0						
Public Health, Department of	4,235	95%	4%	1%	0%	1%	Yes
Racing Board	no tracking system in place	90%	5%	5%	0%	100%	No
Revenue, Department of	30,360	29%	70%	1%	0%	85%	No
Sentencing Policy Advisory Council	0						
State Fire Marshal, Office of the	27	89%	11%	0%	0%	11%	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	26	100%	0%	0%	0%	0%	No
<b>ILLINOIS STATEWIDE TOTALS:</b>	<b>614,340</b>						<b>Yes: 7</b>
CALCULATION METHOD:	sum						<b>No: 43</b>

2011 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS								
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY11. 18 Agencies reported no bilingual service requirements in FY11 and are so indicated by GREY SHADING.	Bilingual positions required by agency	Employees paid bilingual supplement in FY11	Employees that used skills in FY11	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		
FY 2011 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	1	1	1	100%	0%	0%	0%	Yes	No
Arts Council	1	0	0	0%	0%	0%	100%	Yes	No
Capital Development Board	0	0	0						
Central Management Services, Department of	5	5	5	100%	0%	0%	0%	No	No
Children and Family Services, Department of	164	165	165	96%	4%	0%	0%	No	No
Civil Service Commission	0	0	0						
Commerce and Economic Opportunity, Department of	10	9	9	21%	30%	30%	19%	No	No
Commerce Commission	5	3	3	100%	0%	0%	0%	No	No
Corrections, Department of	198	35	32	51%	26%	9%	14%	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	171	170	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	100%	0%	0%	0%	No	No
Financial and Professional Regulation	27	14	14	65%	30%	4%	1%	No	No
Gaming Board	0	0	0					No	No
Guardianship and Advocacy Commission	6	6	6	25%	55%	20%	0%	No	No
Healthcare and Family Services, Department of	109	106	106	75%	16%	7%	2%	No	Yes
Historic Preservation Agency	0	0	0						
Human Rights Commission	3	3	3	0%	100%	0%	0%	No	No
Human Rights, Department of	37	28	28	36%	30%	23%	11%	No	No
Human Services, Department of	1,209	1,282	1,282	60%	30%	10%	0%	No	No
Illinois Power Agency	0	0	0						
Insurance, Department of	12	4	4	90%	10%	0%	0%	Yes	No
Investment, State Board of	0	0	0						
Juvenile Justice, Department of	9	4	4	75%	25%	0%	0%	Yes	No
Labor, Department of	10	10	10	0%	80%	20%	0%	No	No
Labor Relations Board, Educational	0	0	0						
Labor Relations Board, Illinois	1	1	1	5%	40%	50%	5%	No	No
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	3	3	0%	0%	33%	67%	No	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	24	24	24	35%	40%	20%	5%	No	No
Racing Board	1	0	0	0%	0%	0%	0%	Yes	No
Revenue, Department of	15	19	19	36%	15%	32%	17%	No	No
Sentencing Policy Advisory Council	0	0	0						
State Fire Marshal, Office of the	7	2	2	0%	50%	0%	50%	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	3	0%	0%	4%	96%	No	No
ILLINOIS STATEWIDE TOTALS: CALCULATION METHOD:	2,096 sum	1,921 sum	1,917 sum					No: 43 Yes: 7	No: 48 Yes: 2

2011 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS					
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY11. 17 Agencies reported no bilingual service requirements in FY11 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
<b>FY 2011 AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b>5a</b>	<b>5b</b>	<b>6a</b>	<b>6b</b>	<b>7a</b>	<b>7b</b>
Aging, Department on	12	0	0	0	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	0
Central Management Services, Department of	12	0	0	0	0	0
Children and Family Services, Department of	165	2	24	12	6	0
Civil Service Commission	0	0	0	0	0	0
Commerce and Economic Opportunity, Department of	15	0	0	0	0	0
Commerce Commission	1	3	0	0	1	0
Corrections, Department of	0	0	2	2	4	0
Criminal Justice Information Authority	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	8	0	1	1	1	0
Developmental Disabilities, Ill. Council on	0	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0	0
Employment Security, Department of	229	0	28	19	6	1
Environmental Protection Agency	2	0	0	0	0	0
Executive Inspector General, Office of the	1	0	0	0	0	0
Financial and Professional Regulation	27	0	0	0	0	0
Gaming Board	0	0	0	0	0	0
Guardianship and Advocacy Commission	6	0	0	0	0	0
Healthcare and Family Services, Department of	163	0	19	9	1	3
Historic Preservation Agency	0	0	0	0	0	0
Human Rights Commission	3	0	0	0	0	0
Human Rights, Department of	37	0	2	0	9	1
Human Services, Department of	1,209	0	150	120	50	5
Illinois Power Agency	0	0	0	0	0	0
Insurance, Department of	8	0	4	0	0	0
Investment, State Board of	0	0	0	0	0	0
Juvenile Justice, Department of	9	0	0	0	0	0
Labor, Department of	11	0	1	0	1	0
Labor Relations Board, Educational	0	0	0	0	0	0
Labor Relations Board, Illinois	1	0	0	0	1	0
Law Enforcement Training and Standards Board	0	0	0	0	0	0
Medical District Commission	0	0	0	0	0	0
Military Affairs, Department of	0	0	0	0	0	0
Natural Resources, Department of	3	0	2	1	0	1
Pollution Control Board	0	0	0	0	0	0
Prisoner Review Board	1	0	0	0	0	0
Property Tax Appeal Board	0	0	0	0	0	0
Public Health, Department of	38	0	1	2	4	0
Racing Board	0	0	0	0	0	0
Revenue, Department of	75	0	2	0	2	0
Sentencing Policy Advisory Council	0	0	0	0	0	0
State Fire Marshal, Office of the	7	0	1	0	0	0
State Police, Illinois	1	0	0	0	0	0
State Police Merit Board	0	0	0	0	0	0
State Retirement Systems	0	0	0	0	0	0
Transportation, Department of	7	0	0	0	0	0
Veterans' Affairs, Department of	0	0	0	0	0	0
Workers' Compensation Commission, Illinois	5	0	0	0	0	0
<b>ILLINOIS STATEWIDE TOTALS:</b>	<b>2,063</b>	<b>5</b>	<b>237</b>	<b>166</b>	<b>87</b>	<b>11</b>
CALCULATION METHOD:	sum	sum	sum	sum	sum	sum

2011 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTIONS			
<b>GENERAL KEY:</b> 32 Agencies reported bilingual service requirements for FY11. 17 Agencies reported no bilingual service requirements in FY11 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.
<b>FY 2011 AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Aging, Department on	5	0	0	0
Agriculture, Department of	1	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services, Department of	5	0	0	0
Children and Family Services, Department of	157	7	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity, Department of	7	2	0	0
Commerce Commission	3	0	0	0
Corrections, Department of	22	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	160	10	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	89	17	0	0
Historic Preservation Agency	0	0	0	0
Human Rights Commission	3	0	0	0
Human Rights, Department of	23	5	0	0
Human Services, Department of	594	291	379	18
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	2	1	1	0
Labor, Department of	8	2	0	0
Labor Relations Board, Educational	0	0	0	0
Labor Relations Board, Illinois	0	1	0	0
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	2	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	20	4	0	0
Racing Board	0	0	0	0
Revenue, Department of	15	3	1	0
Sentencing Policy Advisory Council	0	0	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:</b>	<b>1,150</b>	<b>362</b>	<b>391</b>	<b>18</b>
CALCULATION METHOD:	sum	sum	sum	sum

2011 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?
<b>FY 2011 AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b>12a</b>
Aging, Department on	The Illinois Department on Aging utilizes the Nextalk/Textnet units to effectively serve clientele with disabilities. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within an agency or at other agencies. Callers may leave messages that can be forwarded through email and outgoing calls can be typed through the PC. Nextalk logs all calls and document all transactions. 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 working toward to fill bilingual coded positions to accommodate the different languages that are needed.
Agriculture, Department of	As IDOA's Human Resource manager, I keep a close relationship with all other Division managers/Bureau Chiefs to make sure we can render an effective service in terms of filling bilingual positions. 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 requests 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 the 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 CMS efforts are adequate. These are all factors in determining the bilingual skill requirements and services.
Children and Family Services, Department of	The Department of Children and Family Services is in the process of developing a new coding system for cases and investigations which will allow our department a method of determining the number of cases needing bilingual services which will then determine the number of staff that this agency needs to employ. Our current system does not accurately reflect the number of bilingual positions that are needed. However at this point our agency uses the following system: A comparison between Council of Accreditation standard of 20 cases to 1 caseworker versus the actual number of cases opened in the agency. Looking at the Child Abuse Hotline intake cases from Spanish Speakers versus the number of Spanish Speaking bilingual Hotline intake caseworker and the total number of bilingual Child Abuse Investigators. Looking at demographic numbers in counties where the Spanish Speaking or monolingual immigrant populations are growing statewide and comparing that to the number of bilingual staff assigned to each IDCFS office in those counties.
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 2011.
Corrections, Department of	The agency is planning on conducting a survey of current inmate population of the number of non-English speaking and writing inmates we have currently. With this information, we will determine the number of bilingual staff needed.
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	Agency reviews telephone interpreter usage, number of Limited English Proficient claimants who file claims, frequency of contact with LEP claimants. The number of callers who call the Spanish TeleServe line. Census data. The number of bilingual staff in each physical location where there is public contact.
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 Spanish and English and can provide effective service to our agency's clients.

2011 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?
<b>FY 2011 AGENCIES, BOARDS &amp; COMMISSIONS</b>	<b>12a</b>
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. Additionally, the Department does have positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English (specifically individuals who are fluent in Spanish). The need is determined by the type of service provided and required such as training, community outreach, liaison, receptionist, etc. In addition to Spanish, the Department also has Polish and Korean bilingual option positions.
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 needed, the technology available to provide assistance, the specific area where it is used the most(i.e., interviews and consumer assistance), as well as the number of staff available to provide the assistance. DOI needs a minimum of 2 staff per language is needed, including signing and braille.
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	We have determined the need for 10 bilingual position in our Chicago Office based on the volume of phone calls, complaints filed and walk-ins from non-English speaking clientele in that geographic area.
Labor Relations Board, Illinois	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Natural Resources, Department of	Need for bilingual positions is determined by the demand for services according to geographical area.
Prisoner Review Board	By reviewing the number of calls, hearings, etc each year to be sure we are maintaining a sufficient amount of bilingual staff.
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	We review with the program administrators who have field staff or contact with the public if their needs are being met.
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 positions located in our Springfield and Chicago offices and in areas of the state where the 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 appropriate position(s).
Workers' Compensation Commission, Illinois	Bilingual needs are determined by the increase or decrease in requests for interpreters.

2011 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?
FY 2011 AGENCIES, BOARDS & COMMISSIONS	12b
Aging, Department on	In addition to answering the Senior HelpLine, our bilingual staff responds to clients contacting the Department's Circuit Breaker Illinois Cares Rx Division with bilingual Spanish calls, correspondence, translations, and walk-in assistance. 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 materials and publication materials. We are also looking at an opportunity to fill a bilingual Aging Specialist position in the Chicago office.
Agriculture, Department of	The Chicago area consists of predominantly Spanish-speaking state licensed and inspected establishments. Based on the number of plants requiring Spanish-speaking inspectors, IDOA strives to always have at least one Spanish-speaking inspector on staff.
Arts Council	The IAC is a small agency with only 16 full-time staff. One position has the Spanish language option for the agency.
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 CMS efforts are adequate. These are all factors in determining the bilingual skill requirements and services.
Children and Family Services, Department of	Intact cases are staffed at 15 cases per worker. Placement cases are staffed at 15 cases per worker. Investigations are staffed at 12 investigations per worker.
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 2011, there were 785 calls offered to our consumer counselors in Spanish. Of those calls, 34.9% were not answered. Over the same time period, English speaking calls were not answered 8.5% of the time. The difference can be attributed to low Spanish speaking staffing levels. With only four Spanish speaking employees for eleven of the twelve months of the fiscal year, there were frequent gaps in coverage that were unavoidable due to vacation, illness, break time and lunch schedules. The division lost its most senior Spanish speaking counselor on June 1, 2011, amplifying the coverage issues significantly.
Corrections, Department of	The agency is planning on conducting a survey of current inmate population of the number of non-English speaking and writing inmates we have currently. With this information, we will determine the number of bilingual staff needed.
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	Agency reviews telephone interpreter usage, number of Limited English Proficient claimants who file claims, frequency of contact with LEP claimants. The number of callers who call the Spanish TeleServe line. Census data. The number of bilingual staff in each physical location where there is public contact.
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 Spanish and English and can provide effective service to our 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.

2011 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?
FY 2011 AGENCIES, BOARDS & COMMISSIONS	12b
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. Additionally, the Department does have positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English (specifically individuals who are fluent in Spanish). The need is determined by the type of service provided and required such as training, community outreach, liaison, receptionist, etc. In addition to Spanish, the Department also has Polish and Korean bilingual option positions.
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 noted in (a) above, as well as the growth of the Spanish speaking population.
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	We have determined the need for 8 Spanish-speaking position in our Chicago Office based on the volume of phone calls, complaints filed and walk-ins from Spanish-speaking clientele in that geographic area.
Labor Relations Board, Illinois	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Natural Resources, Department of	Need for bilingual positions is determined by the demand for services according to geographical area.
Prisoner Review Board	By reviewing the number of calls, hearings, etc each year to be sure we are maintaining a sufficient amount of bilingual staff.
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	We review with the program administrators who have field staff or contact with the public if their needs are being met.
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 positions located in our Springfield and 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 appropriate position(s).
Workers' Compensation Commission, Illinois	Needs are determined by the number of requests for interpreters.



2011 BILINGUAL NEEDS AND BILINGUAL PAY SURVEY	SURVEY QUESTION
<b>GENERAL KEY:</b> 18 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?
FY 2011 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 small number of full-time 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 experienced 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 is constantly evaluating staff and determining whether or not services are being met. Currently the agencies websites can be translated into several languages including Spanish to allow understanding for those citizens of Illinois who speak different languages.
Historic Preservation Agency	No staff located in bilingual areas
Illinois Power Agency	The Agency has been in existence for 3 years and has had no need as yet.
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	This agency does not deal with the general public. We work with state, county, and local law enforcement agencies. We have never had a request for any type of interpretation or translations.
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 one organizational client - the Illinois National Guard. The Illinois National Guard meets its own bilingual requirements by/through Federal means.
Pollution Control Board	No response
Property Tax Appeal Board	The Board to date has not had a need to require bilingual staff -- if and when the need arises, PTAB will address the issue at that time.
Sentencing Policy Advisory Council	SPAC does not provide direct service to the public. It is a research entity that analyzes sentencing policy and reports directly to the Governor and the General Assembly.
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.

**2011 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	12,803	55 different languages *
Healthcare and Family Services, Department of	18,035	59 different languages *
Human Services, Department of	2,547	1,727 Spanish; 102 sign language; 618 other*
Prisoner Review Board	3	sign language
Public Health, Department of	5	Spanish
<b>ILLINOIS STATEWIDE TOTAL:</b>	<b>33,393</b>	
<b>CALCULATION METHOD:</b>	sum	* For complete list, refer to master contract usage by agency.

<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	2	ES Field Office Supervisor	1 Spanish; 1 Polish
	5	ES Program Representative	5 Spanish
	3	ES Program Representative-intermittent	3 Spanish
	4	ES Service Representative	3 Spanish; 1 Polish
	1	Office Specialist	1 Spanish
	2	Unemployment Insurance Special Agent	1 Spanish; 1 Cantonese
<i>DES Totals: 17 employees, 13 of which utilized Spanish</i>			
Environmental Protection Agency	5	Environmental Protection Engineer	Spanish
	2	Environmental Protection Specialist	Spanish
	2	Motorist Assistance Specialist	Spanish
	1	Public Service Administrator	Spanish
	1	Senior Public Service Administrator	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, SHIP Employees	Spanish, Manual Communication, Polish, Japanese, Korean, Bengali, Urdu, and Hindi
Juvenile Justice	6	Juvenile Justice Specialists (4); Assistant Superintendent of Programs (1); Executive Secretary III (2)	Spanish
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>52</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>
Employment Security, Department of	2	ES Program Representative	Spanish
	1	ES Program Representative-intermittent	Spanish
	2	ES Service Representative	Spanish
	1	Field Office Supervisor	Polish
<i>DES Totals: 6 employees, 5 of which utilized Spanish</i>			
Healthcare and Family Services, Department of	2	Executive II	Spanish
	1	Public Service Administrator	Spanish
<b>ILLINOIS STATEWIDE TOTAL:</b>	<b>9</b>		
<b>CALCULATION METHOD:</b>	sum		

## **Appendix 5**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department on Aging

**Acting Director:** Michael Gelder

**EEO/AA Officer:** Sara Han

**Agency Workforce:** 150

**Fiscal Year:** 2011

**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**

Agency at parity for all affirmative action groups. ☒ Yes ☐ No

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Agriculture

**Director:** Thomas Jennings

**EEO/AA Officer:** Brent Eggleston

**Agency Workforce:** 427

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 15 African Americans, 1 Hispanic and 43 females. For minorities, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 12 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 15 African Americans, 1 Hispanic and 43 Females. For minorities, during this quarter, there were 5 opportunities and 2 or 40% (2 African Americans) addressed these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is underutilized by 10 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 13 African Americans, 1 Hispanic and 42 Females. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 4 opportunities and 2 or 50% addressed addressed this goal. This agency is underutilized by 10 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 13 African Americans, 1 Hispanic and 40 Females. For minorities, during the quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 9 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 15 African Americans, 1 Hispanic and 43 Females. For minorities, during the year, there were 7 opportunities and 2 or 29% (2 African Americans) addressed these goals. For females, there were 8 opportunities and 4 or 50% the addressed this goal. This agency is underutilized by 9 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Arts Council

**Executive Director:** Terry A. Scrogum

**EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 16

**Fiscal Year:** 2011

**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**

Agency at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Capital Development Board

**Executive Director:** Jim Underwood

**EEO/AA Officer:** Heather Humphrey

**Agency Workforce:** 124

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 3/31/11)**

Agency underutilization at the beginning of FY11 was 2 African Americans, 1 Hispanic and 18 Females. During these quarters there were no opportunities to address the minority and female goals. This agency is underutilized by 5 people with disabilities.

**FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 2 African Americans, 1 Hispanic and 18 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 5 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 2 African Americans, 1 Hispanic and 18 Females. For minorities, during the year, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 5 people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*Too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Central Management Services

**Acting Director:** Malcolm Weems

**EEO/AA Officer:** Fred Stewart, II

**Agency Workforce:** 1,379

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 7 African Americans, 8 Hispanics, 45 Females and 1 Asian. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 African American) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 28 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 7 African Americans, 8 Hispanics, 44 Females and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 27 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 6 African Americans, 8 Hispanics, 43 Females and 1 Asian. For minorities, during this quarter, there were 7 opportunities that did not address these goals. For females, there were 8 opportunities and 1 or 13% addressed this goal. This agency is underutilized by 27 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 6 African Americans, 8 Hispanics, 42 Females and 1 Asian. For minorities, during this quarter, there were 5 opportunities and 2 or 40% (2 African Americans) addressed these goals. For females, there were 6 opportunities and 1 or 17% addressed this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 7 African Americans, 8 Hispanics, 45 Females and 1 Asian. For minorities, during the year, there were 14 opportunities and 3 or 21% (3 African Americans) addressed these goals. For females, there were 16 opportunities and 4 or 25% 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**

The agency met the Department of Human Rights standard of 21% performance in addressing minority goals. It failed to meet the DHR standard of 37% performance in addressing female goals. Pursuant to Section 7-105 (H) of the Human Rights Act, the agency will be required to continue the training program to address its goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Director:** Erwin McEwen

**Interim EEO/AA Officer:**

Rochelle Crump

**Agency Workforce:** 2,900

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 African American, 11 Hispanics, and 45 Asians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 Hispanic) addressed these goals. Agency is at parity for females. This agency is at underutilized by 241 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 1 African American, 10 Hispanics and 45 Asians. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Asian) addressed these goals. This agency is underutilized by 241 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 1 African American, 10 Hispanics and 44 Asians. For minorities, during this quarter, there were 7 opportunities and 1 or 14% (1 Asian) addressed these goals. This agency is underutilized by 241 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 African American, 10 Hispanics and 43 Asians. For minorities, during this quarter, there were 10 opportunities and 3 or 30% (3 Asians) addressed these goals. This agency is underutilized by 241 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY11 was 1 African American, 11 Hispanics, and 45 Asians. For minorities, during the year, there were 22 opportunities and 6 or 27% (1 Hispanic and 5 Asians) addressed these goals. This agency is at parity for females. This agency is underutilized by 241 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**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:** 2011

**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.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**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:** 431

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 African American, 1 Hispanic, 1 Female and 3 Asians. For minorities, during this quarter, there were 4 opportunities and none addressed these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 13 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 1 African American, 1 Hispanic, 1 Female and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 13 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 1 African American, 1 Hispanic, 1 Female and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 13 people with disabilities.



#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 African American, 1 Hispanic, 1 Female and 3 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 3 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 1 African American, 1 Hispanic, 1 Female and 3 Asians. For minorities, during the year, there were 6 opportunities that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 3 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*The agency had too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Commerce Commission

**Executive Director:** Tim Anderson

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 263

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 African American, 14 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 21 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 1 African American, 14 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 21 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 1 African American, 14 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 21 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 African American and 13 Females. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 21 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 1 African American, 14 Females and 1 Asian. For minorities, during the year, there were 3 opportunities and 1 or 100% ( 1 Asian) addressed these goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is underutilized by 21 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Corrections

**Director:** Salvador Godinez

**EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 11,611

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 53 African Americans, 69 Hispanics, 1,218 Females, 42 Asians and 2 Native Americans. For minorities, during this quarter, there were 33 opportunities and 12 or 36% (4 African Americans, 7 Hispanics and 1 Asian) addressed these goals. For females, there were 88 opportunities and 23 or 26% addressed this goal. This agency is underutilized by 1,025 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 49 African Americans, 62 Hispanics, 1,195 Females, 41 Asians and 2 Native Americans. For minorities, during this quarter, there were 36 opportunities and 6 or 17% (2 African Americans and 4 Hispanics) addressed these goals. For females, there were 73 opportunities and 39 or 53% addressed this goal. This agency is underutilized by 1,024 people with disabilities.

### **THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 47 African Americans, 58 Hispanics, 1,156 Females, 41 Asians and 2 Native Americans. For minorities, during this quarter, there were 50 opportunities and 11 or 22% (1 African American, 8 Hispanics and 2 Asians) addressed these goals. For females, there were 206 opportunities and 37 or 18% this goal. This agency is underutilized by 1,024 people with disabilities.

### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 46 African Americans, 50 Hispanics, 1,119 Females, 39 Asians and 2 Native Americans. For minorities, during this quarter, there were 33 opportunities and 9 or 27% (2 African Americans and 7 Hispanics) addressed these goals. For females, there were 121 opportunities and 28 or 23% addressed this goal. This agency is underutilized by 1,022 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 53 African Americans, 69 Hispanics, 1,218 Females, 42 Asians and 2 Native Americans. For minorities, during the year, there were 152 opportunities and 38 or 25% (9 African Americans, 26 Hispanics and 3 Asians) addressed these goals. For females, there were 488 opportunities and 127 or 26% addressed this goal. This agency is underutilized by 1,022 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*The agency did not meet the criteria for females due to the fact that there are few females in the applicant pool. Furthermore, when reviewing the female and male hiring data both are hired at a comparable rate. The agency also made a good faith effort in developing and implementing recruitment efforts for females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano

**EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2011

**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.

**FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**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:** 63

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 Female. For females, during this, quarter there were no opportunities to address this goal. This agency is at parity for minorities. This agency is at parity for people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/10 THROUGH 6/30/11)**

As of 10/1/10, agency underutilization was 1 Female. For females, during these quarters, there was 1 opportunity and 1 or 100% addressed this goal. Agency achieved parity for all affirmative action groups.

**FINDINGS**

Agency in compliance



Agency in non-compliance



**RECOMMENDATIONS/COMMENTS**

**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:** 8

**Fiscal Year:** 2011

**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.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**



**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:** 2011

**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.

**FINDINGS**

Agency in compliance ☒

Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Emergency Management Agency

**Director:** Jonathan E. Monken

**EEO/AA Officer:** Miguel Calderon

**Agency Workforce:** 208

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 2 Hispanics and 11 Females. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 6 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 2 Hispanics and 10 Females. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 6 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 Hispanics and 10 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 6 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 2 Hispanics and 9 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is underutilized by 6 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 2 Hispanics and 11 Females. For minorities, during the year, there were 2 opportunities that did not address these goals. For females, there were 6 opportunities and 4 or 67% addressed this goal. This agency is underutilized by 6 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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Employment Security

**Director:** Jay R. Rowell

**EEO/AA Officer:** Carlos Charneco

**Agency Workforce:** 1,592

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 African American, 3 Hispanics, 5 Females and 1 Asian. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (2 Hispanics) addressed these goals. For females, there was one opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND THROUGH THIRD QUARTERS (10/1/10 THROUGH 3/31/11)**

As of 10/1/11, agency underutilization was 1 African American, 1 Hispanic, 4 Females and 1 Asian. For minorities, during these quarters, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 African American, 4 Females and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY11 was 1 African American, 3 Hispanics, 5 Females and 1 Asian. For minorities, during the year, there were 3 opportunities and 3 or 100% (3 Hispanics) to address these goals. For females, there was 1 opportunity that 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Environmental Protection Agency

**Interim Director:** Lisa Bonnett

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 890

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginng of FY11 was 15 African Americans, 4 Hispanics, 105 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% a (1 African American) addressed these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 53 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 14 African Americans, 4 Hispanics, 103 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed thes goals. For females, there were no opportunities to address this goal. This agency is underutilized by 53 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 13 African Americans, 4 Hispanics, 103 Females and 1 Asian. For minorities, during this quarter, there were 5 opportunities and 1 or 20% (1 African American) addressed these goals. For females, there were 7 opportunities and 3 or 43% addressed this goal. This agency is underutilized by 53 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 12 African Americans, 4 Hispanics, 100 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there were 4 opportunities and 4 or 100% addressed this goal. This agency is underutilized by 53 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginng of FY11 was 15 African Americans, 4 Hispanics, 105 Females and 1 Asian. For minorities, during the year, there were 8 opporutnities and 4 or 50% (3 African Americans and 1 Hispanic) addressed these goals. For females, there were 13 opportunities and 9 or 69% addressed this goal. This agency is underutilized by 53 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Financial and Professional Regulation

**Secretary:** Brent E. Adams

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 475

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 2 African Americans, 13 Hispanics, 12 Females and 6 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is at underutilized by 4 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 2 African Americans, 13 Hispanics, 10 Females and 6 Asians. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (2 Hispanics) addressed these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 4 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 African Americans, 11 Hispanics, 7 Females and 6 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 4 people with disabilities.



#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 2 African Americans, 11 Hispanics, 7 Females and 6 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 4 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 2 African Americans, 13 Hispanics, 12 Females and 6 Asians. For minorities, during the year, there were 11 opportunities and 2 or 18% (2 Hispanics) addressed these goals. For females, there were 9 opportunities and 5 or 71% addressed this goal. This agency is underutilized by 4 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

The agency failed to meet the Department of Human Rights standard of 21% for minority goal compliance. In FY12, the agency should focus recruitment efforts in underutilized area on minorities. 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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Larry Matkaitis

**EEO/AA Officer:** Jodi Schrage

**Agency Workforce:** 128

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 6/30/11)**

Agency underutilization at the beginning of FY11 was 3 African Americans, 1 Hispanic and 11 Females. During the year there were no opportunities to address the minority and female goals. This agency is underutilized by 3 people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Gaming Board

**Administrator:** Mark Ostrowski

**EEO/AA Officer:** Karen Newbold

**Agency Workforce:** 116

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 Hispanic, 4 Females and 1 Asian. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there were 4 opportunities and 1 or 25% addressed this goal. This agency is underutilized by 7 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 1 Hispanic, 3 Females and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 7 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 1 Hispanic, 2 Females and 1 Asian. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 5 opportunities and 2 or 40% addressed this goal. Agency achieved parity for females. This agency is underutilized by 7 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 Hispanic and 1 Asian. For minorities, during this quarter, there were 3 opportunities that did not address these goals. This agency is underutilized by 7 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 1 Hispanic, 4 Females and 1 Asian. For minorities, during the year, there were 12 opportunities that did not address these goals. The agency achieved parity for females. This agency is underutilized by 7 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

This agency met the Department of Human Rights' standard of 37% for hiring females but failed to meet the 21% standard for hiring minorities. Out of 12 opportunities to address minority goals, none addressed these goals.

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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Guardianship and Advocacy Commission

**Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Tedd Ward, Jr.

**Agency Workforce:** 105

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 6/30/11)**

Agency underutilization for the beginning of FY11 was 1 Asian. For minorities, there were no opportunities to address this goal. This agency is at parity for females. 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**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Healthcare & Family Services

**Director:** Julie Hamos

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,243

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 3 African Americans, 4 Hispanics and 7 Asians. For minorities, during this quarter, there were 9 opportunities and 1 or 11% (1 African American) addressed these goals. This agency is at parity for females. This agency is underutilized by 14 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 2 African Americans, 4 Hispanics and 7 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. This agency is underutilized by 9 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 African Americans, 4 Hispanics and 7 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (1 African American and 1 Hispanic) addressed these goals. This agency is underutilized by 6 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 African American, 4 Hispanics and 6 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. This agency is underutilized by 5 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 3 African Americans, 4 Hispanics and 7 Asians. During the year, there were 20 opportunities and 3 or 15% (2 African Americans and 1 Asian) addressed these goals. This agency is at parity for females. This agency is underutilized by 2 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*The agency did not meet the minority minimum compliance criteria, but throughout the fiscal year the agency made a good faith effort in trying to meet their goals. The agency had addressed underutilization for African Americans and Asians and has proposed a process for external outreach to reach targeted communities and more specifically in the Hispanic Community.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Historic Preservation Agency

**Director:** Janet Grimes

**EEO/AA Officer:** Tad Allen

**Agency Workforce:** 187

**Fiscal Year:** 2011

**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 SECOND QUARTERS (7/1/10 THROUGH 12/31/10)**

Agency underutilization at the beginning of FY11 was 2 African Americans and 9 Females. For minorities, during these quarters, there were no opportunities to address this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 21 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 African Americans and 9 Females. For minorities, during this quarter, there was 1 opportunity that did not address this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 18 people with disabilities.

**FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 2 African Americans and 9 Females. For minorities, during this quarter, there were no opportunities to address this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 12 people with disabilities.



## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY11 was 2 African Americans and 9 Females. For minorities, during the year, there was 1 opportunity that did not address this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 12 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Human Rights Commission

**Executive Director:** Keith Chambers

**EEO/AA Officer:** Dr. Ewa I. Ewa

**Agency Workforce:** 20

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 6/30/11)**

Agency underutilization at the beginning of FY11 was 1 African American. During these quarters there were no opportunities to address the minority goal. The agency is at parity for females. This agency is underutilized by 2 people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*No opportunities to address the minority goal.

**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:** 148

**Fiscal Year:** 2011

**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 SECOND QUARTERS (7/1/10 THROUGH 12/31/11)**

Agency underutilization at the beginning of FY11 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.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 1 Asian. During this quarter, there was 1 opportunity that did not address this goal.

**FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 Asian. During this quarter, there were no opportunities to address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 1 Asian. During the year, there was 1 opportunity that did not address the minority goal. The agency is at parity for females. This agency is at parity for 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 goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Services

**Secretary:** Michelle R. B. Saddler

**EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 13,966

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 40 African Americans, 100 Hispanics, 60 Females, 22 Asians and 4 Native Americans. For minorities, during this quarter, there were 51 opportunities and 9 or 18% (1 African American and 8 Hispanics) addressed these goals. For females, there were 18 opportunities and 15 or 83% addressed this goal. This agency is underutilized by 22 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 39 African Americans, 92 Hispanics, 45 Females, 22 Asians and 4 Native Americans. For minorities, during this quarter, there were 84 opportunities and 12 or 14% (9 African Americans, 2 Hispanics and 1 Asian) addressed these goals. For females, there were 8 opportunities and 5 or 63% addressed this goal. This agency is underutilized by 2 people with disabilities.

### **THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 30 African Americans, 90 Hispanics, 40 Females, 21 Asians and 4 Native Americans. For minorities, during this quarter, there were 273 opportunities and 15 or 5% (15 Hispanics) addressed these goals. For females, there were 39 opportunities and 38 or 97% addressed this goal. This agency is at parity for people with disabilities.

### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 30 African Americans, 75 Hispanics, 2 Females, 21 Asians and 4 Native Americans. For minorities, during this quarter, there were 59 opportunities and 12 or 20% (4 African Americans and 8 Hispanics) addressed these goals. For females, there was 1 opportunity that did not address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 40 African Americans, 100 Hispanics, 60 Females, 22 Asians and 4 Native Americans. For minorities, during the year, there were 467 opportunities and 48 or 10% (14 African Americans, 33 Hispanics and 1 Asian) addressed these goals. For females, there were 66 opportunities and 58 or 88% 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**

\*Although this agency eliminated its disability underutilization and significantly reduced its female underutilization, it failed to meet the Department of Human Rights' 21% standard for minority goal compliance. The Department of Human Rights recognizes the agency's overall effort in regards to affirmative action recruiting and monitoring. The Bureau of Civil Affairs worked closely with the Bureau of Recruitment and Selection and the Office of Hispanic and Latino Affairs to expand the recruitment pool to include more minority members. The EEO/AA Officer has done a good job in identifying possible barriers to goal attainment and developing strategies to address such barriers. She is also to be commended for apprising DHR as well as agency management of developments in the EEO/AA program and clearly operates with the support of management. Finally, DHR appreciates the cooperation of the Bureau of Civil Affairs in responding to requests regarding EEO/AA compliance and providing technical assistance throughout the year to other agency EEO/AA Officers.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Insurance

**Acting Director:** Jack Messmore

**EEO/AA Officer:** Eve Blackwell-Lewis

**Agency Workforce:** 255

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 4 African Americans, 1 Hispanic and 6 Females. For minorities, during this quarter, there were 6 opportunities and 1 or 17% addressed these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 10 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 3 African Americans, 1 Hispanic and 4 Females. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 10 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 African Americans, 1 Hispanic and 3 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 2 African Americans, 1 Hispanic and 3 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY11 was 4 African Americans, 1 Hispanic and 6 Females. For minorities, during the year, there were 9 opportunities and 2 or 22% (2 African Americans) addressed these goals. For females, there were 5 opportunities and 4 or 80% addressed this goal. This agency achieved parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**



**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:** 2011

**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**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Juvenile Justice

**Director:** Arthur Bishop

**Interim EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 1,241

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 5 African Americans, 4 Hispanics, 195 Females and 34 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 12 opportunities and 10 or 83% addressed this goal. This agency underutilized by 109 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 5 African Americans, 4 Hispanics, 185 Females and 34 Asians. For minorities, during this quarter, there were 10 opportunities that did not address these goals. For females, there were 22 opportunities and 17 or 77% addressed this goal. This agency is underutilized by 109 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 5 African Americans, 4 Hispanics, 168 Females and 34 Asians. For minorities, during this quarter, there were 17 opportunities and 1 or 6% (1 Asian) addressed these goals. For females, there were 47 opportunities and 32 or 68% addressed this goal. This agency is underutilized by 109 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 5 African Americans, 4 Hispanics, 136 Females and 33 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 101 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 5 African Americans, 4 Hispanics, 195 Females and 34 Asians. For minorities, during the year, there were 30 opportunities and 1 or 3% (1 Asian) addressed these goals. For females, there were 82 opportunities and 59 or 72% addressed this goal. This agency is underutilized by 101 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **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.

The agency failed to meet the Department of Human Rights standard of 21% for minority goal compliance. In FY12, the agency should focus recruitment efforts in underutilized areas of minorities. 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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Labor

**Director:** Joseph Costigan

**EEO/AA Officer:** Michelle Woods

**Agency Workforce:** 82

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 3 Females. For females, during this quarter, here were no opportunities to address this goal. This agency is at parity for minorities. This agency is underutilized by 3 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 3 Females. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 3 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 2 Females. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 1 Female. For females, during this quarter, there were no opportunities to address this goal. This agency is underutilized by 3 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 3 Females. For females, during the year, there were 2 opportunities and 2 or 100% addressed underutilization. The agency is at parity for minorities. This agency is underutilized by 3 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 female goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Labor Relations Board

**Executive Director:** John Brosnan

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 21

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization for the beginning of FY11 was 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal. The agency is at parity for females. This agency is underutilized by 2 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 1 Asian. For minorities, during this quarter, there were 2 opportunities that did not address this goal. This agency is underutilized by 2 people with disabilities.

**THIRD THROUGH FOURTH QUARTERS (1/1/11 THROUGH 6/30/11)**

As of 1/1/11, agency underutilization was 1 Asian. For minorities, during these quarters, there were no opportunities to address this goal. This agency is underutilized by 2 people with disabilities.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization for the beginning of FY11 was 1 Asian. For minorities, during the year, there were 2 opportunities that did not address this goal. The agency is at parity for females. This agency is underutilized by 2 people with disabilities.

### FINDINGS

Agency in compliance

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Agency in non-compliance

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### RECOMMENDATIONS/COMMENTS

\*Too few opportunities to address the minority goal.

**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:** 2011

**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

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**RECOMMENDATIONS/COMMENTS**



**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:** 2011

**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.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**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:** 248

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 2 African Americans and 26 Females. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 15 people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/10 THROUGH 6/30/11)**

As of 10/1/10, agency underutilization was 2 African Americans and 26 Females. For minorities, during these quarters, there were no opportunities to address this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 15 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 2 African Americans and 26 Females. For minorities, during the year, there were no opportunities to address this goal. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 15 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Natural Resources

**Director:** Marc Miller

**EEO/AA Officer:** Gloria Williams

**Agency Workforce:** 1,070

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 35 African Americans, 14 Hispanics, 169 Females and 2 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 6 opportunities and 3 or 50% addressed this goal. This agency is underutilized by 86 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 35 African Americans, 14 Hispanics, 166 Females and 2 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 6 opportunities and 3 or 50% addressed this goal. This agency is underutilized by 86 people with disabilities.

### **THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 35 African Americans, 14 Hispanics, 163 Females and 2 Asians. For minorities, during this quarter, there were 8 opportunities that did not address these goals. For females, there were 6 opportunities and 1 or 17% addressed this goal. This agency is underutilized by 69 people with disabilities.

### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 35 African Americans, 14 Hispanics, 163 Females and 2 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 9 opportunities and 4 or 44% addressed this goal. This agency is underutilized by 68 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 35 African Americans, 14 Hispanics, 169 Females and 2 Asians. For minorities, during the year, there were 26 opportunities that did not address these goals. For females, there were 27 opportunities and 11 or 41% addressed this goal. This agency is underutilized by 68 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

This agency met the Department of Human Rights' standard of 37% for female goal performance, yet failed to meet the Department's 21% standard for minority goals. Of 26 opportunities to address minority goals none addressed these goals.

The Department recommends that the agency continue the training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, 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.

**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:** 2011

**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 (7/1/10 THROUGH 6/30/11)**

Agency underutilization at the beginning of FY11 was 1 African American. For minorities, during the year, there were no opportunities to address this goal. The agency is at parity for females. 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 no opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Prisoner Review Board

**Chairman:** Adam Monreal

**EEO/AA Officer:** Nichole Damhoff

**Agency Workforce:** 18

**Fiscal Year:** 2011

**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**

**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:** 23

**Fiscal Year:** 2011

**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 minorities and females but is underutilized by 2 people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Public Health

**Acting Director:** Craig Conover, M.D., M.P.H.

**EEO/AA Officer:** Robin A. Tucker-Smith

**Agency Workforce:** 1,083

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 5 African Americans, 1 Hispanic and 1 Asian. For minorities, during this quarter, there were 8 opportunities and 1 or 13% (1 African American) addressed these goals. The agency is at parity for females. This agency is at underutilized by 90 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 4 African Americans, 1 Hispanic and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. This agency is underutilized by 90 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 4 African Americans, 1 Hispanic and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. This agency is underutilized by 90 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 4 African Americans and 1 Asian. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 African American) addressed these goals. This agency is underutilized by 90 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 5 African Americans, 1 Hispanic and 1 Asian. For minorities, during the year, there were 13 opportunities and 3 or 23% (2 African Americans and 1 Hispanic) addressed these goals. The agency is at parity for females. This agency is underutilized by 90 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

During the fiscal year, the agency achieved parity for Hispanics.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Marc Laino

**EEO/AA Officer:** Jacqueline Clisham

**Agency Workforce:** 52

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 1 African American and 1 Female. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 2 people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/10 THROUGH 6/30/11)**

As of 10/1/10, agency underutilization was 1 African American. For minorities, during these quarters, there were no opportunities to address this goal. This agency is underutilized by 2 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 1 African American and 1 Female. For minorities, during the year, there were no opportunities to address this goal. The agency achieved parity for females. This agency is underutilized by 2 people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 1,965

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 5 African Americans, 17 Hispanics, 5 Females, 6 Asians and 1 Native American. For minorities, during this quarter, there were 23 opportunities and 1 or 4% (1 Hispanic) addressed these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 53 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 5 African Americans, 16 Hispanics, 5 Females, 6 Asians and 1 Native American. For minorities, during this quarter, there were 9 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 53 people with disabilities.

### **THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 5 African Americans, 16 Hispanics, 5 Females, 6 Asians and 1 Native American. For minorities, during this quarter, there were 20 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 53 people with disabilities.

### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 5 African Americans, 16 Hispanics, 5 Females, 6 Asians and 1 Native American. For minorities, during this quarter, there were 13 opportunities and 3 or 23% (1 African American and 2 Hispanics) addressed these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 53 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 5 African Americans, 17 Hispanics, 5 Females, 6 Asians and 1 Native American. For minorities, during the year, there were 65 opportunities and 4 or 6% (1 African American and 3 Hispanics) addressed these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 53 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

The agency had too few opportunities to evaluate performance in regards to female goals. The agency failed to meet the Department of Human Rights' standard of 21% for minority goal performance. Out of 65 opportunities to hire and promote, only 4 or 6% addressed underutilization. The agency should also make further effort to address the disability underutilization.

The Department recommends that the agency continue the training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, 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 continue this training program.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police

**Director:** Hiram Grau

**Interim EEO/AA Officer:** William P. Colbrook

**Agency Workforce:** 3,121

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 67 African Americans, 12 Hispanics, 90 Females, 22 Asians and 3 Native Americans. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 226 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 67 African Americans, 12 Hispanics, 90 Females, 22 Asians and 3 Native Americans. For minorities, during this quarter, there were 6 opportunities and 5 or 83% (3 African Americans and 2 Hispanics) addressed these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 226 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 64 African Americans, 10 Hispanics, 88 Females, 22 Asians and 3 Native Americans. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 226 people with disabilities.

#### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 64 African Americans, 10 Hispanics, 87 Females, 22 Asians and 3 Native Americans. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is underutilized by 226 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 67 African Americans, 12 Hispanics, 90 Females, 22 Asians and 3 Native Americans. For minorities, during the year, there were 11 opportunities and 5 or 45% (3 African Americans and 2 Hispanics) addressed these goals. For females, there were 5 opportunities and 3 or 60% addressed this goal. This agency is underutilized by 226 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

This agency met the Department of Human Rights' standard of 37% for female goals and 21% for minority goals. It should take additional effort to address disability underutilization.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police Merit Board

**Executive Director:** Ronald P. Cooley

**EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 5

**Fiscal Year:** 2011

**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.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Retirement Systems

**Executive Secretary:** Timothy B. Blair

**EEO/AA Officer:** Denise Connolly

**Agency Workforce:** 91

**Fiscal Year:** 2011

**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**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Acting Secretary:** Ann L. Schneider

**EEO/AA Officer:** Lawrence D. Parrish

**Agency Workforce:** 5,428

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 84 African Americans, 72 Hispanics, 1,030 Females and 37 Asians. For minorities, during this quarter, there were 16 opportunities and 8 or 50% (7 African Americans and 1 Hispanic) addressed these goals. For females, there were 58 opportunities and 37 or 64% addressed this goal. This agency is underutilized by 435 people with disabilities.

**SECOND QUARTER (10/1/10 THROUGH 12/31/10)**

As of 10/1/10, agency underutilization was 77 African Americans, 71 Hispanics, 993 Females and 37 Asians. For minorities, during this quarter, there were 12 opportunities and 3 or 25% (1 African American and 2 Hispanics) addressed these goals. For females, there were 32 opportunities and 13 or 41% addressed this goal. This agency is underutilized by 435 people with disabilities.

### **THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 76 African Americans, 69 Hispanics, 980 Females and 37 Asians. For minorities, during this quarter, there were 6 opportunities and 6 or 100% (6 African Americans) addressed these goals. For females, there were 30 opportunities and 19 or 63% addressed this goal. This agency is underutilized by 432 people with disabilities.

### **FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 70 African Americans, 69 Hispanics, 961 Females and 37 Asians. For minorities, during this quarter, there were 21 opportunities and 7 or 33% (6 African Americans and 1 Hispanic) addressed these goals. For females, there were 60 opportunities and 14 or 23% addressed this goal. This agency is underutilized by 429 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY11 was 84 African Americans, 72 Hispanics, 1,030 Females and 37 Asians. For minorities, during the year, there were 55 opportunities and 24 or 44% (20 African Americans and 4 Hispanics) addressed these goals. For females, there were 180 opportunities and 83 or 46% addressed this goal. This agency is underutilized by 429 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Veterans' Affairs

**Director:** Dan Grant

**EEO/AA Officer:** Mary Keen

**Agency Workforce:** 1,277

**Fiscal Year:** 2011

**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 SECOND QUARTERS (7/1/10 THROUGH 12/31/10)**

Agency underutilization at the beginning of FY11 was 4 African Americans, 4 Hispanics and 9 Females. During these quarters, there were no opportunities to address the minority and female goals. This agency is underutilized by 80 people with disabilities.

**THIRD QUARTER (1/1/11 THROUGH 3/31/11)**

As of 1/1/11, agency underutilization was 4 African Americans, 4 Hispanics and 9 Females. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 79 people with disabilities.

**FOURTH QUARTER (4/1/11 THROUGH 6/30/11)**

As of 4/1/11, agency underutilization was 4 African Americans, 4 Hispanics and 8 Females. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 76 people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 4 African Americans, 4 Hispanics and 9 Females. For minorities, during the year, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that addressed this goal. This agency is underutilized by 76 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Mitch Weisz

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 173

**Fiscal Year:** 2011

**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 (7/1/10 THROUGH 9/30/10)**

Agency underutilization at the beginning of FY11 was 7 Females and 1 Asian. During this quarter, there were no opportunities to address the minority goal. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/10 THROUGH 6/30/11)**

As of 10/1/10, agency underutilization was 5 Females and 1 Asian. During these quarters there were no opportunities to address the minority and female goals.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY11 was 7 Females and 1 Asian. During the year, there were no opportunities to address the minority goal. For females, there were 2 opportunities and 2 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 and female goals.





