



State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS 2014

ASIAN AMERICAN Employment Plan



Respectfully submitted to the Illinois General Assembly
February 1, 2014, by Central Management Services



STATE OF ILLINOIS
OFFICE OF THE GOVERNOR
SPRINGFIELD, ILLINOIS 62706

Pat Quinn
GOVERNOR

February 1, 2014

Dear General Assembly Member,

The following is the 2013 report of the State Asian American Employment Plan which will provide increased access to state employment to Asian Americans and will help us build a governmental workforce that more accurately reflects the diversity of our great state. The Plan was submitted by the Illinois Department of Central Management Services (CMS) to the General Assembly on February 1 as required by law.

As you may know, the State Asian American Employment Plan resulted from PA 097-0856 and was enacted on July 27, 2012. I am pleased to report to you that this legislation has among its components the increase of Asian Americans at all levels of state government, including those serving in supervisory, technical, professionals and managerial positions; tracking the hiring practices of Asian American employees; increasing the number of Asian Americans promoted; and establishing the Asian American Employment Plan Advisory Council. It also requires that each code agency report annually to CMS all activities in implementing the State Asian American Employment Plan in a format prescribed by CMS. The legislation also requires that CMS shall each year prepare an Asian American Employment Plan and report to the General Assembly by February 1st each state agency's activities that implement the Plan. This 2014 Asian American Employment Plan will serve as a benchmark by which future plans will be measured and provides an in-depth study of Asian Americans in the state workforce.

While my administration continues to confront our state's fiscal challenges, we hold true to our values in support of diversity and the effectiveness of improving access to state government.

For this reason, I have charged the Illinois Department of Central Management Services to collaborate with the Asian American Employment Plan Advisory Council to meet the goals and objectives of this year's plan.

Sincerely,

A handwritten signature in black ink that reads "Pat Quinn". The signature is written in a cursive style.

Pat Quinn
Governor



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Simone McNeil, Acting Director

Pat Quinn, Governor

February 1, 2014

Dear General Assembly Member:

Public Act 097-0856, enacted in July 2012, requires each State agency to include in its annual report its progress toward implementing the State Asian American 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 Asian American employees.

The law requires CMS to prepare and submit to the General Assembly an annual Asian American Employment Plan reporting each agency's activities in implementing the plan. Accordingly, the 2014 report is submitted for your review. Outlined in the body of this report you will find information on the status of the Asian American 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 blue ink, reading "Simone McNeil", is written over the typed name.

Simone McNeil
Acting Director

Table of Contents

- I. State Asian American Employment Plan Background
- II. Executive Summary
- III. Current Demographics
- IV. On-line Survey
- V. 2013 State Asian American Employment Plan and Objectives
- VI. 2014 State Asian American Employment Plan and Objectives
- VII. Conclusion

I. State Asian American Employment Plan Background

The State Asian American Employment Plan was the result of HB 4510, which Governor Pat Quinn signed into law, becoming Public Act 097-0856 effective July 27th, 2012. Main components of the Act include: increasing the number of Asian American State employees within all levels, including those serving in supervisory, technical, professional and managerial positions; tracking hiring practices of Asian American employees; increasing the number of Asian American employees hired and promoted; and establishing the Asian American Employment Plan Advisory Council.

The legislation also requires the Department of Central Management Services (CMS) to prepare an Asian American Employment Plan (AsAEP) and report to the General Assembly each year by February 1 on agencies' activities in implementing the Plan. In turn, each agency is required to report annually to CMS all activities in implementing the AsAEP and shall do this in a format as prescribed by CMS in collaboration with the AsAEP Advisory Council.

In 2013, CMS implemented the first AsAEP and began collaborations with the AsAEP Advisory Council to develop the 2014 AsAEP. CMS continues to work collaboratively with the AsAEP Advisory Council to develop subsequent plans and update them with current demographics and employment statistics relating to Illinois' Asian American general population as compared to the Asian American State employee workforce.

In 2013, CMS, in partnership with the AsAEP Advisory Council, developed an on-line survey to assist agencies in reporting activities, strategies, and programs undertaken in accordance with the AsAEP. The on-line survey was distributed to State agencies during the Fall of 2013. The inaugural on-line survey provided a detailed profile of the Asian American State employee workforce and helped in developing objectives for the next annual Plan.

The AsAEP Advisory Council met once each quarter during 2013, and in addition to developing the on-line survey, assisted with targeted outreach efforts in the Asian American community. The Council sponsored four workshops geared toward informing community members about State employment opportunities and the State employment process. Featuring the participation of over a dozen State agencies and several dozen community co-sponsors, the four workshops were held around the State in the following locations reaching more than 350 people:

- Sangamon County
- Cook County (Chicago North)
- Cook County (Palatine)
- Champaign County

II. Executive Summary

Data used for developing the 2014 report is based on calendar year 2013, 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 1,725 employees from 44,589 in December 2012 compared to 42,864 at the end of December 2013.

Data from 2013 shows that the total number of Asian American Personnel Code-covered State employees has remained steady at approximately 2.5%, with a very modest .02% increase over 2012 when considering the figures before rounding. This percentage stands in contrast to the overall percentage of Asian Americans in the Illinois population, which was 5.2% according to the 2010 Census.

When considering the percentage of Asian American Personnel Code-covered State employees by county, data shows underutilization in four of the eight counties with the highest population of Asian Americans. Improvement is needed in Cook, Will, McHenry and Champaign Counties.

There are 1,067 Asian American Personnel Code-covered State employees across Illinois. The five agencies with the highest number of Asian American employees are the Department of Human Services, Department of Revenue, Department of Public Health, Department of Healthcare and Family Services, and Department of Corrections. In four of these five agencies, the percentage of Personnel Code-covered Asian American State employees in the agency workforce is higher than the overall percentage of Asian American Personnel Code-covered State employees. However, at only one agency is the percentage of Asian American Personnel Code-covered State employees higher than the percentage of Asian Americans in the overall Illinois population.

In calendar year 2013, 163,904 open competitive exams were administered to applicants seeking State employment. Of those, 4,352 were administered to Asian Americans. Sixty-six percent of Asian Americans who took these exams received qualifying grades. This passage rate is comparable to other applicants. The rate of achieving “A” grades between Asian Americans and other applicants is also comparable, with a difference of approximately one percentage point.

The statistical data from this report shows that while there are several agencies with an Asian American workforce near or on par with the overall population percentage of Asian Americans in Illinois, within the vast majority of agencies, the percentage of Asian American Personnel Code-covered employees is well below the percentage of Asian Americans in the Illinois population.

III. Current Demographics

Based on State employment workforce statistics as of December 31, 2013, approximately 2.5% of the Personnel Code-covered State employees are Asian American (1,067). Setting that figure in context, Asian Americans comprise 5.2% of Illinois’ general population. The eight Illinois Counties with the highest population of Asian Americans are listed below followed by the corresponding number of Personnel Code-covered Asian American State employees.

COUNTY	% ASIAN AMERICAN POPULATION	ASIAN AMERICANS AS % STATE WORKFORCE
Cook	(322,672) 6.2%	(390) 4.3%
Du Page	(92,304) 10.1%	(120) 15.5%
Lake	(44,358) 6.3%	(58) 8.2%
Will	(30,833) 4.6%	(39) 2.6%
Champaign	(17,969) 8.9%	(3) 1.1%
Kane	(17,895) 3.5%	(122) 14.6%
Mc Henry	(7,807) 2.5%	(11) 0.9%
Sangamon	(3,220) 1.6%	(165) 2.2%

There are 1,067 Asian American Personnel Code-covered State employees. The five agencies with the largest number of Asian American Personnel Code-covered employees are indicated below, followed by the number of Asian American Personnel Code-covered employees and their percentage of the total agency workforce.

AGENCY	COUNT OF ASIAN AMERICAN EMPLOYEES
Department of Human Services	500 (4.46%)
Department of Revenue	74 (4.38%)
Department of Public Health	70 (6.57%)
Department of Healthcare & Family Services	64 (3.11%)
Department of Corrections	58 (.54%)

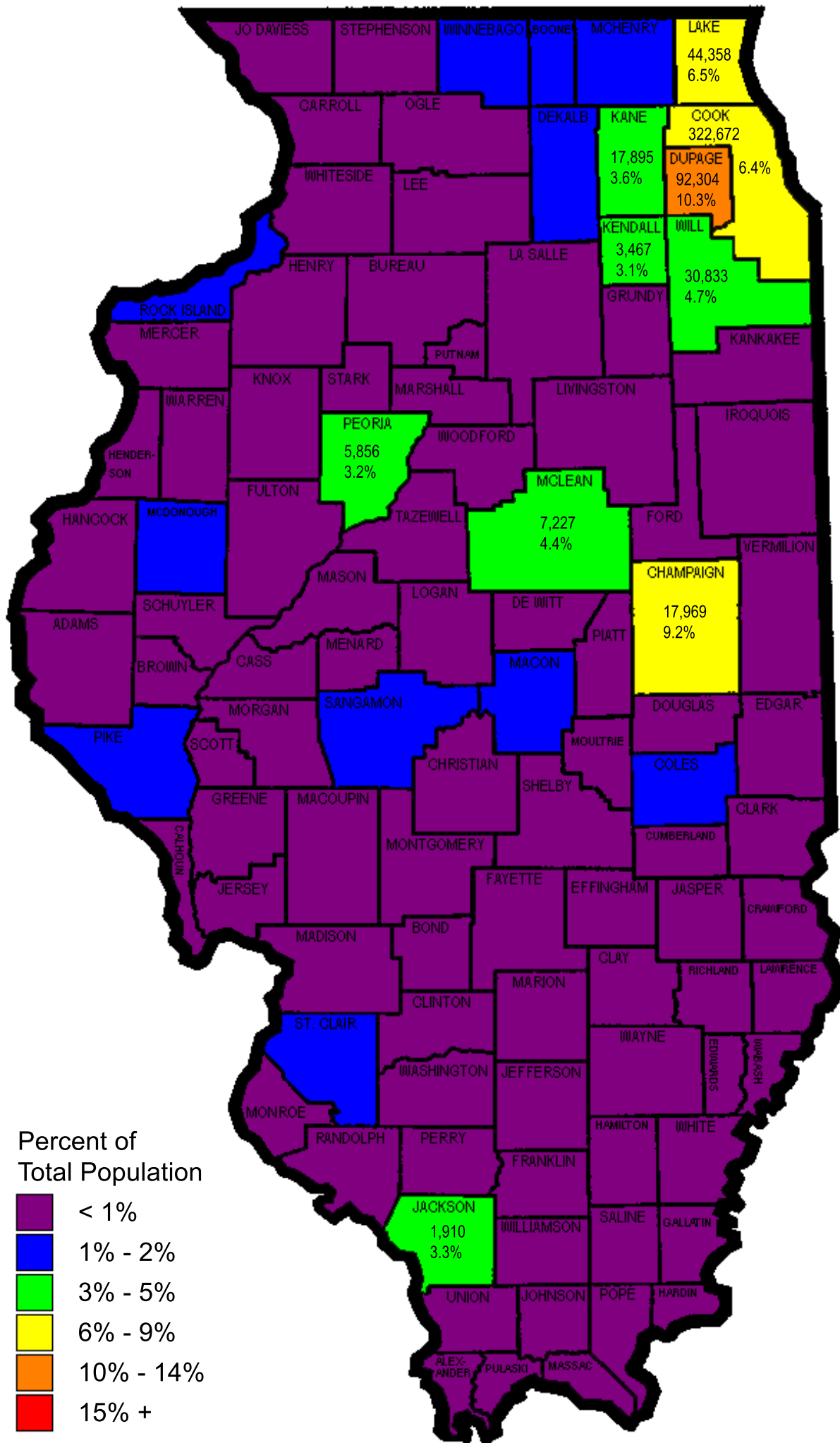
In calendar year 2013, 163,904 open competitive exams were administered. Of those, 4,352 were administered to Asian Americans. The chart below illustrates how Asian Americans fared when compared to all applicants.¹

CY 2013	ASIAN AMERICANS	NON-ASIAN AMERICANS	TOTAL
Open Competitive Total Grades	4,352	159,552	163,904
A Grade	1,210	45,749	46,959
B Grade	1,027	42,660	43,687
C Grade	625	21,726	22,351
Failed Grade	1,490	49,417	50,907

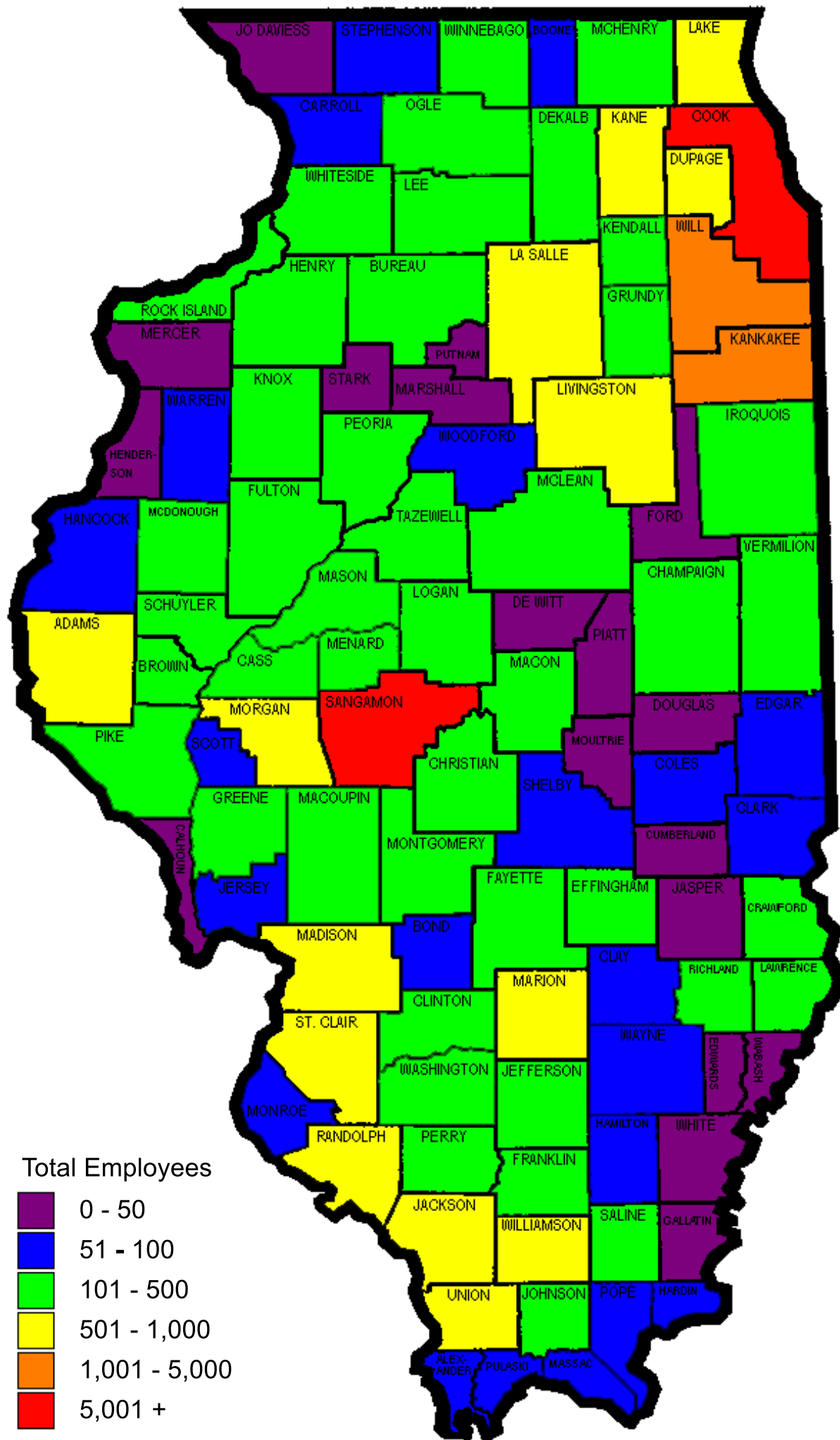
A total of 3,110 employees were promoted (Upward Mobility Program, Promotion, Merit System Transfer with Promotion and Promotion to Term) in calendar year 2013; of that total, 52 (1.67%) were Asian American.

¹ A comparison to 2012 statistics for this category could not be performed because the 2013 Asian American Employment Plan listed figures from a quarterly report.

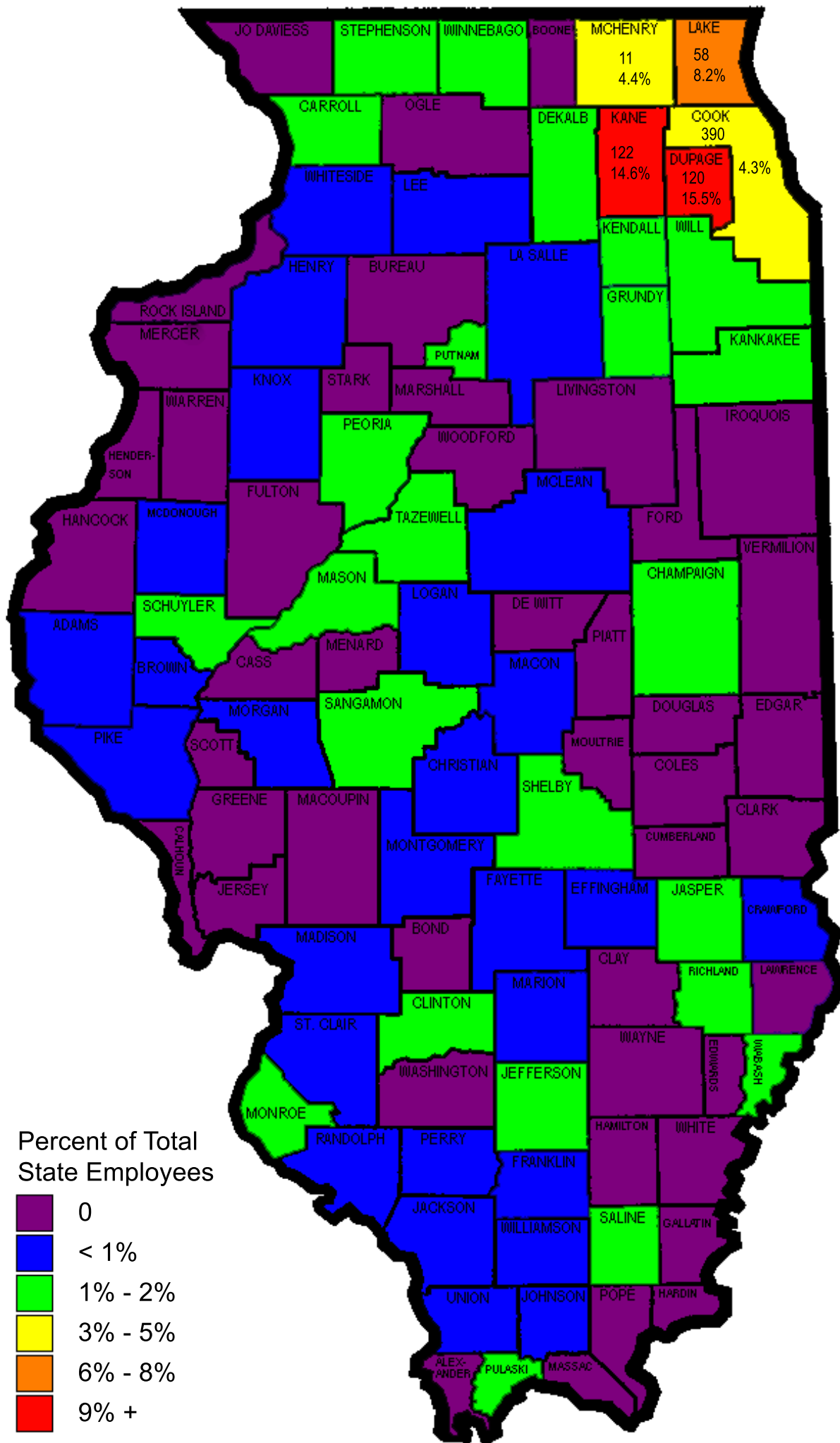
Illinois Asian American Population 2010 Census Data



Coded State Employees as of 12/31/2013



Coded Asian American State Employees as of 12/31/2013



Asian American Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% Asian American	TOTAL Asian American	STATE EMPLOYEES		
				All	% Asian American	TOTAL Asian American
Adams	67,103	0.7%	441	601	0.3%	2
Alexander	8,238	0.2%	16	96	0.0%	0
Bond	17,768	0.4%	68	98	0.0%	0
Boone	54,165	1.3%	686	69	0.0%	0
Brown	6,937	0.2%	16	146	0.7%	1
Bureau	34,978	0.7%	228	138	0.0%	0
Calhoun	5,089	0.2%	12	40	0.0%	0
Carroll	15,387	0.3%	53	75	2.7%	2
Cass	13,642	0.3%	44	180	0.0%	0
Champaign	201,081	8.9%	17,969	278	1.1%	3
Christian	34,800	0.5%	167	454	0.4%	2
Clark	16,335	0.3%	55	53	0.0%	0
Clay	13,815	0.5%	63	64	0.0%	0
Clinton	37,762	0.4%	167	325	1.5%	5
Coles	53,873	1.0%	531	78	0.0%	0
Cook	5,194,675	6.2%	322,672	9,033	4.3%	390
Crawford	19,817	0.5%	103	215	0.5%	1
Cumberland	11,048	0.2%	27	37	0.0%	0
De Kalb	105,160	2.3%	2,438	148	1.4%	2
De Witt	16,561	0.4%	60	35	0.0%	0
Douglas	19,980	0.4%	83	36	0.0%	0
DuPage	916,924	10.1%	92,304	776	15.5%	120
Edgar	18,576	0.2%	33	90	0.0%	0
Edwards	6,721	0.3%	22	30	0.0%	0
Effingham	34,242	0.4%	147	117	0.9%	1
Fayette	22,140	0.2%	51	329	0.3%	1
Ford	14,081	0.3%	37	36	0.0%	0
Franklin	39,561	0.3%	124	353	0.3%	1
Fulton	37,069	0.3%	112	302	0.0%	0
Gallatin	5,589	0.1%	5	21	0.0%	0
Greene	13,886	0.1%	16	154	0.0%	0
Grundy	50,063	0.7%	327	179	1.1%	2
Hamilton	8,457	0.2%	19	68	0.0%	0
Hancock	19,104	0.2%	46	54	0.0%	0
Hardin	4,320	0.5%	22	53	0.0%	0
Henderson	7,331	0.2%	15	17	0.0%	0
Henry	50,486	0.4%	191	243	0.4%	1
Iroquois	29,718	0.3%	103	135	0.0%	0
Jackson	60,218	3.2%	1,910	547	0.5%	3
Jasper	9,698	0.2%	24	48	2.1%	1
Jefferson	38,827	0.6%	246	204	1.0%	2
Jersey	22,985	0.3%	77	71	0.0%	0
Jo Daviess	22,678	0.3%	72	40	0.0%	0
Johnson	12,582	0.2%	22	305	0.3%	1
Kane	515,269	3.5%	17,895	838	14.6%	122
Kankakee	113,449	0.9%	1,052	1,473	1.2%	18
Kendall	114,736	3.0%	3,467	146	1.4%	2
Knox	52,919	0.6%	338	253	0.4%	1
Lake	703,462	6.3%	44,358	709	8.2%	58
La Salle	113,924	0.7%	762	711	1.1%	8
Lawrence	16,833	0.2%	38	107	0.0%	0
Lee	36,031	0.7%	246	452	0.7%	3
Livingston	38,950	0.5%	199	592	0.0%	0
Logan	30,305	0.6%	184	479	0.2%	1

Asian American Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% Asian American	TOTAL Asian American	STATE EMPLOYEES		
				All	% Asian American	TOTAL Asian American
Mc Donough	32,612	1.8%	580	113	0.9%	1
Mc Henry	308,760	2.5%	7,807	248	4.4%	11
Mc Lean	169,572	4.3%	7,227	325	0.6%	2
Macon	110,768	1.0%	1,118	441	0.2%	1
Macoupin	47,765	0.3%	129	376	0.0%	0
Madison	269,282	0.8%	2,254	568	0.2%	1
Marion	39,437	0.6%	224	598	0.5%	3
Marshall	12,640	0.4%	45	41	0.0%	0
Mason	14,666	0.3%	40	174	1.1%	2
Massac	15,429	0.3%	42	65	0.0%	0
Menard	12,705	0.2%	30	425	0.0%	0
Mercer	16,434	0.3%	52	31	0.0%	0
Monroe	32,957	0.4%	144	68	1.5%	1
Montgomery	30,104	0.4%	111	433	0.9%	4
Morgan	35,547	0.5%	168	762	0.7%	5
Moultrie	14,846	0.2%	31	31	0.0%	0
Ogle	53,497	0.5%	250	152	0.0%	0
Peoria	186,494	3.1%	5,856	374	2.4%	9
Perry	22,350	0.4%	87	340	0.3%	1
Piatt	16,729	0.3%	51	30	0.0%	0
Pike	16,430	0.2%	38	205	0.5%	1
Pope	4,470	0.2%	11	57	0.0%	0
Pulaski	6,161	0.2%	13	95	2.1%	2
Putnam	6,006	0.2%	13	37	2.7%	1
Randolph	33,476	0.3%	104	779	0.3%	2
Richland	16,233	0.7%	119	136	2.9%	4
Rock Island	147,546	1.6%	2,419	278	0.0%	0
St. Clair	270,056	1.2%	3,276	547	0.9%	5
Saline	24,913	0.4%	101	257	1.2%	3
Sangamon	197,465	1.6%	3,220	7,444	2.2%	165
Schuyler	7,544	0.1%	9	143	1.4%	2
Scott	5,355	0.2%	12	86	0.0%	0
Shelby	22,363	0.3%	56	86	1.2%	1
Stark	5,994	0.3%	19	26	0.0%	0
Stephenson	47,711	0.6%	297	71	1.4%	1
Tazewell	135,394	0.7%	999	232	1.3%	3
Union	17,808	0.3%	54	551	0.4%	2
Vermilion	81,625	0.7%	564	298	0.0%	0
Wabash	11,947	0.6%	70	36	2.8%	1
Warren	17,707	0.5%	94	100	0.0%	0
Washington	14,716	0.3%	42	103	0.0%	0
Wayne	16,760	0.4%	71	75	0.0%	0
White	14,665	0.2%	31	31	0.0%	0
Whiteside	58,498	0.5%	276	346	0.6%	2
Will	677,560	4.6%	30,833	1,484	2.6%	39
Williamson	66,357	0.8%	561	559	0.5%	3
Winnebago	295,266	2.3%	6,810	428	2.1%	9
Woodford	38,664	0.6%	213	96	0.0%	0
Totals	12,830,632	4.6%	586,934	42,312	2.5%	1,041

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

** Reflects Code Employees as of 12/31/2013

26 Asian American employees live outside the boundaries of the State of Illinois

Personnel Code-Covered Asian American Employees as of 12/31/2013

Agency	Employees		Asian-American %
	Asian-Americans	Total	
Aging	1	137	0.73%
Agriculture	4	330	1.21%
Arts Council	2	16	12.50%
Capital Development Board	2	46	4.35%
Central Management Services	25	1,437	1.74%
Children & Family Services	54	2,704	2.00%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	9	365	2.47%
Commerce Commission	0	74	0.00%
Corrections	58	10,775	0.54%
Criminal Justice Information Authority	6	56	10.71%
Deaf and Hard of Hearing Commission	0	7	0.00%
Developmental Disabilities Council	0	8	0.00%
Emergency Management Agency	0	84	0.00%
Employment Security	55	1,405	3.91%
Environmental Protection	52	805	6.46%
Financial & Professional Regulation	8	406	1.97%
Gaming Board	2	146	1.37%
Guardianship & Advocacy	1	102	0.98%
Healthcare & Family Services	64	2,057	3.11%
Historic Preservation	0	158	0.00%
Human Rights Commission	0	13	0.00%
Human Rights Department	2	140	1.43%
Human Services	500	11,207	4.46%
Insurance	11	213	5.16%
Investment Board	0	3	0.00%
Juvenile Justice	10	976	1.02%
Labor	2	87	2.30%
Labor Relations Board, Educational	0	9	0.00%
Labor Relations Board, Illinois	0	17	0.00%
Law Enforcement Training & Standards	1	18	5.56%
Lottery	1	138	0.72%
Military Affairs	0	122	0.00%
Natural Resources	8	1,088	0.74%
Pollution Control Board	0	21	0.00%
Prisoner Review Board	0	16	0.00%
Property Tax Appeal Board	0	28	0.00%
Public Health	70	1,066	6.57%
Racing Board	0	2	0.00%
Revenue	74	1,691	4.38%
State Fire Marshal	0	129	0.00%
State Police	19	1,075	1.77%
State Police Merit Board	0	5	0.00%
State Retirement Systems	1	96	1.04%
Torture Inquiry & Relief Commission	0	4	0.00%
Transportation	3	2,169	0.14%
Veterans' Affairs	17	1,275	1.33%
Workers' Compensation Commission	5	134	3.73%
Grand Total	1,067	42,864	2.49%

**Personnel Code-Covered Asian American Employees in SPSA Positions as of
12/31/2013**

Agency	SPSA's		Asian-American %
	Asian-Americans	Total	
Aging	0	13	0.00%
Agriculture	0	24	0.00%
Arts Council	1	3	33.33%
Capital Development Board	0	0	0.00%
Central Management Services	4	127	3.15%
Children & Family Services	1	81	1.23%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	2	71	2.82%
Commerce Commission	0	0	0.00%
Corrections	0	117	0.00%
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	4	59	6.78%
Environmental Protection	7	56	12.50%
Financial & Professional Regulation	2	41	4.88%
Gaming Board	0	13	0.00%
Guardianship & Advocacy	0	8	0.00%
Healthcare & Family Services	6	128	4.69%
Historic Preservation	0	13	0.00%
Human Rights Commission	0	2	0.00%
Human Rights Department	0	10	0.00%
Human Services	2	196	1.02%
Insurance	0	17	0.00%
Investment Board	0	1	0.00%
Juvenile Justice	1	18	5.56%
Labor	0	7	0.00%
Labor Relations Board, Educational	0	2	0.00%
Labor Relations Board, Illinois	0	2	0.00%
Law Enforcement Training & Standards	0	0	0.00%
Lottery	0	6	0.00%
Military Affairs	0	2	0.00%
Natural Resources	2	48	4.17%
Pollution Control Board	0	2	0.00%
Prisoner Review Board	0	0	0.00%
Property Tax Appeal Board	0	2	0.00%
Public Health	3	58	5.17%
Racing Board	0	1	0.00%
Revenue	0	62	0.00%
State Fire Marshal	0	10	0.00%
State Police	2	30	6.67%
State Police Merit Board	0	1	0.00%
State Retirement Systems	0	6	0.00%
Torture Inquiry & Relief Commission	0	2	0.00%
Transportation	0	1	0.00%
Veterans' Affairs	0	16	0.00%
Workers' Compensation Commission	1	15	6.67%
Grand Total	38	1,283	2.96%

**Personnel Code-Covered Asian American Employees in PSA Positions as of
12/31/2013**

Agency	PSA's		Asian-American %
	Asian-Americans	Total	
Aging	0	24	0.00%
Agriculture	0	18	0.00%
Arts Council	0	3	0.00%
Capital Development Board	0	1	0.00%
Central Management Services	2	199	1.01%
Children & Family Services	11	472	2.33%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	2	80	2.50%
Commerce Commission	0	1	0.00%
Corrections	0	195	0.00%
Criminal Justice Information Authority	0	10	0.00%
Deaf and Hard of Hearing Commission	0	0	0.00%
Developmental Disabilities Council	0	3	0.00%
Emergency Management Agency	0	16	0.00%
Employment Security	7	164	4.27%
Environmental Protection	1	73	1.37%
Financial & Professional Regulation	2	56	3.57%
Gaming Board	1	27	3.70%
Guardianship & Advocacy	0	11	0.00%
Healthcare & Family Services	11	223	4.93%
Historic Preservation	0	8	0.00%
Human Rights Commission	0	1	0.00%
Human Rights Department	0	19	0.00%
Human Services	23	675	3.41%
Insurance	2	58	3.45%
Investment Board	0	0	0.00%
Juvenile Justice	2	19	10.53%
Labor	0	6	0.00%
Labor Relations Board, Educational	0	6	0.00%
Labor Relations Board, Illinois	0	10	0.00%
Law Enforcement Training & Standards	0	0	0.00%
Lottery	0	12	0.00%
Military Affairs	0	2	0.00%
Natural Resources	2	58	3.45%
Pollution Control Board	0	10	0.00%
Prisoner Review Board	0	1	0.00%
Property Tax Appeal Board	0	4	0.00%
Public Health	17	239	7.11%
Racing Board	0	0	0.00%
Revenue	1	155	0.65%
State Fire Marshal	0	14	0.00%
State Police	2	57	3.51%
State Police Merit Board	0	1	0.00%
State Retirement Systems	1	12	8.33%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	14	0.00%
Veterans' Affairs	0	40	0.00%
Workers' Compensation Commission	3	14	21.43%
Grand Total	90	3,012	2.99%

Distribution of SPSA Incumbents Between Those Represented by Collective Bargaining and Those Not Represented by a Union, as of 12/31/2013

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	0	13	13	0.00%
Agriculture	0	24	24	0.00%
Arts Council	0	3	3	0.00%
Capital Development Board	0	0	0	0.00%
Central Management Services	8	119	127	6.30%
Children & Family Services	0	81	81	0.00%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	4	67	71	5.63%
Commerce Commission	0	0	0	0.00%
Corrections	0	117	117	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	59	59	0.00%
Environmental Protection	37	19	56	66.07%
Financial & Professional Regulation	0	41	41	0.00%
Gaming Board	5	8	13	38.46%
Guardianship & Advocacy	0	8	8	0.00%
Healthcare & Family Services	9	119	128	7.03%
Historic Preservation	0	13	13	0.00%
Human Rights Commission	0	2	2	0.00%
Human Rights Department	0	10	10	0.00%
Human Services	16	180	196	8.16%
Insurance	0	17	17	0.00%
Investment Board	0	1	1	0.00%
Juvenile Justice	0	18	18	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 & Standards	0	2	2	0.00%
Lottery	0	6	6	0.00%
Military Affairs	0	2	2	0.00%
Natural Resources	11	37	48	22.92%
Pollution Control Board	0	2	2	0.00%
Prisoner Review Board	0	0	0	0.00%
Property Tax Appeal Board	0	2	2	0.00%
Public Health	13	45	58	22.41%
Racing Board	0	1	1	0.00%
Revenue	3	59	62	4.84%
State Fire Marshal	0	10	10	0.00%
State Police	10	20	30	33.33%
State Police Merit Board	0	1	1	0.00%
State Retirement Systems	0	6	6	0.00%
Torture Inquiry & Relief Commission	0	2	2	0.00%
Transportation	0	1	1	0.00%
Veterans' Affairs	0	16	16	0.00%
Workers' Compensation Commission	0	15	15	0.00%
Grand Totals	117	1,168	1,285	9.11%

Distribution of PSA Incumbents Between Those Represented by Collective Bargaining and Those Not Represented by a Union, as of 12/31/2013

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	19	5	24	79.17%
Agriculture	15	3	18	83.33%
Arts Council	1	2	3	33.33%
Capital Development Board	1	0	1	100.00%
Central Management Services	171	28	199	85.93%
Children & Family Services	459	13	472	97.25%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	77	3	80	96.25%
Commerce Commission	1	0	1	100.00%
Corrections	180	15	195	92.31%
Criminal Justice Information Authority	9	1	10	90.00%
Deaf and Hard of Hearing Commission	0	0	0	0.00%
Developmental Disabilities Council	2	1	3	66.67%
Emergency Management Agency	15	1	16	93.75%
Employment Security	125	39	164	76.22%
Environmental Protection	70	3	73	95.89%
Financial & Professional Regulation	47	9	56	83.93%
Gaming Board	26	1	27	96.30%
Guardianship & Advocacy	11	0	11	100.00%
Healthcare & Family Services	221	2	223	99.10%
Historic Preservation	8	0	8	100.00%
Human Rights Commission	0	1	1	0.00%
Human Rights Department	19	0	19	100.00%
Human Services	586	89	675	86.81%
Insurance	48	10	58	82.76%
Investment Board	0	0	0	0.00%
Juvenile Justice	18	1	19	94.74%
Labor	4	2	6	66.67%
Labor Relations Board, Educational	0	6	6	0.00%
Labor Relations Board, Illinois	0	10	10	0.00%
Law Enforcement Training & Standards	2	2	4	50.00%
Lottery	11	1	12	91.67%
Military Affairs	1	1	2	50.00%
Natural Resources	45	13	58	77.59%
Pollution Control Board	10	0	10	100.00%
Prisoner Review Board	0	1	1	0.00%
Property Tax Appeal Board	4	0	4	100.00%
Public Health	233	6	239	97.49%
Racing Board	0	0	0	0.00%
Revenue	99	56	155	63.87%
State Fire Marshal	12	2	14	85.71%
State Police	53	4	57	92.98%
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	14	0	14	100.00%
Veterans' Affairs	14	26	40	35.00%
Workers' Compensation Commission	12	2	14	85.71%
Grand Total	2,653	363	3,016	87.96%

In the tables above, notable changes in the statistics compared to 2012 are as follows:

- The total number of Asian Americans in the state workforce declined by 33 employees, but because of the contraction of the State employment workforce overall, the percentage of Asian American employees improved by .02% in 2013.
- The total number of Senior Public Service Administrators (SPSAs) who are Asian American remained stable at 38, although the percentage declined slightly by .05% in 2013.
- The number of Asian American Public Service Administrators (PSAs) increased by two, resulting in a percentage increase of .22% since 2012.

IV. 2013 State Asian American Employment On-line Survey and Best Practices

To standardize how information is gathered, CMS in collaboration with the AsAEP Advisory Council developed an on-line survey to assist agencies in reporting specific activities and data relevant to Asian American State employees. This on-line survey was launched in December of 2013, requiring all agencies to respond. The intent of this inaugural survey was to gather information as required by the legislation to develop benchmarks from which the AsAEP could be developed and evaluated in subsequent years.

The completed surveys from each agency are available in the appendices to this report. All agencies under the Governor's jurisdiction responded to the survey request. Survey responses included some richly detailed qualitative data that will allow the AsAEP Advisory Council to track and monitor strategies and best practices used by some agencies that have been successful in recruiting, hiring, promoting, and retaining Asian American employees. Survey results also will allow monitoring of agencies in order to track their efforts to address underutilization of Asian Americans in the State's workforce.

Responses from the 2013 Asian American Employment Plan Survey include the following highlights and Best Practices:

- More than 35 state agencies have designated a representative to attend the quarterly meetings of the AsAEP Council.
- Several agencies met individually with the Governor's Office staff member who provides administrative support for the Asian American Employment Plan Advisory Council in order to discuss strategies to address underutilization of Asian Americans within their agency.
- More than a dozen agencies have sent a recruiter to one or more of the four targeted recruitment workshops and job fairs conducted to inform Asian American community members about the State employment process.
- Several agencies have Recruitment and Selection units that meet regularly to address underutilization numbers and discuss recruitment strategies.
- A number of agencies have reached out to the Governor's Office and the AsAEP Advisory Council in order to improve their outreach and targeted recruitment efforts in the Asian American community.
- One agency has an established Asian American Advisory Council and a specifically designated position focused on Asian American Services to engage in community outreach, advocacy, recruitment and training in the Asian American community, and recruitment.
- Some of the agencies most attentive to the recruitment and hiring of Asian Americans have Asian Americans in key leadership positions.

V. 2013 Asian American Employment Action Plan and Objectives Status

STRATEGY/OBJECTIVES	WHO	STATUS
<u>Leadership</u>		
1.0 Each agency director will be given a copy of the 2013 Asian American Employment Plan with a letter from the Governor highlighting the importance of diversity in general while reminding agencies of their obligation to Affirmative Action and Equal Employment Opportunity.	CMS, Governor's Office	Met
1.1 An overview of the Plan will be presented to the Governor's Deputy Chiefs of Staff and Agency Directors to inform on specifics of the Plan and to affirm the Administration's commitment to the Plan.	CMS, Governor's Office, Agency Directors	Met
1.2 Appoint 11-members of Asian American subject matter expertise to the AsAEP Council to analyze all relevant employment data, as required by PA 097-0856.	Governor's Office of Executive Appointments	Met, Council members selected by first quarter 2013
1.2 Analyze all relevant data to develop 2014 AsAEP for presentation to the General Assembly by February 1 st , as required by PA 097-0856.	CMS, code state agencies, Asian American Advisory Council	Met
1.3 Provide administrative support to the AsAEP Advisory Council pursuant to specific reporting responsibilities outlined in PA 097-0856.	CMS, Governor's Office, Asian American Advisory Council	Ongoing
<u>Recruitment and Selection</u>		
2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing. Plan coordinator will review these forms for use in assessing an agency's overall best practices relevant to Asian American underutilization.	Department of Human Rights, all state agencies under the Governor's jurisdiction, CMS	Ongoing
2.1 Compile Asian American grade and application data to ensure that Asian Americans are fully informed of e-recruiting online application procedures, ensuring that the number of Asian Americans applying for State jobs is not adversely affected.	CMS	Ongoing and reported in each subsequent Plan.
2.2 Present at the CMS monthly personnel managers/EEO meeting to provide an overview of the State Asian American Employment Plan.	CMS	Met
2.3 Review the Underutilization Regional Summary Report prepared by DHR to use in developing objectives for improvement.	CMS, State AsAEP Advisory Council	Met

STRATEGY/OBJECTIVES	WHO	STATUS
<u>Education</u> 3.0 CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS	Ongoing
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS personnel managers meetings.	CMS, DHR	Ongoing
3.2 The Upward Mobility Program, subject to Appropriation, provides an important pathway to promotional opportunity. Benchmark information will be gathered and reported in the 2013 AsAEP and each subsequent Plan thereafter, to document Asian American participation and completion rates.	CMS, UMP	Ongoing
<u>Accountability</u> 4.0 CMS will launch an on-line survey to assess agencies' activities in implementing the plan. Each year CMS will work collaboratively with the Asian American Employment Council to review and revise, as needed.	CMS, all state agencies under the Governor's jurisdiction, Asian American Employment Plan Advisory Council	Met
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Asian American employment and promotion.	CMS	Met
4.2 Work collaboratively with the AsAEP Advisory Council to develop Plan objectives for next reporting year.	CMS, Asian American Advisory Council	Met

VI. 2014 Asian American Employment Plan and Objectives

STRATEGY/OBJECTIVES	WHO	WHEN
<u>Leadership</u> 1.0 Each agency director will be given a copy of the 2014 AsAEP with a letter from the Governor highlighting the importance of diversity in general while reminding agencies of their obligation to Affirmative Action and Equal Employment Opportunity.	CMS, Governor's Office	1 st Quarter
1.1 An overview of the Plan will be presented to the Governor's Deputy Chiefs of Staff and Agency Directors to inform on specifics of the Plan and to affirm the Administration's commitment to the Plan.	CMS, Governor's Office, Agency Directors	2 nd Quarter

STRATEGY/OBJECTIVES	WHO	WHEN
1.2 Analyze all relevant data to develop 2015 AsAEP for presentation to the General Assembly by February 1 st , as required by PA 097-0856.	CMS, code state agencies, Asian American Advisory Council	1 st Quarter
1.3 Provide administrative support to the Asian American Advisory Council pursuant to specific reporting responsibilities outlined in PA 097-0856.	CMS, Governor's Office, AsAEP Advisory Council	Ongoing
<u>Recruitment and Selection</u> 2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing. Plan coordinator will review these forms for use in assessing an agency's overall best practices relevant to Asian American underutilization.	Department of Human Rights, all state agencies under the Governor's jurisdiction, CMS	Ongoing
2.1 Compile Asian American grade and application data to ensure that Asian Americans are fully informed of e-recruiting online application procedures, ensuring that the number of Asian Americans applying for state jobs is not adversely affected.	CMS	1st quarter, then ongoing and reported in each subsequent Plan.
2.2 Present at the CMS quarterly personnel managers/EEO meeting to provide an overview of the State AsAEP.	CMS	2 nd quarter
2.3 Review the Underutilization Regional Summary Report prepared by DHR to use in developing objectives for improvement.	CMS, State AsAEP Advisory Council	3 rd Quarter
<u>Education</u> 3.0 CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS	Ongoing
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS personnel managers meetings.	CMS, DHR	Ongoing
3.2 The Upward Mobility Program, subject to Appropriation, provides an important pathway to promotional opportunity. Benchmark information will be gathered and reported in the 2014 AsAEP and each subsequent Plan thereafter, to document Asian American participation and completion rates.	CMS, UMP	4 th quarter
<u>Accountability</u> 4.0 CMS will launch an on-line survey to assess agencies' activities in implementing the plan. Each year CMS will work collaboratively with the AsAEP Advisory Council to review and revise, as needed.	CMS, all state agencies under the Governor's jurisdiction, AsAEP Advisory Council	4 th Quarter

STRATEGY/OBJECTIVES	WHO	WHEN
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Asian American employment and promotion.	CMS	4 th Quarter
4.2 Work collaboratively with the AsAEP Advisory Council to develop Plan objectives for next reporting year.	CMS, AsAEP Advisory Council	4 th Quarter

VII. Conclusion

According to the 2010 U.S. Census data, Asian Americans comprise slightly more than five percent of Illinois' population, but to date, only about 2.5 percent of State employees.. The first AsAEP Advisory Council took a closer look at underutilization goals across all agencies, Counties, and titles and developed an annual comprehensive plan to assist agencies to meet their individual objectives. The data reported within this report indicates that 46.8% of the State's Asian American State employee workforce remains concentrated within one agency, the Department of Human Services, where the 500 Asian American employees constitute 4.46% of the agency's workforce. Among the five agencies with the highest number of Asian American employees, one agency, the Department of Healthcare and Family Services, increased their number of Asian American employees in 2013. At the vast majority of agencies, the percentage of Asian American employees is well below the percentage of Asian Americans in the Illinois population.

The 2013 AsAEP helped the State of Illinois begin the process of improving the representation of Asian Americans at all levels of the state workforce by:

- Establishing the AsAEP Advisory Council, appointed by the Governor, which met once each quarter and set goals and objectives as may be required to increase the opportunities for hiring, retaining and promoting Asian Americans in the state workforce.
- Designating a AsAEP Coordinator within the Department of Central Management Services and the Governor's Office to work jointly with the AsAEP Advisory Council to ensure that the goals of the Plan are met.
- Referring to established benchmarks to measure the State's efforts.
- Incorporating individual agencies' best practices into Statewide practices.
- Developing a standard process for all agencies to use when developing strategies for recruitment, hiring, retention and promotion.
- Working with agencies on targeted outreach for recruitment and assistance with the State employment application process.

Over the course of the coming year, the goals and objectives outlined in this report will be adjusted and broadened to improve career opportunities for Asian Americans in the State workforce, and for improved service to all citizens of Illinois.

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