



State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS 2013

HISPANIC Employment Plan



Respectfully submitted to the Illinois General Assembly
February 1, 2013, by Central Management Services



STATE OF ILLINOIS
OFFICE OF THE GOVERNOR
SPRINGFIELD, ILLINOIS 62706

Pat Quinn
GOVERNOR

February 1, 2013

Dear General Assembly Member,

According to the 2010 U.S. Census, Hispanics comprise our state's largest minority group. They have made significant contributions to our state's culture, economy and overall identity.

As a state, we must continue to ensure that we are hiring a workforce that truly reflects this identity and allows Illinois to serve as an example for all employers not only here, but throughout the nation. Statewide we have made important progress towards pursuing this goal, but merely hiring a diverse workforce is not enough; we must strive for inclusiveness in the workplace as well. A more inclusive workforce will ensure that Illinois remains a leader in diverse employment practices and more prepared to provide quality services to all residents of the State of Illinois.

Attached you will find the 2013 report of the State Hispanic Employment Plan outlining action steps of coded State agencies striving to build a governmental workforce that more accurately reflects the diversity of Illinois. The Plan was submitted by the Illinois Department of Central Management Services to the General Assembly on February 1st as required by law.

This Plan is part of my administration's unwavering commitment to create a workforce that truly reflects the diversity throughout the Land of Lincoln. During this reporting period, my administration submitted a record-breaking number of Hispanic nominations to serve in Cabinet level positions within state agencies as well as on Boards and Commissions throughout State government. While we have made some progress, there is always more to do.

As my administration continues to confront the state's daunting fiscal challenges, we remain committed to promoting a working environment that is inclusive of everyone and leaves no one left out. The Illinois Department of Central Management Services will continue to collaborate with the Hispanic Employment Plan Advisory Council in order to meet the goals and objectives outlined in this year's plan.

Sincerely,

A handwritten signature in cursive script that reads "Pat Quinn".

Pat Quinn
Governor



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Malcolm Weems, Director

February 1, 2013

Dear General Assembly Member:

Public Act 094-0597, passed in August 2005, requires each state agency to include in its annual report its progress toward implementing the State Hispanic Employment Plan. The legislation is part of the Governor's ongoing commitment to diversity in our workforce, including the recruiting, hiring, training, retention, and promotion of Latino employees.

The law requires CMS to prepare and submit to the General Assembly an annual Hispanic Employment Plan reporting each agency's activities that constitute the plan. Accordingly, the 2013 report is submitted for your review. Outlined in the body of this report you will find information on the status of the Hispanic and Bilingual workforce of individual agencies, as well as their accomplishments in meeting the objectives of this important legislation. We invite your review of this report, as well as your comments and recommendations.

Of course, there are many benefits of having a diverse workforce, but perhaps the most significant is to enable State agencies to provide better services more efficiently to the public. By continuing to work together on this vital initiative, we intend to achieve this goal and better serve the residents of Illinois.

Sincerely,

A handwritten signature in black ink, appearing to read "Malcolm E. Weems", is written over a horizontal line.

Malcolm E. Weems
Director

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I. 2013 Executive Summary

Senate Bill 2043, the State Hispanic Employment Plan, was signed into law on August 15, 2005, becoming Public Act 094-0597, mandating the Department of Central Management Services (CMS) in collaboration with the Hispanic Employment Plan (HEP) Advisory Council to submit to the General Assembly an annual report on Hispanic Employment in the State of Illinois by February 1st of each year. This report represents data analysis of Hispanic employment throughout state government and outlines the Hispanic Employment Plan Advisory Council's activities for the reporting period of January 1, 2012, through December 31, 2012.

The Hispanic Employment Plan (HEP) is part of the Governor's ongoing commitment to diversity in the state's workforce, which includes the recruiting, hiring, training, retention and promotion of Latino employees. To meet the objectives of this important legislation, the Governor's Office this year assumed a more proactive role in the implementation of the State Hispanic Employment Plan in collaboration with the Hispanic Advisory Council (HAC).

All Coded Agencies under the Governor's jurisdiction in collaboration with the Hispanic Advisory Council and the Department of Human Rights are charged with successfully implementing the legislative intent of State's Hispanic Employment Plan. CMS provides administrative support to the Council and State Agencies.

As an initial step towards meeting this objective during this calendar year, the Governor's Office and HAC convened Round-table meetings with the following agencies:

- Department of Children and Family Services
- Department of Insurance
- Department of Transportation
- Department of Financial and Professional Regulations
- Department of Human Services
- Illinois Toll Highway Authority
- Department of Revenue
- Illinois State Police
- Illinois State Police Merit Board

The **three-fold** purpose of the Round-table meetings included:

- 1) Review current employment strategies undertaken in implementing the HEP.
- 2) Review current employment strategies undertaken to increase the number of available bilingual/Spanish-speaking employees to meet operational needs of Spanish-speaking community.
- 3) Provide suggestions and recommendations for increasing the number of Hispanic and Spanish-speaking employees.

The outcomes of the Round-table meetings included but were not limited to:

- Providing technical assistance and hiring best practices as a means of strengthening the tenants of their individual Hispanic Employment Plans.
- Administrative clarification of Veterans Preference Policy.
- Targeted Recruitment Partnerships with Illinois Association of Hispanic State Employees, IDES and HAC Members.
- Translation of state agency websites to effectively communicate with Spanish-speaking public attempting to access services.
- Broader distribution of job postings to ensure Spanish-speaking community participation.
- Recommendation of further diversifying the composition of the ISP Merit Board.
- Agency review of compliance with State Services Assurance Act.

II. Current Demographics

Data used for developing the 2013 report is based on calendar year 2012, a year in which state agencies continued to face tremendous fiscal challenges and limited opportunities to hire. Overall, the state’s workforce has experienced a net reduction of 5,848 employees from 50,437 in December 2009 compared to 44,589 at the end of December 2012.

Since 2006, CMS has developed an annual plan to address the underutilization of Hispanics and bilingual employees in the state’s workforce. This report provides the most recent statistical data on Hispanic representation in coded state positions throughout Illinois. Data presented is from a statewide perspective, in addition to being broken down by agency, as well as senior and mid-level supervisory and managerial positions.

According to the 2010 U.S. Census Data, Hispanics represent the largest minority population at 15.8% of Illinois’ general population. As of December 31, 2012, approximately 2,185 (4.9%) of the State’s 44,589 employees in coded state positions are Hispanic. The five Illinois counties with the highest number of Hispanic state employees are listed below followed by the corresponding Hispanic populations.

COUNTY	% HISPANIC POPULATION	% HISPANIC STATE WORKFORCE
Cook	(1,244,762) 24.0%	(1,221) 13.1%
Will	(105,817) 15.6%	(128) 8.3%
Sangamon	(3,480) 1.8%	(117) 1.5%
Kane	(158,390) 30.7%	(105) 11.9%
DuPage	(121,506) 13.3%	(80) 9.7%

There are 2,185 Hispanic employees statewide in coded positions. The five state agencies with the largest number of Hispanic employees in coded state positions are indicated as follows:

AGENCY	COUNT OF HISPANIC EMPLOYEES
Department of Human Services	827
Department of Corrections	272
Department of Employment Security	234
Department of Children & Family Services	209
Department of Healthcare & Family Services	129

Of the 2,185 coded Hispanic state employees, 1,228 are currently receiving bilingual pay for the use of the Spanish language, representing approximately 56.2% of Hispanics in the state workforce. The five state agencies that have the highest number of employees receiving bilingual pay for the use of the Spanish language are shown below.

AGENCY	EMPLOYEES RECEIVING BILINGUAL PAY FOR SPANISH LANGUAGE
Department of Human Services	626
Department of Children & Family Services	166
Department of Employment Security	157
Department of Healthcare & Family Services	107
Department of Corrections	28

As we examine the most recent statistical data and compare gender, the ratio of Hispanic women to men employed statewide in coded positions is nearly 1 to 1. There are 1,242 Hispanic women compared to 943 Hispanic men employed in coded state positions. The number of Hispanic employees by gender and their percentage of the total Agency workforce are indicated below.

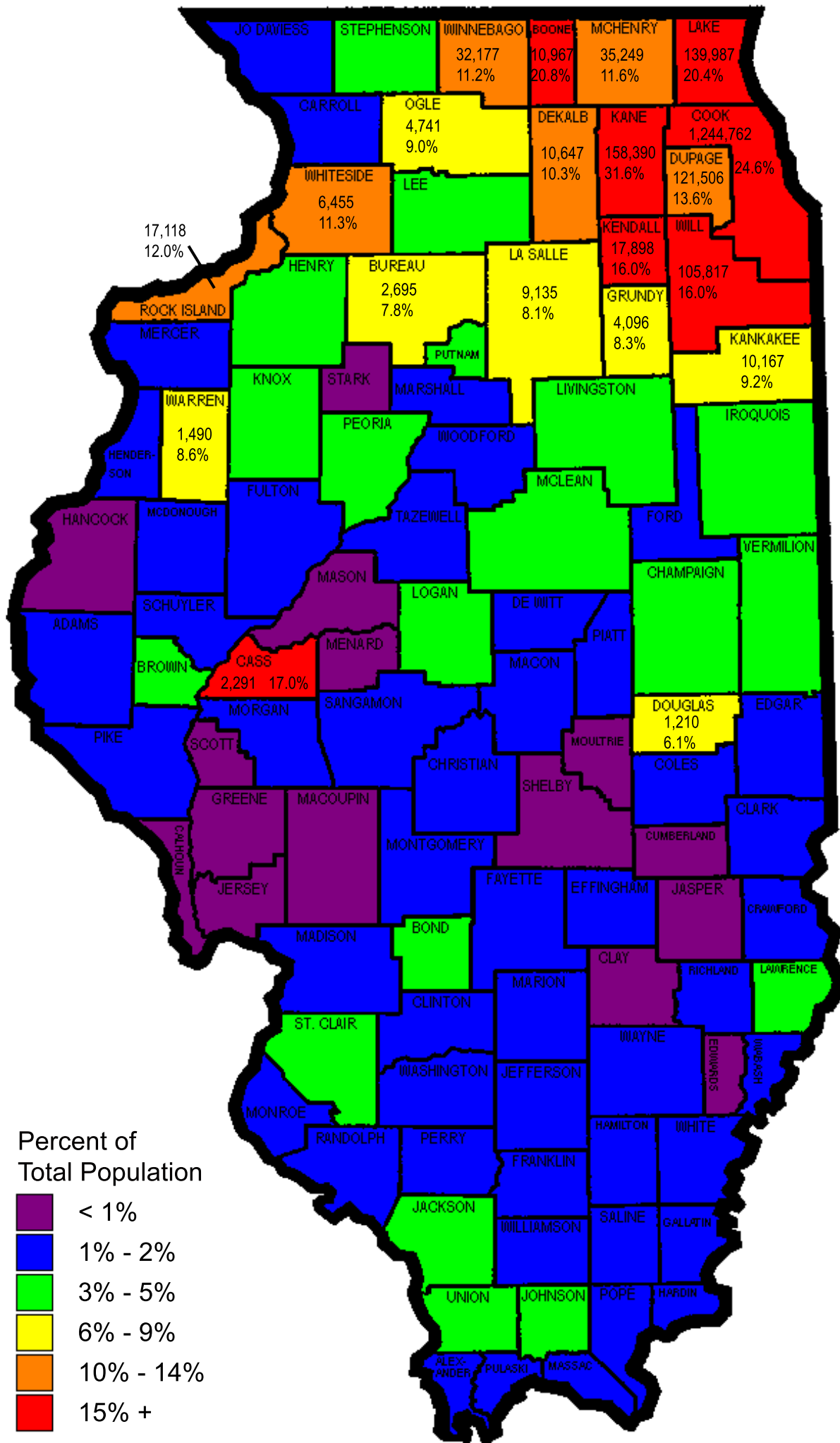
GENDER	COUNT OF HISPANIC EMPLOYEES
Women	1,242 (56.8%)
Men	943 (43.15%)

The total number of open competitive exams administered during this calendar year was 137,200. Of those, 13,489 were administered to Hispanics. The total number of exams as well as the number administered to Hispanics trended up this reporting period. The graph below illustrates how Hispanics fared when compared to all applicants.

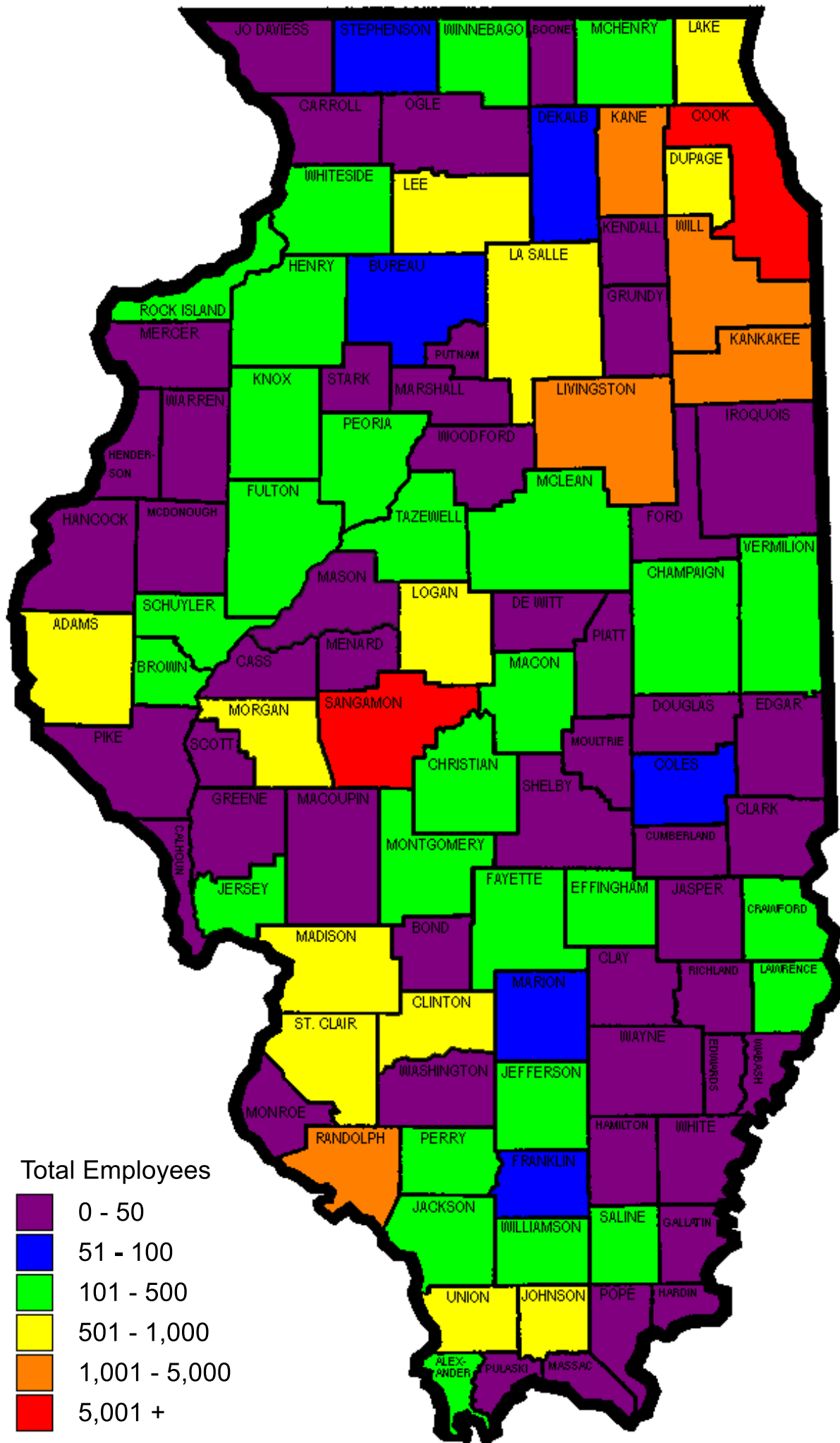
CY 2012	HISPANICS	NON-HISPANICS	TOTAL
Open Competitive Total Grades	13,489	123,711	137,200
A Grade	2,961	37,344	40,305
B Grade	3,338	32,715	36,053
C Grade	2,782	15,687	18,469
Failed Grade	4,408	37,965	42,373

Promotional transactions inclusive of all venues (Upward Mobility Program, promotion, Merit System Transfer with promotion and Promotion to Term) indicate a total of 2,422 employees were promoted in calendar year 2012; of that total, 157 (6.48%) were Hispanic.

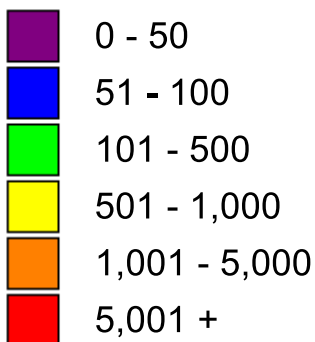
Illinois Hispanic Population 2010 Census Data



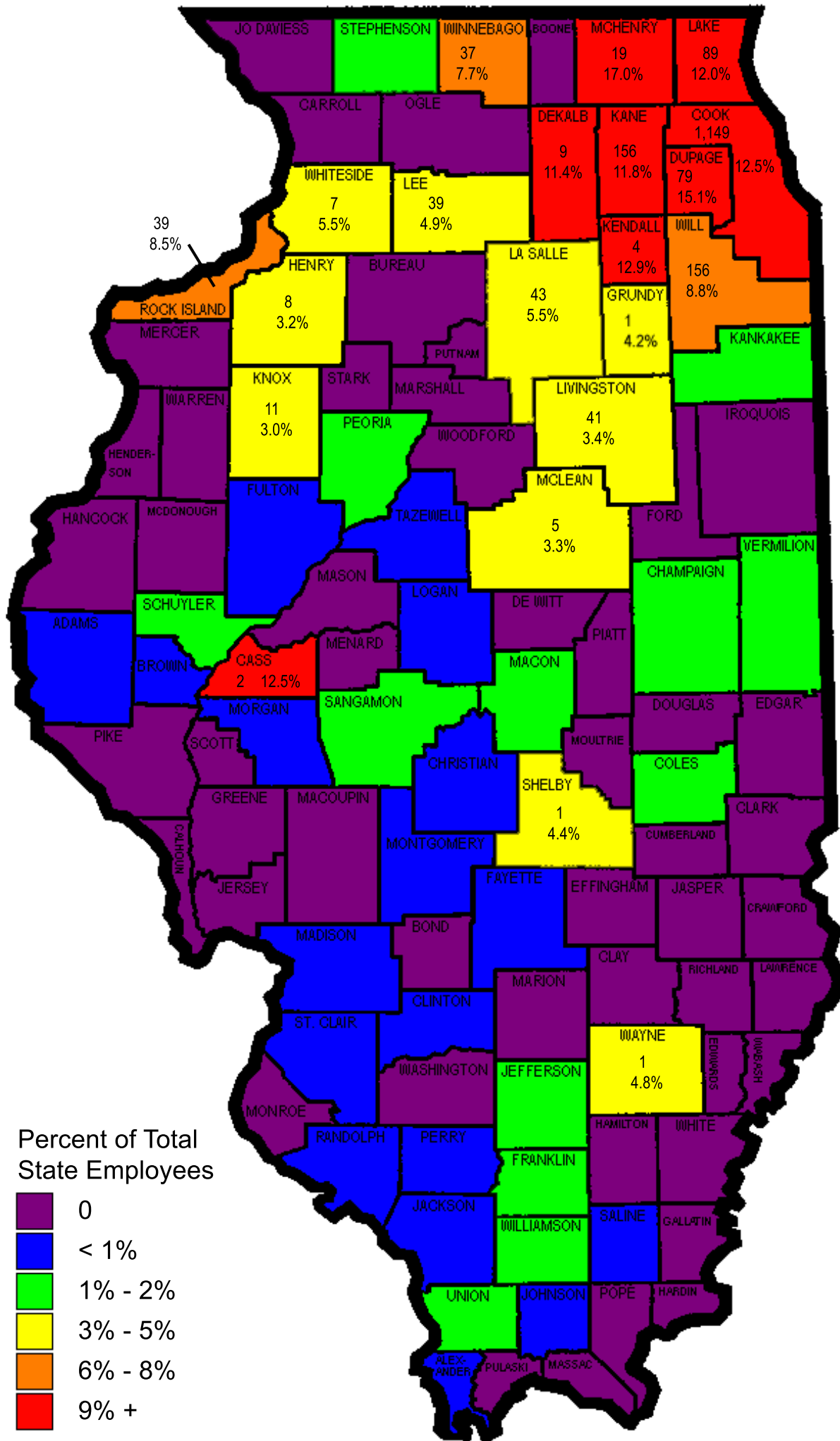
Coded State Employees as of 1/10/2013



Total Employees



Coded Hispanic State Employees as of 1/10/2013



Hispanic Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% HISPANIC	TOTAL HISPANIC	STATE EMPLOYEES		
				All	% HISPANIC	TOTAL HISPANIC
Adams	67,103	1.2%	776	603	0.3%	2
Alexander	8,238	1.9%	155	121	0.0%	0
Bond	17,768	3.1%	547	100	0.0%	0
Boone	54,165	20.2%	10,967	74	10.8%	8
Brown	6,937	5.8%	402	157	0.6%	1
Bureau	34,978	7.7%	2,695	142	2.8%	4
Calhoun	5,089	0.8%	40	46	0.0%	0
Carroll	15,387	2.8%	437	81	1.2%	1
Cass	13,642	16.8%	2,291	190	0.5%	1
Champaign	201,081	5.3%	10,607	282	2.1%	6
Christian	34,800	1.4%	471	472	0.8%	4
Clark	16,335	1.1%	172	54	0.0%	0
Clay	13,815	1.1%	151	63	0.0%	0
Clinton	37,762	2.8%	1,058	331	0.3%	1
Coles	53,873	2.1%	1,155	78	0.0%	0
Cook	5,194,675	24.0%	1,244,762	9,341	13.1%	1,221
Crawford	19,817	1.8%	362	229	0.0%	0
Cumberland	11,048	0.7%	75	37	0.0%	0
De Kalb	105,160	10.1%	10,647	149	8.1%	12
De Witt	16,561	2.1%	354	39	0.0%	0
Douglas	19,980	6.1%	1,210	34	0.0%	0
DuPage	916,924	13.3%	121,506	826	9.7%	80
Edgar	18,576	1.0%	187	92	0.0%	0
Edwards	6,721	0.9%	59	28	0.0%	0
Effingham	34,242	1.7%	597	119	0.0%	0
Fayette	22,140	1.4%	304	328	0.9%	3
Ford	14,081	2.1%	294	34	0.0%	0
Franklin	39,561	1.2%	475	357	0.0%	0
Fulton	37,069	2.4%	896	305	0.3%	1
Gallatin	5,589	1.2%	66	24	0.0%	0
Greene	13,886	0.8%	115	183	0.0%	0
Grundy	50,063	8.2%	4,096	188	3.7%	7
Hamilton	8,457	1.2%	105	70	0.0%	0
Hancock	19,104	1.0%	185	63	1.6%	1
Hardin	4,320	1.3%	56	56	0.0%	0
Henderson	7,331	1.1%	79	15	0.0%	0
Henry	50,486	4.8%	2,402	251	3.2%	8
Iroquois	29,718	5.3%	1,584	140	0.7%	1
Jackson	60,218	4.0%	2,403	567	0.9%	5
Jasper	9,698	0.8%	79	52	0.0%	0
Jefferson	38,827	2.1%	799	210	1.4%	3
Jersey	22,985	1.0%	222	78	0.0%	0
Jo Daviess	22,678	2.7%	609	42	0.0%	0

Johnson	12,582	3.0%	376	320	1.3%	4
Kane	515,269	30.7%	158,390	886	11.9%	105
Kankakee	113,449	9.0%	10,167	1,516	1.6%	25
Kendall	114,736	15.6%	17,898	156	11.5%	18
Knox	52,919	4.8%	2,558	265	3.0%	8
Lake	703,462	19.9%	139,987	716	9.8%	70
La Salle	113,924	8.0%	9,135	729	4.5%	33
Lawrence	16,833	3.3%	553	110	0.0%	0
Lee	36,031	5.0%	1,802	480	3.1%	15
Livingston	38,950	3.9%	1,532	609	3.3%	20
Logan	30,305	2.9%	893	519	1.3%	7
Mc Donough	32,612	2.7%	867	119	0.8%	1
Mc Henry	308,760	11.4%	35,249	249	8.8%	22
Mc Lean	169,572	4.4%	7,434	324	2.8%	9
Macon	110,768	1.9%	2,072	457	1.3%	6
Macoupin	47,765	0.9%	418	393	0.3%	1
Madison	269,282	2.7%	7,313	586	0.7%	4
Marion	39,437	1.4%	542	628	1.1%	7
Marshall	12,640	2.5%	314	38	0.0%	0
Mason	14,666	0.8%	117	190	1.1%	2
Massac	15,429	1.9%	290	73	0.0%	0
Menard	12,705	1.0%	121	441	0.7%	3
Mercer	16,434	1.9%	307	33	0.0%	0
Monroe	32,957	1.4%	450	67	1.5%	1
Montgomery	30,104	1.5%	459	440	1.4%	6
Morgan	35,547	2.0%	712	886	0.9%	8
Moultrie	14,846	0.9%	129	32	0.0%	0
Ogle	53,497	8.9%	4,741	145	5.5%	8
Peoria	186,494	3.8%	7,102	381	2.4%	9
Perry	22,350	2.7%	599	351	0.9%	3
Piatt	16,729	1.0%	167	31	0.0%	0
Pike	16,430	1.0%	172	217	0.5%	1
Pope	4,470	1.4%	64	63	0.0%	0
Pulaski	6,161	1.6%	97	108	0.0%	0
Putnam	6,006	4.2%	252	35	2.9%	1
Randolph	33,476	2.6%	867	792	0.4%	3
Richland	16,233	1.3%	205	140	0.0%	0
Rock Island	147,546	11.6%	17,118	288	10.1%	29
St. Clair	270,056	3.3%	8,785	557	1.3%	7
Saline	24,913	1.4%	340	266	0.4%	1
Sangamon	197,465	1.8%	3,480	7,749	1.5%	117
Schuyler	7,544	1.2%	90	153	0.7%	1
Scott	5,355	0.8%	43	98	1.0%	1
Shelby	22,363	0.8%	180	89	2.2%	2
Stark	5,994	1.0%	59	28	0.0%	0
Stephenson	47,711	2.9%	1,406	71	1.4%	1
Tazewell	135,394	1.9%	2,514	234	1.3%	3
Union	17,808	4.8%	863	610	0.8%	5

Vermilion	81,625	4.2%	3,441	303	2.3%	7
Wabash	11,947	1.3%	158	36	0.0%	0
Warren	17,707	8.4%	1,490	95	0.0%	0
Washington	14,716	1.3%	197	109	3.7%	4
Wayne	16,760	1.1%	176	67	1.5%	1
White	14,665	1.1%	158	32	0.0%	0
Whiteside	58,498	11.0%	6,455	366	10.7%	39
Will	677,560	15.6%	105,817	1,550	8.3%	128
Williamson	66,357	2.0%	1,301	603	1.2%	7
Winnebago	295,266	10.9%	32,177	450	7.1%	32
Woodford	38,664	1.4%	527	98	0.0%	0
Totals	12,830,632	15.8%	2,027,578	44,028	4.9%	2,155

* Information on the general population of Illinois is from the 2010 census

** Reflects Code Employees as of 12/31/2012

31 Hispanic employees live outside the boundaries of the State of Illinois

Code Hispanic Employees as of 12/31/2012

Agency	Employees		Hispanic %
	Hispanics	Total	
Aging	7	132	5.30%
Agriculture	9	337	2.67%
Arts Council	4	17	23.53%
Capital Development Board	0	45	0.00%
Central Management Services	36	1,529	2.35%
Children & Family Services	209	2,821	7.41%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	19	376	5.05%
Commerce Commission	3	75	4.00%
Corrections	272	11,032	2.47%
Criminal Justice Information Authority	5	59	8.47%
Deaf and Hard of Hearing Commission	0	6	0.00%
Developmental Disabilities Council	0	8	0.00%
Emergency Management Agency	0	88	0.00%
Employment Security	234	1,738	13.46%
Environmental Protection	16	828	1.93%
Financial & Professional Regulation	40	452	8.85%
Gaming Board	8	141	5.67%
Guardianship & Advocacy	5	100	5.00%
Healthcare & Family Services	129	2,083	6.19%
Historic Preservation	0	165	0.00%
Human Rights Commission	5	14	35.71%
Human Rights Department	26	136	19.12%
Human Services	827	11,807	7.00%
Insurance	13	237	5.49%
Investment Board	0	3	0.00%
Juvenile Justice	59	1,164	5.07%
Labor	12	89	13.48%
Labor Relations Board, Educational	0	10	0.00%
Labor Relations Board, Illinois	0	18	0.00%
Law Enforcement Training and Standards	0	17	0.00%
Lottery	9	140	6.43%
Medical District Commission	0	0	0.00%
Military Affairs	3	118	2.54%
Natural Resources	8	1,107	0.72%
Pollution Control Board	0	19	0.00%
Prisoner Review Board	1	16	6.25%
Property Tax Appeal Board	1	25	4.00%
Public Health	40	1,082	3.70%
Racing Board	0	3	0.00%
Revenue	35	1,599	2.19%
Sentencing Policy Advisory Council	0	2	0.00%

State Fire Marshal	4	127	3.15%
State Police	33	1,106	2.98%
State Police Merit Board	0	4	0.00%
State Retirement Systems	2	94	2.13%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	69	2,185	3.16%
Veterans' Affairs	28	1,302	2.15%
Workers' Compensation Commission	14	129	10.85%
Grand Total	2,185	44,589	4.90%

**Employees in Code Positions Requiring Use of the Spanish
Language as of 12/31/2012**

Agency	Employees		Requiring Spanish %
	Requiring Spanish	Total	
Aging	6	132	4.55%
Agriculture	1	337	0.30%
Arts Council	0	17	0.00%
Capital Development Board	0	45	0.00%
Central Management Services	5	1,529	0.33%
Children & Family Services	166	2,821	5.88%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	6	376	1.60%
Commerce Commission	1	75	1.33%
Corrections	28	11,032	0.25%
Criminal Justice Information Authority	0	59	0.00%
Deaf and Hard of Hearing Commission	0	6	0.00%
Developmental Disabilities Council	0	8	0.00%
Emergency Management Agency	0	88	0.00%
Employment Security	157	1,738	9.03%
Environmental Protection	2	828	0.24%
Financial & Professional Regulation	12	452	2.65%
Gaming Board	0	141	0.00%
Guardianship & Advocacy	4	100	4.00%
Healthcare & Family Services	107	2,083	5.14%
Historic Preservation	0	165	0.00%
Human Rights Commission	3	14	21.43%
Human Rights Department	23	136	16.91%
Human Services	626	11,807	5.30%
Insurance	6	237	2.53%
Investment Board	0	3	0.00%
Juvenile Justice	4	1,164	0.34%
Labor	10	89	11.24%
Labor Relations Board, Educational	0	10	0.00%
Labor Relations Board, Illinois	1	18	5.56%
Law Enforcement Training and Standards	0	17	0.00%
Lottery	2	140	1.43%
Medical District Commission	0	0	0.00%
Military Affairs	0	118	0.00%
Natural Resources	3	1,107	0.27%
Pollution Control Board	0	19	0.00%
Prisoner Review Board	1	16	6.25%
Property Tax Appeal Board	0	25	0.00%
Public Health	20	1,082	1.85%
Racing Board	0	3	0.00%
Revenue	14	1,599	0.88%
Sentencing Policy Advisory Council	0	2	0.00%

State Fire Marshal	2	127	1.57%
State Police	1	1,106	0.09%
State Police Merit Board	0	4	0.00%
State Retirement Systems	0	94	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	13	2,185	0.59%
Veterans' Affairs	0	1,302	0.00%
Workers' Compensation Commission	4	129	3.10%
Grand Total	1,228	44,589	2.75%

Hispanic Employees in SPSA Positions as of 12/31/2012

Agency	SPSA's		Hispanic %
	Hispanics	Total	
Aging	0	9	0.00%
Agriculture	1	21	4.76%
Arts Council	1	3	33.33%
Capital Development Board	0	0	0.00%
Central Management Services	10	128	7.81%
Children & Family Services	4	67	5.97%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	3	55	5.45%
Commerce Commission	0	0	0.00%
Corrections	2	111	1.80%
Criminal Justice Information Authority	0	4	0.00%
Deaf and Hard of Hearing Commission	0	0	0.00%
Developmental Disabilities Council	0	2	0.00%
Emergency Management Agency	0	5	0.00%
Employment Security	9	66	13.64%
Environmental Protection	1	57	1.75%
Financial & Professional Regulation	7	43	16.28%
Gaming Board	0	13	0.00%
Guardianship & Advocacy	0	7	0.00%
Healthcare & Family Services	3	129	2.33%
Historic Preservation	0	7	0.00%
Human Rights Commission	0	2	0.00%
Human Rights Department	2	10	20.00%
Human Services	13	214	6.07%
Insurance	2	18	11.11%
Investment Board	0	2	0.00%
Juvenile Justice	0	19	0.00%
Labor	0	7	0.00%
Labor Relations Board, Educational	0	2	0.00%
Labor Relations Board, Illinois	0	2	0.00%
Law Enforcement Training and Standards	0	0	0.00%
Lottery	0	4	0.00%
Medical District Commission	0	0	0.00%
Military Affairs	0	1	0.00%
Natural Resources	2	44	4.55%
Pollution Control Board	0	1	0.00%
Prisoner Review Board	0	0	0.00%
Property Tax Appeal Board	0	1	0.00%
Public Health	5	66	7.58%
Racing Board	0	1	0.00%
Revenue	3	64	4.69%
Sentencing Policy Advisory Council	0	2	0.00%
State Fire Marshal	0	8	0.00%
State Police	1	28	3.57%
State Police Merit Board	0	1	0.00%

State Retirement Systems	0	6	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	1	0.00%
Veterans' Affairs	2	18	11.11%
Workers' Compensation Commission	2	12	16.67%
Grand Total	73	1,262	5.78%

Hispanic Employees in PSA Positions as of 12/31/2012

Agency	PSA's		Hispanic %
	Hispanics	Total	
Aging	0	23	0.00%
Agriculture	0	19	0.00%
Arts Council	1	3	33.33%
Capital Development Board	0	1	0.00%
Central Management Services	2	215	0.93%
Children & Family Services	25	513	4.87%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	5	93	5.38%
Commerce Commission	0	1	0.00%
Corrections	5	222	2.25%
Criminal Justice Information Authority	1	11	9.09%
Deaf and Hard of Hearing Commission	0	0	0.00%
Developmental Disabilities Council	0	3	0.00%
Emergency Management Agency	0	19	0.00%
Employment Security	18	210	8.57%
Environmental Protection	1	75	1.33%
Financial & Professional Regulation	7	59	11.86%
Gaming Board	0	30	0.00%
Guardianship & Advocacy	1	12	8.33%
Healthcare & Family Services	5	243	2.06%
Historic Preservation	0	9	0.00%
Human Rights Commission	0	1	0.00%
Human Rights Department	6	19	31.58%
Human Services	37	681	5.43%
Insurance	2	62	3.23%
Investment Board	0	0	0.00%
Juvenile Justice	0	24	0.00%
Labor	0	7	0.00%
Labor Relations Board, Educational	0	7	0.00%
Labor Relations Board, Illinois	0	8	0.00%
Law Enforcement Training and Standards	0	0	0.00%
Lottery	1	12	8.33%
Medical District Commission	0	0	0.00%
Military Affairs	0	2	0.00%
Natural Resources	0	65	0.00%
Pollution Control Board	0	9	0.00%
Prisoner Review Board	0	1	0.00%
Property Tax Appeal Board	0	4	0.00%
Public Health	9	248	3.63%
Racing Board	0	1	0.00%
Revenue	4	145	2.76%
Sentencing Policy Advisory Council	0	0	0.00%
State Fire Marshal	0	14	0.00%
State Police	0	65	0.00%
State Police Merit Board	0	1	0.00%

State Retirement Systems	0	12	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	10	0.00%
Veterans' Affairs	1	41	2.44%
Workers' Compensation Commission	2	13	15.38%
Grand Total	133	3,214	4.14%

Distribution of SPSA Incumbents Between Those Represented by Collective Bargaining and Those Not Represented by a Union, as of 12/31/2012

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	0	9	9	0.00%
Agriculture	0	21	21	0.00%
Arts Council	0	3	3	0.00%
Capital Development Board	0	0	0	0.00%
Central Management Services	0	128	128	0.00%
Children & Family Services	0	67	67	0.00%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	3	52	55	5.45%
Commerce Commission	0	0	0	0.00%
Corrections	0	111	111	0.00%
Criminal Justice Information Authority	0	4	4	0.00%
Deaf and Hard of Hearing Commission	0	0	0	0.00%
Developmental Disabilities Council	0	2	2	0.00%
Emergency Management Agency	0	5	5	0.00%
Employment Security	0	66	66	0.00%
Environmental Protection	39	18	57	68.42%
Financial & Professional Regulation	0	43	43	0.00%
Gaming Board	5	8	13	38.46%
Guardianship & Advocacy	0	7	7	0.00%
Healthcare & Family Services	0	129	129	0.00%
Historic Preservation	0	7	7	0.00%
Human Rights Commission	0	2	2	0.00%
Human Rights Department	0	10	10	0.00%
Human Services	15	199	214	7.01%
Insurance	0	18	18	0.00%
Investment Board	0	2	2	0.00%
Juvenile Justice	0	19	19	0.00%
Labor	1	6	7	14.29%
Labor Relations Board, Educational	0	2	2	0.00%
Labor Relations Board, Illinois	0	2	2	0.00%
Law Enforcement Training and Standards	0	0	0	0.00%
Lottery	0	4	4	0.00%
Medical District Commission	0	0	0	0.00%
Military Affairs	0	1	1	0.00%
Natural Resources	12	32	44	27.27%
Pollution Control Board	0	1	1	0.00%
Prisoner Review Board	0	0	0	0.00%
Property Tax Appeal Board	0	1	1	0.00%
Public Health	17	49	66	25.76%
Racing Board	0	1	1	0.00%
Revenue	2	62	64	3.13%
Sentencing Policy Advisory Council	0	2	2	0.00%
State Fire Marshal	0	8	8	0.00%

State Police	8	20	28	28.57%
State Police Merit Board	0	1	1	0.00%
State Retirement Systems	0	6	6	0.00%
Torture Inquiry & Relief Commission	0	0	0	0.00%
Transportation	0	1	1	0.00%
Veterans' Affairs	0	18	18	0.00%
Workers' Compensation Commission	0	12	12	0.00%
Grand Total	102	1,160	1,262	8.08%

Distribution of PSA Incumbents Between Those Represented by Collective Bargaining and Those Not Represented by a Union, as of 12/31/2012

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	19	4	23	82.61%
Agriculture	17	2	19	89.47%
Arts Council	1	2	3	33.33%
Capital Development Board	1	0	1	0.00%
Central Management Services	183	32	215	85.12%
Children & Family Services	496	17	513	96.69%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	90	3	93	96.77%
Commerce Commission	1	0	1	0.00%
Corrections	207	15	222	93.24%
Criminal Justice Information Authority	9	2	11	81.82%
Deaf and Hard of Hearing Commission	0	0	0	0.00%
Developmental Disabilities Council	2	1	3	66.67%
Emergency Management Agency	18	1	19	94.74%
Employment Security	152	58	210	72.38%
Environmental Protection	73	2	75	97.33%
Financial & Professional Regulation	50	9	59	84.75%
Gaming Board	29	1	30	96.67%
Guardianship & Advocacy	11	1	12	91.67%
Healthcare & Family Services	222	21	243	91.36%
Historic Preservation	9	0	9	0.00%
Human Rights Commission	0	1	1	0.00%
Human Rights Department	19	0	19	0.00%
Human Services	589	92	681	86.49%
Insurance	54	8	62	87.10%
Investment Board	0	0	0	0.00%
Juvenile Justice	23	1	24	95.83%
Labor	7	0	7	0.00%
Labor Relations Board, Educational	0	7	7	0.00%
Labor Relations Board, Illinois	0	8	8	0.00%
Law Enforcement Training and Standards	0	0	0	0.00%
Lottery	11	1	12	91.67%
Medical District Commission	0	0	0	0.00%
Military Affairs	2	0	2	0.00%
Natural Resources	55	10	65	84.62%
Pollution Control Board	9	0	9	0.00%
Prisoner Review Board	0	1	1	0.00%
Property Tax Appeal Board	3	1	4	75.00%
Public Health	240	8	248	96.77%
Racing Board	0	1	1	0.00%
Revenue	100	45	145	68.97%
Sentencing Policy Advisory Council	0	0	0	0.00%
State Fire Marshal	13	1	14	92.86%

State Police	57	8	65	87.69%
State Police Merit Board	0	1	1	0.00%
State Retirement Systems	10	2	12	83.33%
Torture Inquiry & Relief Commission	0	0	0	0.00%
Transportation	10	0	10	0.00%
Veterans' Affairs	15	26	41	36.59%
Workers' Compensation Commission	12	1	13	92.31%
Grand Total	2,819	395	3,214	87.71%

III. 2012 Hispanic Employment Action Plan and Objectives Status

STRATEGY	WHO	WHEN
<p>Leadership</p> <p>1.0 Reconvene the Hispanic Advisory Council to serve as a gratis council of Hispanic subject matter experts to CMS and the Hispanic Employment Plan Administrator. Meetings will be scheduled quarterly.</p>	<p>CMS, Hispanic Advisory Council, Governor's Office & agency heads</p>	<p>HAC met on 1/20/12, 2/24/12, 4/4/12, 6/22/12, 8/3/12, 9/14/12 and 10/26/12.</p>
<p>1.1 Analyze all relevant data to develop 2012 HEP for presentation to the General Assembly by February 1st, as required by PA 094-0597.</p>	<p>CMS, Hispanic Advisory Council, Governor's Office</p>	<p>Met. HEP submitted to the General Assembly as required.</p>
<p>1.3 Address the need for increased Hispanic representation at the Governor's Cabinet level, as well as agency director appointments, deputy directors and bureau chiefs.</p>	<p>CMS, HAC, Governor's Office</p>	<p>The Governor continued to make Cabinet level appointments this reporting period.</p>
<p>Recruitment and Selection</p> <p>2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.</p>	<p>CMS, DHR, all state agencies under the Governor's jurisdiction</p>	<p>Met. Ongoing; all forms are reviewed as required.</p>
<p>2.1 Review and analyze the form and procedures used to assess agencies' bilingual needs and bilingual pay.</p>	<p>CMS, Hispanic Advisory Council, Governor's Office of New Americans</p>	<p>Met. HAC and CMS reviewed changes and launched online BNPB survey.</p>
<p>2.2 Review state agencies, outreach efforts to ensure that Hispanics are fully informed of e-recruiting online application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.</p>	<p>CMS, Hispanic Advisory Council, Shared Services, all state agencies under the Governor's jurisdiction</p>	<p>Ongoing. Data is provided in HEP annual report.</p>
<p>Education</p> <p>3.0 In accordance with Section 7-105 (H) of the Human Rights Act, CMS will assist agencies identified by the Department of Human Rights with establishing or continuing training to assist the affected agency in meeting the goals established in the agency's affirmative action plan.</p>	<p>CMS, DHR, Governor's Office and all code agencies</p>	<p>Ongoing</p>
<p>3.1 Host a seminar for EEO/AA officers to present on the status of the Hispanic state workforce and the Hispanic Employment Plan in conjunction with CMS agency personnel manager meetings.</p>	<p>CMS, DHS, Hispanic Advisory Council</p>	<p>Ongoing</p>
<p>3.2 Identify underserved regions based on but not limited to most recent Census data, Interpreter Services, State Services Assurance Report and the American Community Survey. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients.</p>	<p>CMS, Hispanic Advisory Council and all code agencies</p>	<p>Ongoing; data is provided in this HEP annual report.</p>

STRATEGY	WHO	WHEN
<p>Accountability</p> <p>4.0 CMS will survey agencies via an online data base portal to assess their activities in implementing the plan. Each year CMS will work collaboratively with the Hispanic Employment Plan Advisory Council to review and revise, as needed.</p>	<p>CMS, Hispanic Advisory Council</p>	<p>Met. CMS and HAC launched the HEP survey on 10/01/12 with submission deadline of 10/31/12.</p>
<p>4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.</p>	<p>CMS</p>	<p>Met. Executive Summary included as part of the 2013 Hispanic Employment Plan submitted on 2/1/13.</p>
<p>4.2 Reconvene the Hispanic Advisory Council to assist in developing plan objectives for next reporting year.</p>	<p>CMS</p>	<p>HAC met on 10/26/12 to provide content input presented as Part V of this annual report.</p>
<p>4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.</p>	<p>CMS, Hispanic Advisory Council</p>	<p>Met. Letter included in 2012 Hispanic Employment Plan.</p>
<p>4.4 In partnership with the Governor's New American's Initiative Project and the Governor's Office, develop and implement Model Policy to standardize testing of language proficiency across all state agencies pursuant to Executive Order Number 2 issued by the Governor March 31, 2010.</p>	<p>CMS, Governor's Office</p>	<p>This objective is ongoing and will be carried over to the next reporting period.</p>
<p>4.5 Meet with the Illinois Latino Caucus and interested General Assembly members to present on the status of the Hispanic state workforce and the Hispanic Employment Plan.</p>	<p>Governor's Office, CMS, Hispanic Advisory Council</p>	<p>Met. State Representative Maria Antonia Berrios, ILLCF Co-Chair participated in the HAC 8/3/12 meeting and was provided a brief update on HEP.</p>
<p>4.6 CMS will facilitate meetings with Governor's Deputy Chiefs of Staff, agency heads and Shared Services Directors (if applicable) to review progress towards meeting stated goals relevant to Hispanic employment and share human resource best practices.</p>	<p>CMS, Governor's Office, Hispanic Advisory Council, agency heads and Shared Services</p>	<p>Met. Ongoing communication required.</p>

IV. Summary of Surveys

In partnership with the Department of Human Rights, CMS and HAC successfully launched an online survey in accordance with the 2012 Hispanic Employment Plan Action Plan and Objective 4.0. This survey shall guide CMS in identifying agencies' best practices and deficiencies and will be utilized to develop and evaluate the state Hispanic Employment Plan goals and objectives.

All coded agencies under the Governor's jurisdiction submitted their completed surveys in accordance with the HEP. Survey responses varied depending on each individual state agency's mission, fiscal year budget allocations and year-to-year priorities. Copies of all electronically date-stamped agency surveys are included in the appendices of this report.

A. Statewide Hispanic Employment Plan Survey 2012 Highlights

The survey was launched on-line October 1, 2012, to all coded agencies under the jurisdiction of the Governor, and responses were to be returned to CMS by October 31, 2012. All agencies responded. Survey highlights include the following:

Hispanic employment strategies undertaken by agencies in implementing the State Hispanic Employment Plan:

- Participation in the Hispanic Employment Plan Advisory Council Meetings.
- Established training to assist in meeting goals established in the agency's affirmative action plan.
- Developed a statewide email distribution listing to promote agency job opportunities in addition to a Monthly Newsletter titled "Diversity Matters."
- Established a Diversity Recruitment Program to assist EEO Officer and address issues and topics dealing with hiring, recruiting and complying with EEO mandates as well as underutilization of Hispanics.
- Agency partnered with other state agencies to develop and launch Diversity Symposium to attract diverse community organizations that are advocates for underutilized persons seeking gainful employment.
- Agency participated in targeted job fairs to address underrepresented populations such as Hispanics.
- Centralized Recruitment and Selection Unit responsible for all hiring.
- Established an Office of Latino Outreach to perform targeted recruitment of qualified candidates.
- Hosts monthly meetings to review EEO Monitors and Underutilization Summaries with senior staff.
- Agency ensures that Hispanics are selected for interview for those positions when underrepresentation is known, and they are reachable on the open competitive eligibility list.

- Agency partners with community colleges to launch targeted training pilot program to help increase the qualified applicant pool for targeted positions where underrepresentation exists as part of strategic recruitment.
- Agency maintains compliance with Section 2520.770 (h) of the Human Rights Rules and Regulations requiring the use of hiring and promotion monitors whenever personnel transactions occur.
- Agency encourages eligible staff 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.
- Agency encourages employees to participate in a variety of training programs such as the training clearinghouse or tuition reimbursement, when available, to increase career advancement opportunities for qualified employees.
- Agency heads review Human Rights' Quarterly reports to gauge agency effectiveness.

Employment strategies undertaken by agencies to increase the number of available bilingual/Spanish employees to service the needs of Spanish-speaking public:

- Assigned senior staff to participate in the Governor's Office New Americans' (GONA) Limited English Proficiency (LEP) Workgroup to standardize the assessment and development of bilingual positions.
- Agency includes a bilingual employee on Rutan interview panel whenever it fills bilingual positions.
- Developed and implemented a structured oral and written test to ensure bilingual proficiency at the time of interview and selection.
- Agency works with the Latino Consortium to recruit qualified Latino/Spanish-speaking candidates for employment.
- Utilization of 2010 Latino U.S. Census data to complete targeted recruitment of qualified bilingual/Spanish-speaking candidates.
- Completed determination of need for bilingual positions based on number of Limited English Proficiency (LEP) clients, volume of calls requesting language interpreter and review of local census data.
- Maintain a Latino outreach calendar of events for the entire state which signals the opportunity to participate in the targeting recruitment of Latino/bilingual employees.
- Agency implemented a worker-initiated request for bilingual testing for conversion into a Spanish-speaking option position when needed.
- Agency hired additional personnel staff to assist in the targeted recruitment of qualified Spanish-speaking candidates throughout the state.
- Agency created the Limited English Proficiency (LEP) Committee to review and analyze the need for additional Spanish-speaking positions.
- Agency established an Office of Latino Outreach to fulfill EEO mandates and perform targeted recruitment of qualified candidates.
- Agency partners with community organizations on career fairs in geographical areas with high numbers of Hispanic residents according to Census data.
- Agency awards higher learning scholarships to Hispanics in accredited Civil Engineering programs attending schools in the state of Illinois.

- Priority given to refilling vacated Spanish-speaking options positions. Efforts to retain Spanish-speaking employees include responding quickly to requests for geographical transfer and increasing the availability of a flexible work schedule.

Suggestions/recommendations from agencies for increasing the number of Hispanics and Spanish-speaking bilinguals employed:

- Complete an agency-wide bilingual needs assessment and develop a strategic hiring plan based on operational needs.
- Amend the EPAR approval process to ensure timely hiring of candidates through the Governor's Office of Management and Budget, giving priority to bilingual needs.
- Prior to agency abolishment of any current bilingual positions, develop approval process requiring EEO Officer/AA Officer, agency head and GOMB sign-off.
- Agencies improve diversity among Rutan interview panels by mandating minority senior staff participate in CMS-sponsored training for the Hiring, Interview and Selection program.
- Ensure that all recruitment and hiring personnel are informed of underutilization prior to scheduling candidates for interview, allowing for increased representation of targeted group on the eligibility list.
- Increase targeted recruitment and promotion of minority candidates by partnering with the CMS Diversity Enrichment Program, local colleges, universities and the Illinois Association of Hispanic State Employees (IAHSE) once positions are approved for posting.
- CMS should organize targeted job fairs and provide on-site testing, examination and counseling and promote job fairs in regions where the need is greatest.
- Agency heads assume active role implementing the Hispanic Employment Plan and work collaboratively with EEO/AA Officer to address underutilization goals.
- Increase the use of internship and co-op programs to bring Hispanics on board and to provide a permanent path to state employment.
- CMS application/grading process delays need to be addressed.
- Partner with other state agencies to perform targeted recruitment of qualified candidates due to resource challenges.
- Strategically target the recruitment of qualified minorities by marketing open positions through partnerships with the HACIA, IAHSE, Latino Family Commission, Illinois Hispanic Chamber of Commerce, ILLCF, and National Society of Hispanic MBAs.
- Increase Diversity training amongst senior hiring personnel within agencies.
- Market job opportunities through faith-based and community partnerships.

See Appendix for completed agency surveys.

B. Bilingual Needs and Bilingual Pay Online Survey Highlights

The Personnel Code, at 20 ILCS 415/9(6), requires that the Department of Central Management Services (CMS) conduct an annual assessment of all agencies regarding their need for employees with bilingual capabilities to serve significant numbers of non-

English speaking or culturally distinct persons. Furthermore, to increase the diversity of the state's workforce, each state agency is required to include in its annual report its activities in implementing the State Hispanic Employment Plan and the Bilingual Needs/Bilingual Pay Survey.

To comply with these mandates, CMS surveyed the personnel offices of state agencies under the jurisdiction of the Personnel Code regarding their work with non-English speaking or culturally distinct persons who require the assistance of an employee with bilingual skills to benefit fully from the services available. Survey responses were due to CMS by December 7, 2012.

All required agencies complied with the survey request; 30 agencies reported bilingual needs while 20 agencies reported they did not have a need for bilingual services based on the mission of their agency. Based on this survey, the number of state employees receiving the bilingual pay supplement for language skills, other than manual communication skills or Braille transcription skills, in a language other than English is 1,225 Hispanic; 76 Non-Hispanic.

See Appendix for the full report.

V. 2013 Hispanic Employment Action Plan and Objectives

STRATEGY	WHO	WHEN
Leadership		
1.0 Reconvene the Hispanic Advisory Council to serve as a gratis council of Hispanic subject matter experts to CMS, the Hispanic Employment Plan Administrator and explore codifying HAC Membership during 98 th General Assembly.	CMS, Hispanic Advisory Council, Governor's Office & agency heads	Quarterly at minimum
1.1 Analyze all relevant data to develop 2013 HEP for presentation to the General Assembly by February 1 st , as required by PA 094-0597.	CMS, Hispanic Advisory Council, Governor's Office	1 st Quarter
1.3 Address the need for increased Hispanic representation at the Governor's Cabinet level, as well as agency director appointments, deputy directors and bureau chiefs.	CMS, HAC, Governor's Office	1 st Quarter
Recruitment and Selection		
2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.	CMS, DHR, all state agencies under the Governor's jurisdiction	Ongoing
2.1 Review and analyze the form and procedures used to assess agencies' bilingual needs and bilingual pay.	CMS, Hispanic Advisory Council, Governor's Office of New Americans	2 nd Quarter
2.2 Review state agencies' outreach efforts to ensure that Hispanics are fully informed of e-recruiting online application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.	CMS, Hispanic Advisory Council, Shared Services, all state agencies under the Governor's jurisdiction	Ongoing. Testing statistics detailed in each annual HEP.

STRATEGY	WHO	WHEN
<p>Education</p> <p>3.0 In accordance with Section 7-105 (H) of the Human Rights Act, CMS will assist agencies identified by the Department of Human Rights with establishing or continuing training to assist the affected agency in meeting the goals established in the agency's affirmative action plan.</p>	CMS, DHR, Governor's Office and all code agencies	Ongoing
<p>3.1 Host a seminar for EEO/AA officers to present on the status of the Hispanic state workforce and the Hispanic Employment Plan in conjunction with CMS agency personnel manager meetings.</p>	CMS, DHS, Hispanic Advisory Council	Ongoing
<p>3.2 Identify underserved regions based on but not limited to most recent Census data, Interpreter Services, State Services Assurance Report and the American Community Survey. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients.</p>	CMS, Hispanic Advisory Council and all code agencies	Ongoing
<p>Accountability</p> <p>4.0 CMS will survey agencies via an online data base portal to assess their activities in implementing the plan. Each year CMS will work collaboratively with the Hispanic Employment Plan Advisory Council to review and revise, as needed.</p>	CMS, Hispanic Advisory Council	3rd Quarter
<p>4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.</p>	CMS	4 th Quarter
<p>4.2 Reconvene the Hispanic Advisory Council to assist in developing plan objectives for next reporting year.</p>	CMS	4 th Quarter
<p>4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.</p>	CMS, Hispanic Advisory Council	4 th Quarter
<p>4.4 In partnership with the Governor's New Americans' Initiative Project and the Governor's Office, develop and implement Model Policy to standardize testing of language proficiency across all state agencies pursuant to Executive Order Number 2 issued by the Governor March 31, 2010.</p>	CMS, Governor's Office	Ongoing
<p>4.5 Meet with the Illinois Latino Caucus and interested General Assembly members to present on the status of the Hispanic state workforce and the Hispanic Employment Plan.</p>	Governor's Office, CMS, Hispanic Advisory Council	2 nd Quarter
<p>4.6 CMS will facilitate meetings with Governor's Deputy Chiefs of Staff, agency heads and Shared Services Directors (if applicable) to review progress towards meeting stated goals relevant to Hispanic employment and share human resource best practices.</p>	CMS, Governor's Office, Hispanic Advisory Council, agency heads and Shared Services	Quarterly at minimum

VI. Conclusion

Since 2006, CMS has developed an annual plan to address the underutilization of Hispanics and bilingual employees in the state's workforce. This report provides the most recent statistical data on Hispanic representation in coded state positions throughout Illinois. Data presented is from a statewide perspective, in addition to being broken down by agency, as well as senior and mid-level supervisory and managerial positions.

To date, there has been progress; however there are opportunities for improvement in fully addressing the underutilization of Hispanics and bilingual/Spanish-speaking employees in the state's workforce. This administration has demonstrated a commitment to collaborating with the Hispanic Employment Plan Advisory Council and building on the successful platform of prior years' state Hispanic Employment Plans to achieve objectives relevant to increasing the number of bilingual employees serving on Rutan interview panels; utilizing on-line annual surveys for tracking data; and increasing the number of bilingual/Spanish-speaking employees available to serve the Spanish-speaking public in compliance with the State Services Assurance Act of 2008.

According to the 2010 U.S. Census data, the population of Hispanics is the largest minority in Illinois and continues to increase; therefore, the need for hiring additional bilingual/Spanish-speaking employees is a necessity to provide quality public services to all citizens of the state.

Seeking greater diversity and increasing minority employment and promotional opportunities within state government shall be the guiding principles of the HEP Advisory Council in collaboration with CMS. We must continue striving to improve targeted minority recruitment, hiring, training, promotion, and retention of qualified bilingual/Spanish-speaking candidates statewide to improve service delivery to communities of Illinois.

Questions on the State Hispanic Employment Plan or the Bilingual Needs and Bilingual Pay Survey may be directed to: Cory Foster, 312/814-2364 Cory.Foster@illinois.gov

