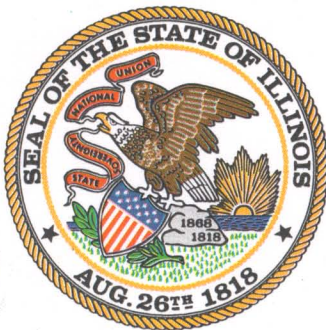




STATE OF ILLINOIS 2008

HISPANIC Employment Plan



Respectfully submitted to the Illinois General Assembly
February 1, 2008, by Central Management Services

APPENDICES

Appendix 1

HIRING MONITOR

Section I (To be completed by designated agency personnel)

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

1. Is this EEO Category underutilized? Yes _____ No _____ If yes, by which of the following :
African Americans _____ Hispanics _____ Women _____ Asians _____ Native Americans _____ Disabled _____
2. Indicate: Sex of person selected _____
Race of person selected _____
Veteran or non-Veteran _____
Disability, if any _____
3. Number of individuals who applied or were on the list of eligible(s) _____
_____ were African American _____ invited, _____ interviewed, _____ selected
_____ were Hispanic, _____ invited, _____ interviewed, _____ selected
_____ were Women, _____ invited, _____ interviewed, _____ selected
_____ were Asian, _____ invited, _____ interviewed, _____ selected
_____ were Native American, _____ invited, _____ interviewed, _____ selected
_____ were Veterans, _____ invited, _____ interviewed, _____ selected
_____ were Disabled, _____ invited, _____ interviewed, _____ selected
_____ were Undefined, _____ invited, _____ interviewed, _____ selected
4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?
5. If the category is underutilized and a member of an affirmative action group applied and was not hired give a detailed explanation for the hiring decision.
6. Was the position posted? Yes _____ No _____
7. Name and position of person(s) who interviewed candidates.
8. Name and position of person(s) who recommended the selection of the candidate.

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

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

EEO/AA Officer Date

I approve of this hire.

Chief Executive Officer Date

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

PROMOTION MONITOR

Section I (To be completed by designated agency personnel)

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

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

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

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

EEO/AA Officer

Date

I approve of this promotion.

Chief Executive Officer

Date

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

Appendix 2



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen T. O'Donnell, Acting Director

February 4, 2008

Agency Director
Agency Name
Street Address
City, IL Zip Code

Dear (Agency Director)

I am pleased to provide you with a copy of the 2008 State Hispanic Employment Plan which was submitted by the Department of Central Management Services to the General Assembly on February 1, as required by law. The Plan has just completed its second full year and is beginning to make significant progress. I would like to share with you some of this year's accomplishments:

- The Plan Coordinator has developed a Model Recruitment Plan and a Model Hispanic Employment Plan to assist agencies to meet their affirmative action goals.
- CMS completed one of the Plan's major goals – to restructure the eligibility list to include EEO data, enabling agencies to identify an underutilized pool of candidates to interview.
- The Office of the Auditor General now includes compliance with the State Hispanic Employment Plan as part of its checklist when conducting agency audits.
- Of the 4,967 hires in FY07, 203 were Hispanics, equaling a hiring rate of more than 4% – and more than 6% of all State agency promotions last year went to Hispanics.
- The State now has 1,679 positions established as Spanish-Speaking option—a gain of 590 bilingual positions since its inception in December 2005 for an increase of 35%.

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

02/04/2008

Page 2

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

By working together on this initiative, we can achieve this goal and better serve all residents of our great state. If you have any questions or need additional information, please don't hesitate to contact Olga Iniguez, State Hispanic Employment Plan Coordinator and Acting Manager of the CMS Diversity Enrichment Program, at 312/814-3844 or olga.iniguez@illinois.gov.

Sincerely,

Maureen T. O'Donnell
Acting Director

Attachment

Appendix 3

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31, 2007

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

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

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

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

Agency: Illinois Department on Aging

Name of Individual Completing Survey: Elton A. Arrindell

Individual's Working Title: Assistant to the Director

Individual's Phone Number: 217.785.2870

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

Individual's Email Address: elton.arrindell@illinois.gov

1. As of June 30, 2007, 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
___ 1 ___ Para-Professionals
___ 0 ___ Office and Clerical
___ 0 ___ Skilled Craft Workers
___ 0 ___ Service-Maintenance

Note: One additional "professional category" employee of Hispanic descent started on July 2, 2007 (FY08) bring the current total professional Hispanic staff to 4 and 1 para-professional for a total of 5 in calendar 2007, YTD.

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

Note: One additional "professional category" employee of Hispanic descent started on July 2, 2007 (FY08) – in a B/L Spanish Option Position, bringing the current total number of B/L Spanish Speaking Option professionals to 3 for calendar 2007, YTD.

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

__39__ Officials and Managers

__89__ Professionals

__19__ Technicians

__0__ Protective Service Workers

__14__ Para-Professionals

__15__ Office and Clerical

__1__ Skilled Craft Workers

__0__ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

152

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

__0__ Officials and Managers

__0__ Professionals

__0__ Technicians

__0__ Protective Service Workers

__0__ Para-Professionals

__0__ Office and Clerical

__0__ Skilled Craft Workers

__0__ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

There is no specific budget allocation for the HEPs. The agency currently has 3 funded bi-lingual positions (as of September 30, 2007). During FY07, there were only 2 such positions.

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

Currently, all 3 bilingual Spanish speaking option positions are situated in the Senior Helpline which assists seniors and their caregivers access a host of public benefit programs for seniors that range from home and community based alternative care options to assistance with pharmaceutical benefits. The positions are all classified as Executive I positions that became covered by AFSCME in 2007. Accordingly, the Department is required to pay the negotiated pay rate pursuant to the AFSCME agreement and the B/L pay provisions in the CMS Pay Plan based on the employees' classification and applicable step.

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

The agency completes and circulates its annual Affirmative Action Plan to executive and other concerned staff, and actively utilize that Plan in administering its complete HR functions.

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
 - i) The agency has no underutilization of Hispanic employees (as reported in the FY08 plan
 - ii) During the past three years, all 3 existing permanent full-time state positions of B/L Spanish option positions in the department were established and filled to better assist customers calling into the Senior Helpline.
 - iii) In FY08, the Department plans to establish new frontline B/L Spanish speaking option positions within the Revenue Tax Specialist series for the Circuit Breaker/Rx Division to give the agency the ability to backfill future vacancies with such skills, as the need arises. Such potential expansion in the Senior Helpline will also be examined as it related to a supervisory 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:

See 9a

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

See 9a. The Department also utilizes the CMS Upward Mobility List when filling vacancies.

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

It is strictly administered by the HA Administrator who also serves as the EEO officer (or acting office) for the agency. A monitor form is required when completing all new hires and promotions which are sent to CMS as well.

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

n/a

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

1/1 in FY07

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

1 New Professional Hispanic - B/L Employee was added in the Senior Helpline in FY07. We already hired an additional one in FY08 in the same category, while there have been no such terminations or retirements.

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

As the number of B/L entry level positions increase at the agency, there will be a greater need for supervisory positions with proven oral and written bi-lingual Spanish skills. This would also offer the opportunity for more diversity and better representation of Hispanics in more professional and official/manager level positions over time.

Adopt improved and more standardized testing for B/L Spanish Speaking positions and re-classify existing positions accordingly and where there is substantiated program need.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Department of Agriculture

Name of Individual Completing Survey: Kathy L. Day

Individual's Working Title: EEO/ADA Officer

Individual's Phone Number: 217/785-5485

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

1 Officials and Managers

2 Professionals

7 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

0 Professionals

2 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

61 Officials and Managers

144 Professionals

162 Technicians

7 Protective Service Workers

23 Para-Professionals

31 Office and Clerical

20 Skilled Craft Workers

20 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

468

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

0 Officials and Managers

2 Professionals

2 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No

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

No

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

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

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Various job/career fairs at Junior Colleges, Universities, town meetings and participating in other state agency career fairs.

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

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

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

Continue recruitment and agency underutilization training

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

Agency:	Illinois Arts Council
Name of Individual Completing Survey:	Romie Munoz
Individual's Working Title:	Director of Administration
Individual's Phone Number:	312-814-8250
Individual's Mailing Address:	JRTC/Illinois Arts Council 100 West Randolph 10-500 Chicago, IL 60601
Individual's Email Address:	romie.munoz@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

 2 Officials and Managers

 2 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

 6 Officials and Managers

 9 Professionals

 Technicians

 Protective Service Workers

 3 Para-Professionals

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:
19 Full time and 1 part-time.
-

5. As of June 30, 2007, 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

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

Encourage AFSCME employees to use the Upward Mobility Program.

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

The Director of Administration/Personnel Manager is submitting the Hiring Monitor and Promotion Monitor to the Dept. of CMS Bureau of Personnel when a position has been filled. CMS Bureau will not accept the paperwork without the required forms.

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

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

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

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

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

NO

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

Our budget was decreased by \$7 million this year.

Our headcount needs to be increased in order to hire more individuals.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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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Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

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

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

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

Agency: Capital Development Board

Name of Individual Completing Survey: Emily Montgomery

Individual's Working Title: Personnel/EEO Officer

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

Individual's Mailing Address: 401 South Spring Street, 3rd Floor Stratton Building
Springfield, Illinois 62706

Individual's Email

Address: emily.montgomery@illinois.gov

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 0 Officials and Managers

 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, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

133

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
CDB does not have FY08-specific budget allocations for Hispanic employment programs.
-
-
-
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
CDB does not have FY07-specific budget allocations for Hispanic employment programs.
-
-
-
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The Personnel Unit will advise senior staff of underutilization during the hiring process.
-
-
-
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
CDB will continue to utilize various minority outreach programs and employment fairs in order to reach out to eligible candidates.
-
-
-

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

The role of CDB does not include front line employees interacting with the general public. Because of this, CDB has not experienced a need for Spanish-speaking bilinguals on staff. If the need should arise, we will address accordingly.

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

No promotional programs are in place at this time.

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

As EEO Officer, I ensure that monitors are completed.

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

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

n/a

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

n/a

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. CDB is committed to addressing it's underutilization of Hispanics. It is hopeful that more employment opportunities will become available in FY08.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

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

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

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

Agency: Central Management Services (CMS)

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

Individual's Working Title: EEO/AA Officer

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

Individual's Mailing Address: 401 S. Spring St., Room 720, Springfield, IL 62706

Individual's Email Address: fred.stewart@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

10 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

2 Officials and Managers

1 Professionals

 Technicians

 Protective Service Workers

1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

420 Officials and Managers

492 Professionals

173 Technicians

21 Protective Service Workers

85 Para-Professionals

49 Office and Clerical

199 Skilled Craft Workers

146 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,729

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

4 Officials and Managers

1 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No

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

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
CMS provides monthly training for individuals who interview and those involved in recruitment.

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
CMS has hired at least two individuals who assist them in the recruitment and hiring of Hispanic candidates. These are both full-time positions.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: See 9a).

-
-
-
- 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:

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

Yes.

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

None.

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

CMS continues to monitor the hiring and promotion of candidates and employees for each position filled. Hispanic candidates and employees are emphasized, as are other minorities.

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

No.

-
-
11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
CMS will continue to actively recruit well qualified candidates for employment and will strive for diversity in all new hiring opportunities.
-
-

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Department of Children and Family Services

Name of Individual Completing Survey: Michael Holmes

Individual's Working Title: Deputy Director/ EEO Officer

Individual's Phone Number: (312) 793-0474

Individual's Mailing Address: 1026 South Damen Avenue, Chicago, Illinois 60612

Individual's Email Address: Michael.Holmes@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

36 Officials and Managers

140 Professionals

4 Technicians

3 Protective Service Workers

9 Para-Professionals

18 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

26 Officials and Managers

130 Professionals

1 Technicians

0 Protective Service Workers

5 Para-Professionals

13 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

615 Officials and Managers

2052 Professionals

42 Technicians

0 Protective Service Workers

162 Para-Professionals

301 Office and Clerical

4 Skilled Craft Workers

12 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,276 fulltime

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

2 Officials and Managers

1 Professionals

0 Technicians

0 Protective Service Workers

1 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No

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

N/A

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

The EEO Officer met with all Personnel Liaisons and explained our agency's responsibilities to DHR and underutilization reduction requirements. Moreover, the Diversity Recruitment Committee reports every month (through the EEO Officer) to the DCFS Executive Staff with respect to bilingual and diversity underutilization rates.

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

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

The Office of Affirmative Action (OAA) conducts monthly diversity meetings in Chicago and Springfield via video conferences. These meetings include the Deputy Director of Personnel, the Office of Latino Services, the Chief of Staff, and a senior member of the Director's staff. Every month we look at our underutilization rates and create and analyze strategies to ensure improvement with respect to our diversity.

The Office of Latino Services has been working with six Latino coalitions in down state communities in order to bolster Latino and bilingual employment in DCFS -- specifically in those traditionally underserved regions.

The Diversity Recruitment Committee urged the Director to increase the number of degrees accepted in order to be eligible for employment as a

frontline worker. Consequently, the Director initiated meetings with the Council of Accreditation (COA) and CMS to discuss this change. As a result, the accepted degrees did indeed increase in late 2007. Now, our ability to attract qualified Latino and bilingual candidates has increased significantly.

DCFS spent approximately \$1,600 dollars on employment ads in targeted Latino markets – this includes radio and newspapers.

- 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 Office of Latino Services has created a calendar of events and continually updates this calendar. It shares this with our Office of Employee services and signals the possible targeting of Latino/Bilingual recruitment opportunities. The Latino Advisory Committee has a Latino Recruitment subcommittee. This subcommittee works in tandem with agency efforts to identify and help recruit targeted candidates for employment.

- 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:

Every year the Latino Advisory Committee, under the direction of the Office of Latino Services, organizes the Latino Family Institute Days. This is a conference and series of workshops designed for DCFS employees as well as those from private agencies that have contracts with DCFS. The workshops are designed to promote better practices among frontline and management staff with respect to Latino issues in particular and child welfare practices in general.

Other trainings include: IAHSE Conference, IAACOMA (Illinois Association of Agencies and Community Organizations and Migrant Advocacy) Conference, and Hispanic Mental Health Conference, Latino Social Workers' Organization Conference (LSWO), National Association of Social Workers.

Moreover, DCFS has staff development grants – this is how PSA's can attend college and graduate courses.

Loyola University's Working with Latino Families Institute Days.

Ongoing clinical trainings and workshops that focus on family issues.

In addition, DCFS allows its employees to participate in CMS training such as Rutan training.

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

The Office of Affirmative Action has held meetings with all personnel liaisons in order to bring them up to date with respect to our underutilization rates and responsibilities with respect to those numbers. Moreover, the Directors of DCFS and DHR agreed that DHR would provide training to all DCFS management staff that would emphasize the importance of achieving our underutilization reduction goals.

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

The DHR Liaison to DCFS recommended that our agency participate in more trainings and conferences such as the American Association for Affirmative Action's yearly conference and workshops.

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

In 2007, DCFS hired 17 Latino employees.

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

In 2006, DCFS hired four Latino employees. This year saw more than a four-fold increase.

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

We have identified retention as a significant problem in DCFS. Our Burgos Coordinator has received a list of new Latino employees and she intends to create a support group for these Latino and Bilingual employees. This should help with our retention of these targeted new employees.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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Phone: 217/524-8773
Fax: 217/558-4497

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

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

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

Agency: Civil Service Commission

Name of Individual Completing Survey: Andrew Barris

Individual's Working Title: Assistant Executive Director

Individual's Phone Number: (217) 782-7373

Individual's Mailing Address:

400 West Monroe, Suite 306
Springfield, Illinois 62704

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

1. As of June 30, 2007, 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, 2007, 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, 2007, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers

1 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

The Civil Service Commission has four (4) employees.

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

NA Officials and Managers

NA Professionals

NA Technicians

NA Protective Service Workers

NA Para-Professionals

NA Office and Clerical

NA Skilled Craft Workers

NA Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

The Civil Service Commission 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. In addition, no new employees were hired or promoted in FY07.

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

See answer to # 6 in this survey.

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

See answer to # 6 in this survey.

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

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

See answer to #6 in this survey.

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

See answer to #6 in this survey.

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

See answer to #6 in this survey.

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

Yes. See answer to #6 in this survey.

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

None.

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

See answer to #6 in this survey.

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

See answer to #6 in this survey.

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

None.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

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

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

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

Agency: Illinois Commerce Commission

Name of Individual Completing Survey: Leigh Ann Myers

Individual's Working Title: Human Resources Manager

Individual's Phone Number: 217-785-1407

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

Individual's Email Address: lnmyers@icc.illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 0 Officials and Managers
 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, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

256

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

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

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

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

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

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

Our efforts to recruit Hispanic professionals currently include sending all of our postings directly to relevant Hispanic/Latino professional associations (such as the Hispanic Illinois State Law Enforcement Association, or the Hispanic Lawyers Association of Illinois) who will publicize our vacancies at no charge. College recruitment efforts go beyond posting positions with the college career services offices to include notification of Hispanic/Latino student organizations in order to solicit applications from their current and alumni membership. Further participation from these professional associations and student organizations often can be achieved through sponsorships.

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

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

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

The ICC publicizes free training programs offered by CMS and other state agencies. Though tuition reimbursement funds are available, none of our current Spanish-speaking employees have elected to participate in this program. The titles occupied by our Spanish-speaking employees 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. Additionally, the ICC has demonstrated a commitment to assisting well-qualified non-resident aliens secure Visas for employment in the US.

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

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

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

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

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

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

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

No.

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

The ICC is interested in using the LatPro career web site to assist recruiting Hispanic employees on the national level—something many of our professional positions require. Funding to the ICC or a consortium of state agencies interested in such an endeavor would be required.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

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

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

Name of Individual Completing Survey: Victoria Dawn Benn

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

Individual's Phone Number: 217/524-2997(w) or 217/524-0189 (fax)

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

___ 8 ___ Officials and Managers

___ 5 ___ Professionals

___ 0 ___ Technicians

___ N/A ___ Protective Service Workers

___ 2 ___ Para-Professionals

___ 1 ___ Office and Clerical

___ 1 ___ Skilled Craft Worker

___ 0 ___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___ 2 ___ Officials and Managers

___ 4 ___ Professionals

___ Technicians

___ N/A ___ Protective Service Workers

___ 1 ___ Para-Professional

___ 1 ___ Office and Clerical

___ Skilled Craft Workers

___ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

 199.0 Officials and Managers

 238.0 Professionals

 3.0 Technicians

 N/A Protective Service Workers

 18.0 Para-Professionals

 8.0 Office and Clerical

 3.0 Skilled Craft Workers

 3.0 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 430 (420 filled positions plus 10 LOA)

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

 1 Officials and Manager

 3 Professionals

 Technicians

 N/A Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

N/A

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

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

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

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

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

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

October 6, 2006, DCEO participated as an exhibitor and recruiter at the 19th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference. The conference was held at the Holiday Inn Chicago Mart Plaza Hotel from 7:15A – 11:00P. Over 500 DCEO

recruitment booklets as well as programs and services brochures were distributed to conference attendees. Latino/Hispanic applicants interested in employment at DCEO became familiar with position titles utilized within the Department and were made aware of the CMS employment process as well as current vacancies.

February 23, 2007, DCEO participated as a recruiter at the Annual Collegiate Career Fair held on location at the University of Illinois at Springfield from 9:00A – 2:00P. DCEO obtained forty (40) resumes from undergrad and graduate students interested in applying for employment opportunities within state government. DCEO also responded to all submitted resume's identifying position titles utilized by the Department based upon the applicants educational background and work experience.

March 15, 2007, DCEO was represented at the 2007 University of Illinois at Chicago Spring Diversity Career Fair held at the UIC Student Center East in the Illinois Room from 10:00A – 2:30P. All applicants, including Latino/Hispanic applicants, were made aware of the CMS employment process and DCEO's current vacancies.

May 9 – 11, 2007, DCEO participated as a recruiter and exhibitor at the 19th Annual Illinois Association of Minorities in Government State of the State Education Conference from 7:30A – 5:00P each day. Latino/Hispanic applicants received DCEO recruitment and vacancy information during this statewide event.

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

The following vacancies were brought to the attention of Jose' Lopez, former President, and newly elected President Carlos Charneco of the Illinois Association of Hispanic State Employees (IAHSE); Roy Williams, Jr., former Executive Director, and newly elected Interim Executive Director Jerrie Blakley of the Illinois Association of Minorities in Government (IAMG); Hector Villagrana and Barb MacDonald, staff liaisons of the CMS Chicago Diversity Enrichment Program; as well as Olga Iniguez, State Hispanic Employment Plan Coordinator, during 2007 to notify highly qualified Latino/Hispanic applicants of the below referenced position titles:

1- Accountant Advanced	Cook County
1- Administrative Assistant I	Cook County
1- Energy and Natural Resources Specialist III	Cook County
1- Executive I	Cook County
1- Manpower Planner III	Cook County
1- Public Service Administrator, Option 1	Cook County
1- Public Service Administrator, Option 1	Sangamon County
1- Public Service Administrator, Option 2	Sangamon County
1- Public Service Administrator, Option 2	Cook County

During FY07, DCEO hired one (1) highly qualified Latina/Hispanic Woman Official/Manager and one (1) highly qualified Latino/Hispanic Male Official/Manager in Cook County. A highly skilled Para-professional Latino/Hispanic Male in Cook County was hired during this same fiscal period.

- The Department urges all Latino/Hispanic applicants to complete and submit employment applications to CMS and to keep their CMS grades current.
- The Department also requests all Latino/Hispanic applicants to access the new electronic CMS employment system and periodically review the list of current vacancies that occur within each state agency.
- The Equal Opportunity Compliance/Recruitment Manager sends correspondence to all interested Latino/Hispanic applicants responding to their need to identify specific position titles utilized within the Department as well as based upon the individual's educational background, work experience, skills, and capabilities. The Department also tracks the response rate by applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade(s) for various position titles which the Department utilizes.
- The Department maintains recruitment files compiled with lists of well-qualified individuals, including Latino/Hispanic applicants and employees, interested in working for or advancing within the Department. As positions become available and match an applicant or employee's education, work experience, and CMS grade, they are referred to the Office of Human Resources staff responsible for handling position vacancies, job postings, and scheduling interviews prior to the interview process.
- The Department utilizes the CMS Open Competitive list, when applicable; to obtain highly qualified test grades for Latino/Hispanic applicants.
- Supervisors who are directly involved in the selection process are requested to contact the Department's Equal Opportunity Compliance/Recruitment Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latino/Hispanic applicants for state service.

- The Office of Human Resources, inclusive of the Equal Opportunity Compliance/ Recruitment Manager, assists applicants (e.g. mail, telephone, walk-ins, internet, email) to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.
 - DCEO relies on CMS and other external entities affiliated with the armed forces for information to verify the authenticity of an individual's veteran status so that Latino/Hispanic veterans are identified and considered for state service.
 - DCEO's emphasis is not only placed on recruitment and hiring highly qualified Latino/Hispanic employees, but on training and the promotional needs of these individuals concerning future advancement and retention into higher level positions within state government.
 - The Equal Opportunity Compliance/ Recruitment Manager also identifies and refers well-qualified internal Latino/Hispanic employees to DCEO management staff for consideration when promotional opportunities arise.
 - On a regular basis, union and non-union job announcements along with descriptions are posted in conspicuous areas or emailed to all DCEO Offices for an employee's review and response.
 - Our Professional Development Training/Educational Program assists Latino/Hispanic employees to learn essential job techniques to carry out their daily work responsibilities more efficiently and effectively
 - Computer-based training is also offered to all Latino/Hispanic employees to increase their knowledge in the field of technology.
 - DCEO's Tuition Reimbursement program is offered to all eligible Latino/Hispanic employees. This program encourages employees to continue their education and improve their knowledge, skills and capabilities through formal educational programs. DCEO employees are also encouraged to utilize the Upward Mobility Program, if eligible.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

As positions become vacant, the Office of Human Resources reviews positions to determine if a bi-lingual option is suitable. The Bureaus may be contacted to provide a review of the vacant position to determine if a bi-lingual option is feasible. If the position duties can provide bi-lingual services, a duty statement is written into the 104 Job Descriptions and sent to CMS for approval. Positions that require a posting are posted as bi-lingual on the actual job posting. Pertaining to agency wide recruitment efforts, when DCEO's Equal Opportunity Compliance/Recruitment Manager is notified of positions that require a posting and are posted as bi-lingual, that recruitment agent shares the information with statewide professional organizations such as the President of the Illinois

Association of Hispanic State Employees; Higher educational organizations such as the Illinois Latino Council on Higher Education; State contact persons such as Mr. Hector Villagrana or Barb MacDonald of the Chicago CMS Diversity Enrichment Program; Community organizations such as the Director of the Service, Employment & Redevelopment (SER) organization; and the state chair, Ms. Blanca Vargas, of the League of United Latin American Citizens.

Also, DCEO's Equal Opportunity Compliance/Recruitment Manager regularly attends statewide career/employment fairs in an effort to seek out, identify, and attract well-qualified Latino/Hispanic applicants to state service and to urge them to complete and submit employment applications to CMS as well as keep their CMS grades current. DCEO's Equal Opportunity Compliance/Recruitment Manager also makes efforts to assist current Latino/Hispanic employees to prepare themselves for career advancement through educational training opportunities sponsored by the state as well as alerting them to upcoming job vacancies. If an eligible list is called, the list is called for the bi-lingual option for that position. At present, there are 7 vacant positions with the Spanish Speaking Option.

- 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:

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

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

DCEO's Equal Opportunity Compliance/Recruitment Manager reviews all hiring and promotional monitors prior to their signage by the Director or his designee. If a required field of information is left blank or is inaccurate, the EO Compliance/Recruitment Manager will discuss the matter with the responsible hiring authority(s). This action is carried out by DCEO's EO Compliance/Recruitment Manager to obtain additional clarification and resolution to the matter in question so that the employment monitoring form is complete, in compliance with state statutes, and forwarded to CMS for approval.

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

None

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

Statistics for the past 4 years are:

2004 – 7 Spanish-speaking bi-lingual persons (0 vacancies)

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

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

2007 - 8 Spanish-speaking bi-lingual persons (7 vacancies)*

* Listed below are the number of 2007 Spanish-speaking bi-lingual persons employed at DCEO in the various EEOC categories

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

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

The Department increased the number and percentage of highly qualified Latino/Hispanic employees in our DCEO Chicago Office when we hired a Latino/Hispanic Male Public Service Administrator in Region 1 or Cook County.

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

To encourage DCEO employees, especially our Latino/Hispanic staffers, to contact DCEO's Office of Human Resources in an effort to find out what position titles are affiliated with the Department and associated with the Spanish speaking option. To have DCEO Latino/Hispanic employees urge and personally assist their friends and family members, who are interested in state service, in accessing the new CMS electronic employment system at: www.cms.il.gov/cms/1_employ/ Then, to identify vacancies at DCEO as well as other state agencies, complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. To make sure Latino/Hispanic applicants with disabilities contact Mr. Dan Dickerson, Manager, of the DHS Disability Recruitment Program at Dan.Dickerson@illinois.gov And to make sure all applicants keep their CMS grades current at all times.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Council on Developmental Disabilities

Name of Individual Completing Survey: Janinna Hendricks

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

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

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

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

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

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, 2007, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 10

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

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

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

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

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

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The Council has not undertaken any strategies specifically related to Hispanic employment during the year. The Council has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
The Council has not undertaken any strategies specifically related to Spanish speaking bilingual employment during the year. The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also

serving as the CFO and SPO). The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The Council's Personnel Officer is responsible for ensuring that the Hiring and Promotion Monitors are completed correctly and signed by the appropriate people.
- e) Recommendations provided by DHR, CMS or the Auditor General:
The Council has received no recommendations from any of the above listed entities.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
The Council had made one hire of a Hispanic or Spanish-speaking bilingual persons as of June 30, 2007. This individual was hired in October 2006 and transfer to another state agency in May 2007. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

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

Yes, no hires of Hispanic individuals were made during FY 06.

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

Please attach additional sheets as necessary.

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

State Hispanic Employment Plan Survey 2007

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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Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

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

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

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

Agency: Illinois Department of Corrections

Name of Individual Completing Survey: Rebecca Shuster

Individual's Working Title: Personnel Manager

Individual's Phone Number: 217-557-6010 ext.2103

Individual's Mailing Address: 1301 Concordia Court, Springfield, IL 62702

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

____15____ Officials and Managers
____29____ Professionals
____8____ Technicians
____164____ Protective Service Workers
____3____ Para-Professionals
____7____ Office and Clerical
____4____ Skilled Craft Workers
____11____ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

____0____ Officials and Managers
____23____ Professionals
____0____ Technicians
____14____ Protective Service Workers
____0____ Para-Professionals
____2____ Office and Clerical
____0____ Skilled Craft Workers
____0____ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

__472__ Officials and Managers
__1,496__ Professionals
__476__ Technicians
__8,091__ Protective Service Workers
__209__ Para-Professionals
__397__ Office and Clerical
__350__ Skilled Craft Workers
__761__ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

__12,252__

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

__0__ Officials and Managers
__16__ Professionals
__5__ Technicians
__51__ Protective Service Workers
__0__ Para-Professionals
__3__ Office and Clerical
__2__ Skilled Craft Workers
__10__ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
Nothing specifically dedicated to Hispanic Employment, but there are funds allocated to minority recruitment as part of the Affirmative Action Budget. The budget is approximately \$2,000, about half of the Affirmative Action Budget.
-
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
The budget for Affirmative Action dedicated to minority recruitment is approximately \$2,000.
-
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
All hiring decisions are reviewed by the EEO Officer, and if an underutilization exists, a recommendation is made by the EEO Officer to hire the most qualified candidate and address the underutilization.
-
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Recruitment staff attends Hispanic functions including Hispanic Caucus, and other events and job fairs geared to the Hispanic Community.
-
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
When filling vacancies, an assessment of the need for bilingual qualifications is done, and if bilingual needs are determined to be present position is backfilled with a bilingual option.
-

- 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:

As much of the bilingual staff is security and education staff opportunities for promotion exist with the Upward Mobility Program.

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

With each completed transaction of a hire, promotion, or transfer across geographical region or job category a Hiring and Promotion Monitor is completed, tracked by the transaction staff, checked by the Transaction manager, and reviewed and approved by the EEO Officer.

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

N/A

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

N/A

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

N/A

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
The agency continues to monitor and track hiring goals, and where these goals are established hires are made to attempt to remedy the underutilization.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Council on Developmental Disabilities

Name of Individual Completing Survey: Janinna Hendricks

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

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

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

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

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

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, 2007, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 10

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

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

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

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

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

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

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The Council has not undertaken any strategies specifically related to Hispanic employment during the year. The Council has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
The Council has not undertaken any strategies specifically related to Spanish speaking bilingual employment during the year. The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving

as the CFO and SPO). The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The Council's Personnel Officer is responsible for ensuring that the Hiring and Promotion Monitors are completed correctly and signed by the appropriate people.
 - e) Recommendations provided by DHR, CMS or the Auditor General:
The Council has received no recommendations from any of the above listed entities.
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
The Council had made one hire of a Hispanic or Spanish-speaking bilingual persons as of June 30, 2007. This individual was hired In October 2006 and transfer to another state agency in May 2007. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

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

Yes, no hires of Hispanic individuals were made during FY 06.

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

Please attach additional sheets as necessary.

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

State Hispanic Employment Plan Survey 2007

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

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

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

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

Agency:
Illinois Criminal Justice Information Authority

Name of Individual Completing Survey:
Brian Brosnan

Individual's Working Title:
Human Resource Associate Director

Individual's Phone Number:
312-793-8950

Individual's Mailing Address:
120 S. Riverside Plaza, Suite #1016
Chicago, IL 60606

Individual's Email Address:
Brian.Brosnan@illinois.gov

1. As of June 30, 2007, 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

___1___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___0___ Officials and Managers

___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, 2007, provide the number of funded positions within each of the following EEOC categories:

___20___ Officials and Managers

___55___ Professionals

___4___ Technicians

___0___ Protective Service Workers

___2___ Para-Professionals

___1___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:
78 funded positions and 3 contractual

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___1___ Officials and Managers

___1___ Professionals

___ Technicians

___ Protective Service Workers

___ Para-Professionals

_____ Office and Clerical
_____ Skilled Craft Workers
_____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

N/A

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

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

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

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

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

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

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

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

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

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

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

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

N/A

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

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

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

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

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

The agency is doing the necessary needs to help increase the number of Hispanics on the workforce. At this time, we do not have suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by our agency.

State Hispanic Employment Plan Survey 2007

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

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Fax: 217/558-4497

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

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

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

Agency: Illinois Deaf and Hard of Hearing Commission

Name of Individual Completing Survey: Tonia R. Bogener

Individual's Working Title: Legal Counsel / EEO Officer

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

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

 0 Officials and Managers

 0 Professionals

 Technicians

 Protective Service Workers

 0 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 0 Officials and Managers

 0 Professionals

 Technicians

 Protective Service Workers

 0 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

 4 Officials and Managers

 2 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 6

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

None. See additional comments attached hereto.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

None, at this time.

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

Although IDHHC had one position posted and filled during FY 07, the position was posted on the National Hispanic Counsel for the Deaf and Hard of Hearing, IDHHC did not receive any Hispanic applications for either posting.

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

None.

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

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

Please attach additional sheets as necessary.

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

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Educational Labor Relations Board

Name of Individual Completing Survey: Renee Strickland

Individual's Working Title: Office Manager/Personnel Director

Individual's Phone Number: 312/793-3170

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

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

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
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, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

13 employees

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

Not at this time

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

No allocation

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

All hiring criteria is reviewed for compliance with the
Hispanic Employment Plan.

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

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

Open recruitment, attendance of agency representative
at the Annual Hispanic State Employees Training Conference/
Job Fair

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

N/A

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

none

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

Through monitoring of the affirmative action plan with the Executive Director

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

No recommendations.

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

No studies

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

No

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

We will advise the IL Association of Hispanic State Employees
organization of opportunities with the Educational Labor
Relations Board.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: IL Emergency Management Agency

Name of Individual Completing Survey: Kevin Sledge

Individual's Working Title: Personnel Officer – EEO/AA Officer

Individual's Phone Number: 217/782-3184

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

Individual's Email Address: kevin.sledge@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

_____ 1 Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

2. As of June 30, 2007, 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, 2007, provide the number of funded positions within each of the following EEOC categories:

49 Officials and Managers

159.5 Professionals

11 Technicians

 Protective Service Workers

20 Para-Professionals

12.5 Office and Clerical

2 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

232

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

 Officials and Managers

2 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

Bilingual: none

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

Hispanic: \$1,495 – Includes staff participation in the IL Association of Hispanic State Employees annual conference and vendor fee for placing advertisement in the conference brochure.

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

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

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

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

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

N/A

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

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

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

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

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

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

none

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

Hispanics: the agency continues to actively recruit Hispanics through enhances recruiting efforts. However, the majority of the agency's positions are located in areas of low minority populations, further complicating the recruitment process. Bilingual: N/A

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

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

Name of Individual Completing Survey: Ken Santiago

Individual's Working Title: Deputy Director, Human Resources

Individual's Phone Number: 312/793-9322

Individual's Mailing Address: 33 S. State Street Chicago, Illinois 60603 8thfl.

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

20 Officials and Managers

140 Professionals

2 Technicians

 Protective Service Workers

3 Para-Professionals

6 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

7 Officials and Managers

110 Professionals (Includes 19 intermittent employees)

 Technicians

 Protective Service Workers

 Para-Professionals

3 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

296 Officials and Managers

1,296 Professionals (includes 222 intermittent employees)

32 Technicians

 Protective Service Workers

59 Para-Professionals

57 Office and Clerical

 Skilled Craft Workers

4 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

Fulltime 1522, Intermittent (part-time) 222, LOA's 37

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

3 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

2 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

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

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

Language assessment evaluation of facilities is identified where we need Bilingual staff.

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

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

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

numbers of Hispanics. Alert Hispanic community based organization of job opportunities.

"Viva Chicago", Student internships, Illinois Migrant Council, La Voz La Familia, Centro de Informacion, Hopefest Chicago, etc.

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

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

Implement petition process to convert current Spanish speaking employees to bilingual position. Increase number of available bilingual option positions

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

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

We also promote Upward Mobility, permit attendance to Hispanic conferences as well as LEP training.

- d) How has your agency ensured that all appropriate staff are complying with the new 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.

Monitoring the selection monitors for candidates selected before an appointment has been made. Once monitor is reviewed we follow P&P 1203 to ensure underutilization of minorities is considered using CMS's process of the open competitive list.

- e) Recommendations provided by DHR, CMS or the Auditor General:
The Agency, meets quarterly with DHR. The DHR liaison encourages the agency to continue to list jobs on the internet and to inform local community organizations of job opportunities at IDES

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

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

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

There was an increase of 1 person. Last year 119, this year 120.

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

Recruit Hispanic and Spanish speaking bilingual staff at the local employment and Training Centers serving a large Hispanic populations as well as Colleges with a significant Hispanic student population. Establish more contacts or join boards of Hispanic Organizations through out the state such as IL Hispanic Chamber of Commerce, Little Village Chamber of Commerce, Aurora Hispanic Chamber of Commerce and the Northern IL Hispanic Chamber of Commerce of Rockford. Human Resources has made a concentrated effort to notify OMB of critical needs for Spanish bilingual positions through out the agency. In addition we will participate with the following community activities: Hopefest 2008, Cinco de Mayo Festival, and IL Hispanic Chamber of Business Expo and IAHSE conference just to name a few. List job orders in ISM. Recruit in local offices; send out openings to Hispanic organizations

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Environmental Protection Agency

Name of Individual Completing Survey: Jill Johnson

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: 217/785-2911

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

164 Officials and Managers
632 Professionals
82 Technicians
N/A Protective Service Workers
68 Para-Professionals
93 Office and Clerical
5 Skilled Craft Workers
12 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

1051

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 07, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 07, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The Office of Human Resources, the Personnel Liaisons of each Bureau, the Director, Deputy Director, Labor Relations Manager and other senior staff are provided copies of the Agency's Affirmative Action Plan which contain information about the underutilization of Hispanics and the numeric goals to reduce underutilization.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
EEO/AA Officer works with the Office of Human Resources by sharing underutilization information and assisting with job fairs. In addition to developing A Hispanic Employment Recruitment Plan, the Agency attended a Latinos for Hire Expo as well as the Illinois Association of Hispanic State Employees Conference. The Agency attends a number of diversity fairs and invites all Hispanics on open competitive lists for interviews.
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Invite all Hispanics on open competitive lists for interviews.
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Bureaus within the Agency offer training on various topics to all employees. Upward Mobility, CMS and Capital City Center offer classes and training to all employees. The Agency also offers tuition reimbursement and profession certification to all employees.

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

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

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
The Agency increased the number of Hispanic Employees from 10 in FY 06 to 11 in FY 07.

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

See above

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31, 2007

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

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

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

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

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

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

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

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

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

190	Officials and Managers
-----	------------------------

405 Professionals
52 Technicians
0 Protective Service Workers
83 Para-Professionals
48 Office and Clerical
0 Skilled Craft Workers
4 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

782 employees 3 LOA's

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

1 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

- 6: Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No, the agency does not budget specifically for Hispanic Employment Programs or Bilingual programs. It did, however, pay a total of \$82,694 in Spanish-speaking bilingual pay to employees in FY07.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The agency does not budget specifically for Bilingual pay, but estimates a total of \$90,000 will be expended in FY08 for Spanish-speaking bilingual pay to employees.

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

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

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

The Agency provided an opportunity for all Hispanic employees to attend the 20th Annual Hispanic State Employees Conference Empowering Illinois Hispanics: Better Access, Better Service. Some of the conference highlights included exhibits – employment opportunities; professional development workshops; and the Latino Legislative Caucus Forum.

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

The Agency conducted community outreach programs in the underserved population areas of Springfield and Middle and Southern Illinois, such as

Protecting Our Seniors events, which combined an inter-agency effort to inform seniors about predatory lending practices, medical frauds, guides on purchasing or financing of homes, and information on unscrupulous lenders in the targeted communities

Secretary Martinez conducted television and radio interviews in Spanish concerning predatory lending practices in housing as well as the payday industry. Secretary Martinez was also featured in the Latino Social Magazine.

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

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

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

The Agency established a website that offers bi-lingual/Spanish brochures, pamphlets, and form to the Spanish-speaking public.

The Agency continues to evaluate and strategize on the need of bilingual employees to meet the needs of the Spanish-speaking public.

A call center has been created for HB4050 Program that includes a bilingual component serving minority communities.

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

The Agency employs a Spanish speaking receptionist and plans to hire a second bilingual receptionist to better address the needs of Spanish speaking visitors and licensees. Additionally, a call center was

established for HB4050 Program that includes a bilingual component serving minority communities.

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

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

None

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

Monitoring by the Department of Human Rights with the Affirmative Action Plan, quarterly reports and quarterly reviews. Underutilization of Hispanics for Fiscal Year 2007 was addressed and overall, 7 out of 54 hires/promotions addressed underutilization.

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

Since July 1, 2006, IDFPR has hired 2 Hispanic employees.

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

DFPR will continue to recruit Hispanic and Spanish speaking bilinguals.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31, 2007

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

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

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

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

Agency: _____ Illinois Guardianship and Advocacy Commission _____

Name of Individual Completing Survey: _____ Bobbie Fox _____

Individual's Working Title: _____ Director of Human Resources _____

Individual's Phone Number: _____ 312-793-5335 _____

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

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

___1___ Officials and Managers

___4___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___1___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___0___ Officials and Managers

___3___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___1___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

___27___ Officials and Managers
___78___ Professionals
___1___ Technicians
___0___ Protective Service Workers
___1___ Para-Professionals
___6___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

___113___

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___0___ Officials and Managers
___0___ Professionals
___0___ Technicians
___0___ Protective Service Workers
___0___ Para-Professionals
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

None available

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

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

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

No.

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

There are no recommendations at this time.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

HEALTHCARE AND FAMILY SERVICES

Agency: _____

Raven J. Knighten

Name of Individual Completing Survey: _____

EEO/AA Officer

Individual's Working Title: _____

(312) 793-4322

Individual's Phone Number: _____

401 S. Clinton Street 7th Floor
Chicago, Illinois 60607

Individual's Mailing Address: _____

Raven.Knighten@illinois.gov

Individual's Email Address: _____

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

413	Officials and Managers
1362	Professionals
54	Technicians
0	Protective Service Workers
442	Para-Professionals
238	Office and Clerical
0	Skilled Craft Workers
3	Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:
2,390 (per the FY07 4th quarter report to DHR).

5. As of June 30, 2007, provide the underutilization for Hispanics by category (per the FY07 4th quarter report to DHR):

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No, this agency does not maintain budgeted funds established by race or National Origin. However, during FY '07 HFS expended \$229,842.00 for differential pay for Spanish Speaking Option positions. This is an \$18,164.00 increase from FY '06.

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

None to date. Please see #6.

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

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

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

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

Attend Job Fairs where invited. – HFS has been a sponsor and a Job Fair exhibitor for the annual IAHSE conference for the last 19 years. In FY '07, one Intern (Yolanda Maldonado) and one Trainee (Margaret Salgado) were hired into HFS' Professional staff.

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

SS Opt. Vacancy notices are submitted to IAHSE for publication and to Olga Iniguez, the Hispanic Employment Plan Coordinator as part of the recruitment effort.

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

In 2006, HFS' Training Center trained 3,552 employees in 410 sessions. These sessions support the HFS mission by promoting and reinforcing Customer Service Skills; Teamwork; Employment Involvement and Quality Workforce Performance. The Center provides training opportunities to all department employees. The Center also provides reimbursement of tuition and fees for employees seeking an undergraduate or graduate degree.

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

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

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

6/30/2006 Hispanic Employees		6/30/07 Hispanic Employees Increase/Dec	
O/A	10	11	1/
Professionals	73	74	1/
Technicians	0	1	1/
Para/Prof.	22	27	5/
Office/Clerical	3	3	N/C

Spanish Speaking bilingual emp.		Spanish Speaking bilingual emp. Inc/Dec	
O/A	6	6	N/C
Professionals	77	69	/8
Para/Prof.	15	21	6/
Office/Clerical	6	5	/1

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

Yes - Please see foregoing.

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

For CMS to organize, provide on-site testing and counseling and promote job fairs in regions where the need is greatest. These fairs were well attended before they were discontinued. Agencies are repeating themselves when CMS could provide the basic information.

Please attach additional sheets as necessary.

Additional information for question number 9c:

Director's Office – Division of Community Outreach:

Intern Yolanda Maldonado was specifically hired for bilingual duties; for the agency's programs for healthcare benefits and insurance, some of which the promotions are in conjunction with the governor's office. The 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 Enforcement – Community Outreach:

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

They also have 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:

The All Kids office has three (3) Switchboard Operators (office clerical); eight (8) Human Services Caseworkers (professional); and three (3) Human Services Caseworker

vacancies – all under the Spanish Speaking option. The HSC is responsible for processing new applications and/or maintaining active cases; 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
- LIHEAP
- Third Party Liability (TPL)
- Credible Coverage
- Durable Medical Equipment (DME)
- Pharmacy Prior Approval

Breakdown of hotline staff by title and option is as follows:

- 2 Executive I Option Spanish speaking (working supervisors)
- 13 Office Specialist Option Spanish speaking (3 currently vacant)
- 2 Office Associate Option Spanish speaking

State Hispanic Employment Plan Survey 2007

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

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

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

Agency: IHPA

Name of Individual Completing Survey: Tad Allen

Individual's Working Title: Labor Relations/EEO

Individual's Phone Number: 217 785 0391

Individual's Mailing Address: 313 S. 6th St. Springfield, illinois

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

 1 Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

 1 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: 0

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

38 Officials and Managers

107 Professionals

8 Technicians

2 Protective Service Workers

31 Para-Professionals

16 Office and Clerical

11 Skilled Craft Workers

37 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

250

5. As of June 30, 2007, provide the underutilization for Hispanics by category: No underutilization in any category for Hispanics.

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs: NO

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

N/A

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

By closely monitoring all hiring.

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

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

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

- _____
- _____
- 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:

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

By closely monitoring all hiring

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

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

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

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

Agency: Illinois Department of Human Rights

Name of Individual Completing Survey: Bobbie Wanzo

Individual's Working Title: Deputy Director

Individual's Phone Number: 312-814-6245

Individual's Mailing Address: 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

Individual's Email Address: bobbie.wanzo@Illinois.gov

1. **As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:**

___6___ Officials and Managers
___17___ Professionals
____ Technicians
____ Protective Service Workers
___1___ Para-Professionals
___6___ Office and Clerical
____ Skilled Craft Workers
____ Service-Maintenance

2. **As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:**

___6___ Officials and Managers
___17___ Professionals
____ Technicians
____ Protective Service Workers
___1___ Para-Professionals
___4___ Office and Clerical
____ Skilled Craft Workers
____ Service-Maintenance

3. **As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:**

___28___ Officials and Managers
___112___ Professionals

___3___ Technicians

___ Protective Service Workers

___8___ Para-Professionals

___20___ Office and Clerical

___ Skilled Craft Workers

___ Service-Maintenance

4. **As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:**

___157___

5. **As of June 30, 2007, provide the underutilization for Hispanics by category:**

___0___ Officials and Managers

___0___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___0___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:**

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-

speaking employment program outside of currently established recruiting efforts for bilingual positions.

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

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-speaking employment program outside of currently established recruiting efforts for bilingual positions.

However, the Department did receive funding from the U.S. Department of Housing and Urban Development (HUD) to conduct a special housing study for Hispanics. As part of this funding, IDHR was able to hire an individual who is Hispanic and bilingual as the Coordinator of this program.

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

The IDHR's Chief Legal Counsel is a member of the State's Hispanic Advisory Council, which is charged with monitoring the implementation of the Hispanic Employment Plan by state agencies. In this capacity, the IDHR's Chief Legal Counsel, along with the human resource staff and IDHR EEO Officer, is closely monitoring the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc. in complying with the legislative mandates required.

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

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

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

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

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although a number of staff

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

In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc., such as -

- Governor's Statewide Community Relations Outreach for New American's Initiatives
- Partnership with the Illinois Department of Employment Security, Chicago Workforce Project, to recruit at job fairs in Pilsen, Garfield, Uptown, and South Shore areas of Chicago.
- Partnership with the CMS' Diversity Enrichment Program staff, in job fairs at colleges and universities, and other organizations:
 - Chicago State University
 - DePaul University
 - South Suburban College
 - Northeastern Illinois University
 - Morton College
 - Olive Harvey College
 - University of Illinois-Chicago
 - Wright College
 - IIT
 - Freedom Baptist Church, Chicago
 - Jesse Brown VA Medical Center (formerly Hines Hospital)
- Participated in conferences, workshops, seminars, festivals, parades, etc.-
 - IAHSE - IL Association of Hispanic State Employees
 - USHLI - United States Hispanic Leadership Institute
 - IAMG - IL Assoc. of Minorities in Government
 - IACOMMA - Illinois Association of Agencies and Community Organizations for Migrant Advocacy
 - Illinois Hispanic Chamber of Commerce
 - Committee for the Integration of Latinos with Disabilities (CILD)
- Festivals in Cicero, Chicago, Aurora, Elgin

- SER (Service Employment Referral) Jobs for Progress (Waukegan)
- Korean American Coalition
- American GI Forum
- Mexican Independence Day Parades (Cicero and Chicago)
- Puerto Rican Day Parade (Chicago)
- Participated in job fairs covering various counties sponsored by state and local officials -
 - Lake
 - Kane
 - DuPage
 - Cook
 - Will
- Participated in TEAM ILLINOIS Strategic Planning Committee meetings for State of Illinois outreach to the Aurora community
- Participated in networking with various organizations:
 - Mujeres Latinas in Action
 - Hispanic Women in Business
 - Hispanic Women and Entrepreneurship
 - Latina Style Magazine

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

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although, a number of staff participate, there is a staff person dedicated to education, outreach and training and one of her duties with respect to outreach is the minority diversity program and as part of this program, she works to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Hispanic and Spanish speaking veterans and persons with disabilities.

Specifically, this staff is responsible for the following:

- Recruit for specific positions
- Work with Department's Human Resource staff to identify specific opportunities for Spanish-speaking positions
- Establish relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers
- Ensure that individuals are aware of job vacancies

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

1. The IDHR Human Resource staff meet monthly with the IDHR Director to review the Department's staffing pattern and strategy for Hispanic and Bilingual employees.
2. IDHR encourages its Hispanic employees to participate in the Illinois Association of Hispanic Employees (IAHSE), which provides educational and professional development of Latino state employees.
3. The Department's minority diversity program staff also assists employees to match their skills with available promotional opportunities in the Department and the State.

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

1. All staff responsible for interviewing, recruiting, etc., have been advised that no appointment will be made without strict adherence to the hiring and promotion monitor procedure.
2. All staff responsible for interviewing, recruiting, etc., must work closely with the IDHR EEO/AA Officer and Personnel Office to ensure that they have the appropriate information on the Department's underutilization.
3. The Director or Director's designee is responsible for reviewing each hiring and promotion monitor.

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

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

IDHR staff work closely with CMS to ensure that they (CMS) do not process a hire or promotion unless the hiring or promotion monitor has been completed and submitted with the hire or promotion transaction.

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

The Illinois Department of Human Rights is again excited to report that we currently do not have underutilization of Hispanic employees in any of the EEO categories. Although, there is always an opportunity to improve, the Department

proudly reports that as of this report date, 20% of its current authorized headcount is Hispanic. Additionally, over 17% of our authorized headcount has the Spanish speaking bilingual option.

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

Yes, the Department increased the number of Hispanic employees and the number of Spanish speaking bilingual employees. The Department's focus is to provide a better quality of service to its Spanish only speaking customers by adding more staff able to communicate in Spanish.

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

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. In Fiscal Year 2007, the Department hired five (5) additional Spanish speaking bilingual staff.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: _____ Human Rights Commission _____

Name of Individual Completing Survey: _____ Stephen J. Konya III _____

Individual's Working Title: _____ Chief Fiscal Officer _____

Individual's Phone Number: _____ (312) 814-1914 _____

Individual's Mailing Address: _____ 100 West Randolph St., Suite 5-100 _____

Individual's Email Address: _____ Stephen.Konya@illinois.gov _____

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

___2___ Officials and Managers

___9___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___2___ Para-Professionals

___2___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

___16___

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___0___ Officials and Managers

___0___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___0___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

_____ No. _____

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

HRC has allocated 0 dollars to these Programs. Our budget is considerably under funded; therefore we have little room for additional programs outside of operational necessities.

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

We have sent all employees who are responsible for hiring, interviewing, recruitment, and EEO to the required training that is relevant to such matters.

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

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

HRC will pursue filling vacancies with the best qualified candidates. Although we are not underutilized in any category at this time, we will continue to seek qualified Hispanic applicants in all EEOC categories.

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

We currently have access to two employees who speak Spanish fluently. Only one of them receives bi-lingual pay. We would need to change our position descriptions for the other employee in order to claim both as bi-lingual paid employees.

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

Our agency continues to evaluate ways to offer training to all of our employees. We feel the need to provide education as needed to all of our employees to increase productivity and better prepare them for future opportunities.

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

We are aware of the requirements and our Executive Director ensures all new hires and promotions comply with the requirements. HRC monitors the progress of these employees in accordance with the requirements set forth in the new mandatory Hiring and Promotion Monitor program.

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

N/A

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

We have continued to maintain an underutilization of 0 for our Agency in the Hispanic EEOC category.

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

No.

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

Our Agency's headcount has recently been increased from 18 to 22. We are in the process of selecting qualified candidates for these new positions. HRC will comply with filling the new union positions with those whom have bargaining rights first, and then we would actively seek Hispanic candidates (with equal qualifications to other top candidates) for the remaining positions.

State Hispanic Employment Plan Survey 2007

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

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

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

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

Agency: Human Services

Name of Individual Completing Survey: Elizabeth Gil

Individual's Working Title: Human Resources Manager

Individual's Phone Number: _____

Individual's Mailing Address: _____

Individual's Email Address: Elizabeth.Gil@Illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within

each of the following EEOC categories:

___ 48 ___ Officials and Managers
___ 480 ___ Professionals
___ 115 ___ Technicians
___ 11 ___ Protective Service Workers
___ 44 ___ Para-Professionals
___ 88 ___ Office and Clerical
___ 1 ___ Skilled Craft Workers
___ 36 ___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___ 25 ___ Officials and Managers
___ 399 ___ Professionals
___ 26 ___ Technicians
___ 3 ___ Protective Service Workers
___ 39 ___ Para-Professionals
___ 64 ___ Office and Clerical
___ 0 ___ Skilled Craft Workers
___ 1 ___ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within

each of the following EEOC categories: **Note: Data as of 8/30/07, 6/30/07 was not available**

__1074__ Officials and Managers
__6070__ Professionals
__4469__ Technicians
__146__ Protective Service Workers
__641__ Para-Professionals
__984__ Office and Clerical
__243__ Skilled Craft Workers
__1064__ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

__14691__

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

__0__ Officials and Managers
__3__ Professionals
__79__ Technicians
__0__ Protective Service Workers
__1__ Para-Professionals
__0__ Office and Clerical
__0__ Skilled Craft Workers
__7__ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

Neither of these programs have a specific budget allocation. However both programs are fully funded on an as needed basis.

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

Neither of these programs have a specific budget allocation. However, both programs are fully funded on an as needed basis.

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

Informational meetings/informal training/discussions have taken place with appropriate staff to ensure legislative mandate compliance. Written documentation in the form of reminders and desk aids have been disseminated to appropriate staff. Routine follow-up and review with appropriate staff are conducted to ensure compliance. On-going monitoring checks and balances are in place to ensure compliance.

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

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

DHS continues to do aggressive outreach and education in the community. Job vacancy E-Blast notifications routinely sent to appropriate partners for candidate referrals. Recruitment staff increasing visibility in the Hispanic/Latino Community by way of conducting state hiring information sessions within the native language.

Training agency partner staff on state hiring procedures. Creation of written materials for dissemination to internal/external customers. Targeted hiring of Hispanic/Latinos in one of every three jobs that the agency fills. More strategic use of technology – addition of Targeted recruiting and hiring information to the current DHS homepage. Identifying new and non-traditional community partnerships like the Chicago Police Department. Hispanic and Latino Affairs recruits for bilingual positions at recruitment fairs and functions.

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

Creation of Spanish Speaking Petition Policy – allows certified DHS employees who currently hold a non Spanish speaking position number to petition to be transferred into a Spanish speaking position number to receive bilingual pay. Applicants must pass DHS a proficiency test. Where appropriate, designating one of every three new hires as Hispanic/Latino with or without Spanish speaking options.

- 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:

Exploration of DHS Hispanic Leadership Academy to prepare Hispanic/Latino for management. Creation of culturally appropriate training courses for management preparation and Mentor program.

In the Department of Rehabilitation Services, the Rehabilitation counselor title requires a Masters degree in Rehabilitation Counseling or closely related field. For bilingual counselor positions we are able to hire individuals with only Bachelors degrees at the Social Service Career Trainee level and pay for all aspects of the individual getting their Masters degree in Rehabilitation counseling. Once they receive their Masters degree in a specified amount of time, they will be promoted to the higher level Rehabilitation counselor title. It is an opportunity for an individual with bilingual skills to receive additional paid education as well as the ability to continue to promote to higher levels within the counselor series.

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

The Office of Human Resources continues to monitor the completion and submission of these forms. We work directly with the Personnel Liaisons in all areas of the agency to ensure awareness and provide assistance when needed.

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

Currently no recommendation has been provided by the above agencies.

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

For the Fiscal Year 2007 DHS hired 16 Hispanics in EEOC categories that were underutilized by Hispanics.

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

DHS designates one out of every three new hires or promotions to be filled by a Hispanic/Latino. Expand the list of titles eligible to receive bilingual pay. Increase the numbers of recruiters to enable a full time staff to focus on diversity hiring and increase the recruitment budget. The Office of Hispanic and Latino Affairs plans to obtain approval for recruitment funding to organize a series of events that would target specific Latin/Hispanic professionals and continue to recruit for the hard to fill positions which require bilingual skills.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

Agency: Illinois Department of Juvenile Justice

Name of Individual Completing Survey: Rebecca Shuster

Individual's Working Title: Personnel Manager

Individual's Phone Number: 217-557-6010 ext.2103

Individual's Mailing Address: 1301 Concordia Court, Springfield, IL 62702

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

___ 2 ___ Officials and Managers
___ 5 ___ Professionals
___ 1 ___ Technicians
___ 45 ___ Protective Service Workers
___ 1 ___ Para-Professionals
___ 1 ___ Office and Clerical
___ 1 ___ Skilled Craft Workers
___ 6 ___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___ 0 ___ Officials and Managers
___ 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, 2007, provide the number of funded positions within each of the following EEOC categories:

__54__ Officials and Managers
__184__ Professionals
__28__ Technicians
__820__ Protective Service Workers
__24__ Para-Professionals
__36__ Office and Clerical
__40__ Skilled Craft Workers
__89__ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

__1,275__

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

__0__ Officials and Managers
__4__ Professionals
__0__ Technicians
__11__ Protective Service Workers
__0__ Para-Professionals
__1__ Office and Clerical
__1__ Skilled Craft Workers
__0__ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

Currently Affirmative Action and Recruitment is a shared service between the Illinois Department of Corrections and the Department of Juvenile Justice. Nothing specifically dedicated to Hispanic Employment, but there are funds allocated to minority recruitment as part of the Affirmative Action Budget. The budget is approximately \$2,000, about half of the Affirmative Action Budget. At this time the Department of Juvenile Justice has just established a new job title to focus more on assisting and counseling youth in addition to providing security. Once approval to hire has been received, there will be an emphasis on recruiting for these Specialist positions.

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

The budget for Affirmative Action dedicated to minority recruitment is approximately \$2,000.

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

All hiring decisions are reviewed by the EEO Officer, and if an underutilization exists, a recommendation is made by the EEO Officer to hire the most qualified candidate and address the underutilization.

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Recruitment staff attends Hispanic functions including Hispanic Caucus, and other events and job fairs geared to the Hispanic Community.
-
-
-

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

When filling vacancies, an assessment of the need for bilingual qualifications is done, and if bilingual needs are determined to be present position is backfilled with a bilingual option.

- 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:

As much of the bilingual staff is security and education staff opportunities for promotion exist with the Upward Mobility Program.

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

With each completed transaction of a hire, promotion, or transfer across geographical region or job category a Hiring and Promotion Monitor is completed, tracked by the transaction staff, checked by the Transaction manager, and reviewed and approved by the EEO Officer.

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

N/A

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

N/A

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

N/A

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
The agency continues to monitor and track hiring goals, and where these goals are established hires are made to attempt to remedy the underutilization. Currently the Department of Juvenile Justice is working to fill positions within the newly established classification of Juvenile Justice Specialist. The agency is working to establish testing and training guidelines in order to begin actively recruiting to hire for these positions

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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Fax: 217/558-4497

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

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

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

Agency: Department of Labor

Name of Individual Completing Survey: Melissa Lange

Individual's Working Title: Personnel Manager/EEO Officer

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

Individual's Mailing Address: One West Old State Capitol Plaza, Springfield, IL 62701

Individual's Email Address: Melissa.lange@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's: 77

5. As of June 30, 2007, 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. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

The Department did not have funds available in FY07 for Hispanic Employment Programs, however \$15,604.00 was allocated for bilingual (Spanish-speaking option) programs. The Department will begin determining the need the appropriate level of funding for Hispanic Employment Programs for FY09.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Department's FY08 budget is unable to fund Hispanic Employment Programs, but has budgeted \$17,800.00 for bilingual (Spanish-speaking option) programs.

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

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 administrative staff who are responsible for conducting the interviews of the underutilization so that increased efforts are made to address underutilization in the vacant category.

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

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

The Department utilizes Hispanic/Spanish-speaking employees to attend job fairs in Latino communities throughout the State. The Department's Hispanic representatives also conduct outreach events at community-based organizations such as churches, colleges and community and social service centers.

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

The Department utilizes the same strategies as described in 9(a).

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

The Department currently employs nine (9) Spanish-speaking employees to meet the needs of our Spanish-speaking clients. The agency's total Hispanic underutilization is one (1). This underutilization is in the Official/Manager EEO category. When an employment opportunity arises in this EEO category, an increased effort will be made to recruit and hire a Hispanic employee to eliminate underutilization.

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

The agency's EEO Officer and agency head monitor the hiring selections and submit the required Hiring and Promotion Monitors with new hire or promotion transactions.

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

No recommendations received.

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

Currently, 16% of the agency's employees are Hispanic and 10% are utilized in Spanish-speaking bilingual positions.

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

The agency hired two (2) additional Hispanic employees during FY07. The number of Spanish-speaking bilingual positions remained the same during FY07.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. While the agency's underutilization is currently only one (1), we would like assistance from CMS Personnel in receiving/recruiting Hispanic candidates for any open positions that arise. Hispanic candidates do not always apply for our open positions unless it is a Spanish-speaking option position. We would like to increase our Hispanic population since we see that more of the customers we serve are Hispanic, especially in the Northern Illinois area. The agency will be enforcing the new Employee Classification Act effective January 1, 2008 and with this new law will be increasing its enforcement staff, including Spanish-speaking bilingual positions.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

Agency: IL Labor Relations Board (State and Local)

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, S-400, Chicago, 60601

Individual's Email Address: stone@ilrb.state.il.us

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

 1 Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

2. As of June 30, 2007, 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, 2007, provide the number of funded positions within each of the following EEOC categories:

 2 Officials and Managers

 14 Professionals

 Technicians

 Protective Service Workers

 4 Para-Professionals

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 20

5. As of June 30, 2007, provide the underutilization for Hispanics by category: **0**

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs: **No**
-
-
-
-
-
-
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): **N/A**
-
-
-
-
-
-
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
Appropriate staff is updated via e-mail, personnel officer meetings or memos from CMS
-
-
-
-
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations
-
-
-
-
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **We hired a Spanish-Speaking attorney to satisfy the agency's need to handle all Spanish speaking inquiries from the public.**
-
-
-
-

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: **The agency's Hispanic Board member participates and represents this agency at the Hispanic State Employee Job Fair/ Training Conference**

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: **CMS transaction division will not process any new hire or promotion without completing and submitting this form**

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

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: **The agency hired a Spanish speaking attorney in 2006.**

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

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Law Enforcement Training and Standards Board.

Name of Individual Completing Survey: Luann Hickman

Individual's Working Title: Executive I. EEO/AA Officer

Individual's Phone Number: 217/524-5346

Individual's Mailing Address: 600 South Second Street, Suite 300
Springfield, IL 62704-2542

Individual's Email Address: Luann.Hickman@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

1 Skilled Craft Workers

1 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

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, 2007, provide the number of funded positions within each of the following EEOC categories:

 5 Officials and Managers

 8 Professionals

 0 Technicians

 0 Protective Service Workers

 3 Para-Professionals

 4 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 20

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

 0 Officials and Managers

 0 Professionals

 0 Technicians

 0 Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized. No, the Board has not established a budget for Bilingual programs. The Board does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services have been made. The situation is being closely monitored for the need of bilingual services.
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized. No, the Board has not established a budget for Bilingual programs. The Board does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services have been made. The situation is being closely monitored for the need of bilingual services.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The Board is utilizes the hiring and promotion monitor provided by DHR. The Executive Director is proactive and follows legislative mandates. All administrative staff responsible for hiring, interviewing, recruitment and EEO are aware of and comply with all the legislative mandates of the Hispanic Plan. The staff members that conduct interviews have also attended Rutan Training.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The agency is fully utilized.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
The Board does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services

have been made. The situation is being closely monitored for the need of
bilingual services

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

The agency's Hispanic employee is a member of AFSCME and is involved in the Upward Mobility Program. The agency does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services have been made

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

The agency reviews the Hiring and Promotion Monitors to assure that all of the mandates are met

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

The agency is fully utilized. Hispanic Employment Program recommendations were not made.

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

The Board is fully utilized.

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

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
The Board is fully utilized and intends to maintain the diversity of the staff as opportunity permits. Approximately half of the professional positions are highly specialized with a very limited qualified potential employee pool
-
-

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: ILLINOIS MEDICAL DISTRICT

Name of Individual Completing Survey: Robert Nauert

Individual's Working Title: Chief Fiscal Officer

Individual's Phone Number: 312-633-3434

Individual's Mailing Address: 600 S. Hoyne, Chicago

Individual's Email Address: rnauert@aol.com

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

2 _____ Office and Clerical

_____ Skilled Craft Workers

2 _____ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

1 _____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions 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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

15 16

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No
No

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

- 5

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

Annual Training

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

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

Thorough staff training &

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

Recompensate for Spanish speaking
or bi-lingual abilities

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

None

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

Thorough staff training

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

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

1/3 of our staff meets this criteria

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

NONE

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

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

Agency: Department of Military Affairs

Name of Individual Completing Survey: Ruth Moenck

Individual's Working Title: Human Resources Rep, Asst EEO/AA Officer

Individual's Phone Number: 217-761-3633

Individual's Mailing Address: 1301 N. MacArthur Blvd, Springfield, IL 62702

Individual's Email Address: ruth.moenck@us.army.mil

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 0 Officials and Managers
 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, 2007, provide the number of funded positions within each of the following EEOC categories:

6 Officials and Managers

41 Professionals

10 Technicians

84 Protective Service Workers

3 Para-Professionals

6 Office and Clerical

8 Skilled Craft Workers

87 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

245

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No budget allocation

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

No budget allocation

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

DHR Training and internal monitoring for management and staff of State Personnel Office and EEO Training, as applicable for Federal employees through IL National Guard Human Resources Office and State Personnel Office monitoring of procedures.

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

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

Plan to meet with CMS Diversity Enrichment Program Director

- b) 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.

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

The Asst EEO/AA Officer complete the appropriate Hiring or Promotion Monitor form which is forwarded to selecting official(s) prior to any interviews being conducted. Asst EEO/AA Officer then ensures all forms are completed thoroughly and accurately and are signed by the Director and EEO/AA Officer prior to any offer of employment.

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

None to date

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

The Agency does not directly serve the public, does not require Spanish-speaking bilingual persons and does not employ a large enough workforce to have a dedicated Latino or Hispanic recruitment office. Therefore, the Agency does not routinely conduct studies on those hires, however success in hiring Hispanic employees is monitored in the course of compiling quarterly and annual Affirmative Action reports for DHR.

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

No increases.

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

Induce GOMB to allow an increase in authorized headcount for the Agency.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Department of Natural Resources

Name of Individual Completing Survey: Gloria Helms

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.HELMS@illinois.gov

As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

 1 Officials and Managers

 3 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 1 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

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

As positions become available at the IDNR, the Office of Compliance, EEO and Ethics reviews the job posting to determine whether a qualified candidate's information is in the recruitment files. At which time the potential candidate is contacted to verify interest in the posted position. This process is in place for all underutilized positions.

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

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 enhances the level and importance of training, education, and promotional needs of its Hispanic employees. The IDNR consistently invites all Hispanic employees to attend the annual training conference of the Illinois Association of Hispanic State Employees (IAHSE).

- d) How has your agency ensured that all appropriate staff are complying with the new 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.

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

In concordance with DHR and CMS recommendations, hiring and promotion monitors are kept in the quarterly EEO file maintained in the Office of Compliance, EEO, and Ethics. The number of qualified minorities that apply for a position are noted on the hiring monitors. On occasions where the minority is not hired, documentation is provided detailing the reason(s) the non-minority applicant was selected

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

We currently have one bilingual professional in Kankakee County who is a Natural Resources Specialist

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

There are no increases in the above mentioned category which could be compared to the prior year.

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

The IDNR actively recruits minorities to participate in the application and testing process and promotes the attendance of the various job fairs and conferences that target underutilized populations. Additionally, we should be identifying ways to reach out to youth of underutilized populations with programs that will expose them to career paths that may lead to IDNR.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

Per Senate Bill 043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Wednesday, October 31st, 2007

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

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 212/814-3844 or olga.iniguez@illinois.gov.

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

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

Agency: Prisoner Review Board

Name of Individual Completing Survey: Nichole J. Damhoff

Individual's Working Title: Chief Personnel Officer

Individual's Phone Number: 217-782-4087

Individual's Mailing Address: 319 E. Madison, Ste A, Springfield, IL 62701

Individual's Email Address: Nichole.Damhoff@Illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

3 Officials and Managers

3 Professionals

0 Technicians

0 Protective Service Workers

7 Para-Professionals

7 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

19

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Program(s)? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

\$30,192

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

\$30,192

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

Participating in the EEO training + keeping up to date on rules + regulations

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

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

Creation of bilingual positions

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

Creation of bilingual position

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

Upward Mobility

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

participation in training programs offered by
CMS + DHS

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

None

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

N/A

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

no

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

Continue to create bilingual positions

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2006

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

DUE: Wednesday, October 31, 2007

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

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

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

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

Agency: Property Tax Appeal Board

Name of Individual Completing Survey: Becky Moody

Individual's Working Title: Fiscal Officer

Individual's Phone Number: 217/557-0122

Individual's Mailing Address: 402 Stratton Office Building, Springfield, IL

Individual's Email Address: becky.moody@illinois.gov

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
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, 2007, 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, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

23

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

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

No

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

N/A

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

Staff has been provided with a copy of the Hispanic Employment Plan

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

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

N/A

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

The Property Tax Appeal Board received one telephone inquiry that required employees to service the needs of our Spanish-speaking public. We utilized the master contract to accommodate the inquiry.

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

N/A

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

Yes,

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

N/A

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

The PTAB currently has no Hispanic or Spanish-speaking bilingual persons.

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

N/A

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

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Illinois Department of Public Health

Name of Individual Completing Survey: Robin Tucker-Smith

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (312) 814-1041

Individual's Mailing Address: 100 W. Randolph St., Rm. 6-600, Chicago, IL 60601

Individual's Email Address: robin.tucker@illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

10 Officials and Managers

10 Professionals

1 Technicians

0 Protective Service Workers

1 Para-Professionals

6 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

4 Officials and Managers

4 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

8 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

326 Officials and Managers

579 Professionals

36 Technicians

0 Protective Service Workers

55 Para-Professionals

92 Office and Clerical

2 Skilled Craft Workers

10 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,100

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

0 Officials and Managers

10 Professionals

1 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No, however, all projects are sufficiently funded through the IDPH Center for Minority Health and Office of Human Resources budget allocations.

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

Projects are funded through IDPH Center for Minority Health Services and the Office of Human Resources budget allocation.

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

The EEO officer and Center for Minority Health Services staff provide information to Director's Senior Staff regarding mandates. Managers ensure appropriate dissemination and compliance. Additionally the EEO Officer carefully monitors hire and promotion monitor forms prior to the hiring decision.

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

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

Increased number of Hispanics in Officials/Managers EEOC category.

Increased number of Hispanic Rutan Certified Employees

Identified additional recruitment resources and community linkages.

Review of recruitment plan that addresses underutilization and identification of candidates for specialized positions within agency.

Reclassification of additional titles to include the Spanish Speaking option in underutilized regions.

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

IDPH'S Limited English Proficient Task Force is developing an agency directive to address direct service needs and to ensure adequate staffing levels. IDPH worked with CMS Diversity Enrichment to recruit and place candidates.

- 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:

Eligible staff met with CMS's Upward Mobility Counselors AT IDPH offices to discussed career advancement and goals.

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

Our HR Dept. guides hiring managers and other appropriate staff to ensure our compliance.

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

Dept. of Human Rights Liaison has made recommendations to our agency on the completion of the Hire and Promotion Monitor Forms.

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

In FY07 IDPH met the numeric hiring/promotion compliance goals set by the Dept. of Human Rights—28% of our hires/promotions addressed underutilization. IDPH had 10 Hispanic hires in FY07.

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

Hispanic employment #'s from FY05, FY06 & FY07 are as follows:

FY05 – 21 employees

FY06 – 28 employees

FY07 – 29 employees

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

Continue to work closely and develop additional relationships with Hispanic professional organizations and community based organizations. Our senior staff remains diligent and committed to addressing issues of underutilization where it exists.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: Department of Revenue

Name of Individual Completing Survey: Ruby Taylor

Individual's Working Title: Equal Employment Opportunity Officer

Individual's Phone Number: 217-524-9210

Individual's Mailing Address: 101 West Jefferson –Mail Code 5-500 Springfield, IL

Individual's Email Address: Ruby Taylor @illinois.gov.

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

 7 Officials and Managers

 18 Professionals

 4 Technicians

 0 Protective Service Workers

 4 Para-Professionals

 2 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 3 Officials and Managers

 8 Professionals

 4 Technicians

 0 Protective Service Workers

 2 Para-Professionals

 0 Office and Clerical

 0 skilled Craft Workers

 0 Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

___300___ Officials and Managers

___1256___ Professionals

___180___ Technicians

___14___ Protective Service Workers

___152___ Para-Professionals

___180___ Office and Clerical

___9___ Skilled Craft Workers

___9___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

2080

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___2___ Officials and Managers

___22___ Professionals

___1___ Technicians

___0___ Protective Service Workers

___0___ Para-Professionals

___1___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

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

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

See Above.

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

The Department of Revenue staff is routinely updated on new legislative mandates and receives appropriate training in their respective areas of responsibility. In addition, CMS routinely conducts personnel meetings to discuss the implementation of new rules and procedures dealing with personnel issues.

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

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

The Recruitment staff works the promotional and open-competitive list to identify well qualified applicants, and ensure that applications are evaluated on the basis of pre-established criteria.

When appropriate, the Personnel Manager will use the affirmative hiring initiative to skip the highest scoring candidate in order to hire a minority candidate.

During the fiscal year, the Department of Revenue expanded its list of professional services and recruitment sources by approximately 30 agencies.

The Department of Revenue representatives attended the Illinois Association of Hispanic State Employees Conference and purchased a booth in order to inform the participants of job vacancies and to counsel them on the hiring process.

The Recruitment Staff and the Audit Bureau participate in job fairs and make contact with Latino organizations to assist in the recruitment of auditor trainees.

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

Promote increase recruitment of bilingual employees with pay incentives as needed.

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

There is no specific structure outside of the normal CMS programs and processes geared exclusively toward Hispanic employees.

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

The Recruitment and Selection staff and the EEO Officer met several times to work out a procedure that implements the Hiring and Promotion requirements. All new hires are trained in the process.

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

The Department of Revenue has no record of recommendations provided by CMS or the Auditor General regarding the Hiring and Promotion Monitor. Exception: The Hiring and Promotion monitors were discussed in the Agency-wide CMS personnel meetings and the Department of Human Rights has offered advice and guidance regarding the process. If a CMS-2 transaction is sent to CMS without the proper Monitor attached or it is incorrect, CMS will return the transaction for correction.

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

During the time period of July 1, 2006 through June 30, 2007, the Department of Revenue hired 11 Hispanics. The numerical goal for Hispanics was established at 28. We achieved 40% of our goal.

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

Yes, there were increases in the levels from the prior year. In the category of Technicians there was an increase of 2, Para-Professional had an increase of one (1) and Office Clerical had an increase of 2.

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

The Department of Revenue would like to encourage Hispanic organizations to encourage their membership to get their names on the CMS eligible lists.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: ILLINOIS STATE BOARD OF INVESTMENT

Name of Individual Completing Survey: KATHERINE A. SPINATO

Individual's Working Title: DEPUTY EXECUTIVE DIRECTOR

Individual's Phone Number: 312.793.5711

Individual's Mailing Address: 180 N. LA SALLE ST., SUITE 2015
CHICAGO IL 60601

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

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

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, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's: 9
-

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No

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

There are no bilingual positions due to size of Agency.

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

Hiring is minimal - efforts will be made to comply with the Hispanic Employment Plan, including recruiting efforts.

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

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

NA

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

NA

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

NA

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

EE officer is involved in all employment and hiring matters.

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

None

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

NA

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

None

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

only 9 employees in Agency - limited opportunities

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

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

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

Agency: STATE EMPLOYEES' RETIREMENT SYSTEM

Name of Individual Completing Survey: Marty Nantkes

Individual's Working Title: Human Resources Manager

Individual's Phone Number: (217) 785-7018

Individual's Mailing Address: 2101 South Veterans Parkway
Springfield 62794-9255

Individual's Email Address: mnantkes@srs.state.il.us

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___0___ Officials and Managers
___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, 2007, provide the number of funded positions within each of the following EEOC categories:

___17___ Officials and Managers
___31___ Professionals
___6___ Technicians
___0___ Protective Service Workers
___13___ Para-Professionals
___12___ Office and Clerical
___1___ Skilled Craft Workers
___0___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

___80___

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___0___ Officials and Managers
___0___ Professionals
___0___ Technicians
___0___ Protective Service Workers
___0___ Para-Professionals
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

No – N/A

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

N/A

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

N/A

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

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

N/A

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

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

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: Yes, these monitors are completed for each new hire/promotion.

- e) Recommendations provided by DHR, CMS or the Auditor General: N/A. Agency is in compliance.

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

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

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

N/A. To service our membership of active and retired state employees, the need for bilinguals does not exist. We do not service the general public.

State Hispanic Employment Plan Survey 2007

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

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

Agency: _____ Office of the Illinois State Fire Marshal _____

Name of Individual Completing Survey: _____ Stephanie Kirk _____

Individual's Working Title: _____ Human Resources Director _____

Individual's Phone Number: _____ (217) 785-1026 _____

Individual's Mailing Address: _____ 1035 Stevenson Drive, Springfield, IL. 62703 _____

Individual's Email Address: _____ stephanie.kirk@illinois.gov _____

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

___ 2 ___ Officials and Managers

___ 1 ___ Professionals

___ 0 ___ Technicians

___ 1 ___ Protective Service Workers

___ 0 ___ Para-Professionals

___ 1 ___ Office and Clerical

___ 0 ___ Skilled Craft Workers

___ 0 ___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___ 1 ___ Officials and Managers

___ 0 ___ Professionals

___ 0 ___ Technicians

___ 0 ___ Protective Service Workers

___ 0 ___ Para-Professionals

___ 1 ___ Office and Clerical

___ 0 ___ Skilled Craft Workers

___ 0 ___ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

___25___ Officials and Managers
___70___ Professionals
___34___ Technicians
___16___ Protective Service Workers
___3___ Para-Professionals
___11___ Office and Clerical
___0___ Skilled Craft Workers
___2___ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

___161___

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

___0___ Officials and Managers
___ Professionals
___2___ Technicians
___0___ Protective Service Workers
___0___ Para-Professionals
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

The OSFM did not specifically budget for Hispanic programs in FY07, but we were able to redirect money for translating publications and some other related projects.

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

For FY07, the OSFM absorbed our new Latino program cost increase within our internal allocation for Public Education, and we were successful in getting a \$15K increase to our printing budget with bilingual publications targeted.

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

All management staff responsible for hiring, interviewing, recruitment and EEO are instructed of the initiative to eliminate the underutilization of Hispanic persons in our Agency. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The Human Resources Director reviews the Plan with the panel prior to interview and selection of candidates.

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

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

Applicable job postings are not only posted on the state-wide job post system, but are also posted on the Agency website; e-mail "blasts" to all fire departments in the state are sent with job posting information; for recruitment efforts all job postings are forwarded to the IL Latino Coalition for Prevention networks.

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

On-going re-classification of current vacancies of office positions and field positions in applicable areas as Spanish-Speaking bi-lingual.

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

Upward Mobility (AFSCME), Tuition reimbursement is available as well.

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

All management staff responsible for hiring, interviewing, recruitment and EEO are instructed of the initiative to eliminate the underutilization of Hispanic persons in our Agency. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The Human Resources Director reviews the Plan with the panel prior to interview and selection of candidates.

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

None

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

Many Hispanics applying for positions are receiving "A" grades from CMS. However, they are showing up on the "Open Competitive" lists blocked by "A" grade Veterans. Changes to positions to include Spanish Speaking, bi-lingual requirements do not always guarantee that the bi-lingual person is Hispanic. This agency will continue in our attempts.

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

OSFM hired 1 additional Hispanic employee.

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

Re-classification of additional positions and on-going recruitment in the Hispanic community.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

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

Agency: Illinois State Police

Name of Individual Completing Survey: Ms. Suzanne L.Y. Bond

Individual's Working Title: EEO Program Manager

Individual's Phone Number: (217) 782-1282

Individual's Mailing Address: 3700 E. Lake Shore Dr, Springfield, IL 62718-8639

Individual's Email Address: Suzanne_Yokley-Bond@isp.state.il.us

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

* Additionally, the Department employees 80 Spanish-speaking sworn officers who are entitled to a minimum of 2 hours of overtime when they are called upon to offer this service to our Spanish-speaking citizens.

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

192 Officials and Managers

713 Professionals

784 Technicians

1479 Protective Service Workers

141 Para-Professionals

294 Office and Clerical

9 Skilled Craft Workers

31 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,643

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

-1 Officials and Managers

-16 Professionals

-3 Technicians

-9 Protective Service Workers

-1 Para-Professionals

-8 Office and Clerical

 Skilled Craft Workers

-2 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
The Illinois State Police Recruitment Section attended 18 career fairs during FY07 to identify and target Hispanic candidates. Although a specific budget allocation was not established, the Illinois State Police spent \$6.813 in fees to attend these recruitment events.
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
A total of \$6813 was spent to recruit Hispanic candidates at a variety of career fairs during FY07.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
EEO Office and Human Resource Bureau staff members have:
* attended informational meetings conducted by CMS and IDHR;
* met with representatives of the CMS, Diversity Enrichment Program; &
* conducted internal meetings to ensure compliance with the
legislative mandates of the Hispanic Employment Plan.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
See Attachment 1#
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
The agency has identified minimum staffing guidelines for front line positions wherein a benefit to the public would be derived from the employment of Spanish-speaking personnel. These guidelines will be used as future vacancies in these positions are filled within the agency.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
Although not specifically tailored to Hispanic employees, the Department offers a Mentoring Program to all employees designed to enhance their opportunity for career advancement.
- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
EEO Office and Human Resource Bureau staff members have conducted training for all personnel liaisons in the agency responsible for completing hiring and promotion monitors.
- e) Recommendations provided by DHR, CMS or the Auditor General:
The Illinois State Police has developed goals for FY08 Annual Equal Employment Opportunity Plan (see Attachment #1) to recruit qualified minorities for sworn and civilian positions. These goals have been approved by IDHR.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
During FY07, there were 337 opportunities to hire/promote in underutilized categories of African Americans, Hispanics, Females, Asians and Native Americans; 133 or 39 percent addressed underutilization.

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

No – In FY07, the Illinois State Police had a 7 percent decrease of hires and promotions which addressed underutilization.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
The Illinois State Police has developed goals for FY08 Annual Equal Employment Opportunity Plan (see Attachment #1) to recruit qualified minorities for sworn and civilian positions.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

Attachment 1

1. The EEO Program Manager and Recruitment Section Manager will disseminate information on upcoming Remote Site Testings to various religious, educational and community organizations to reach additional qualified female and minority candidates.
2. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to identify and target specific minority persons' recruitment sources/forums and ensuring adequate resources are allocated toward these efforts. During FY08, the Recruitment Section will attend recruitment fairs/conferences hosted by the Illinois Association of Minorities in Government (IAMG), Combined Law Enforcement Hispanic Heritage Committee (CLEHHC), Hispanic Alliance for Career Enhancement (HACE), Hispanic Illinois State Law Enforcement Association (HISLEA), National Organization of Black Law Enforcement Executives (NOBLE), National Association of Advancement of Colored People (NAACP), International Association of Hispanic State Employees (IAHSE), and National Association of Blacks in Criminal Justice (NABCJ). Additionally, the ISP advertises the Department's vacant positions on CAN-TV, a public access channel in Chicago, in both Spanish and English.
3. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to ensure Remote Site Testing, Upcoming Merit Board Testing, and Pre-testing information is available for interested female and minority applicants on the Internet.
4. The EEO Program Manager and Recruitment Section Manager will work with the Merit Board to send notification letters to female and minority applicants for the Pre-testing examination approximately a month prior to the scheduled date.
5. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of women and minorities, and the effectiveness of other recruitment strategies.
6. The EEO Program Manager and Recruitment Section Manager will maintain the ISP website to include our ISP College Student Internship application, so that interested female and minority applicants can download the application.
8. The EEO Program Manager and Recruitment Section Manager will work with religious, educational and community organizations to target identify qualified female and minority youth to participate in our Internship Program.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency:	Illinois State Police Merit Board
Name of Individual Completing Survey:	Melinda Gutierrez
Individual's Working Title:	Personnel Officer
Individual's Phone Number:	(217) 786-6244
Individual's Mailing Address:	3180 Adloff Lane, Suite 100 Springfield, Illinois 62703
Individual's Email Address:	mgutierrez@ispmeritboard.org

1. As of June 30, 2007, 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, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 0 Officials and Managers
 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, 2007, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

 5

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

no _____
no _____

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

none _____
none _____

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

We are a very small agency of 5 employees

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

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
none _____

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
none _____

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
none _____

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
We are a very small agency of 5 employees

e) Recommendations provided by DHR, CMS or the Auditor General:
none _____

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

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

no _____

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
none _____

State Hispanic Employment Plan Survey 2007

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

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

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

Agency: The Illinois Department of Transportation

Name of Individual Completing Survey: Mr. Vincent E. Rangel & Mr. Scott Doubet

Individual's Working Title: Office of Finance & Administration- Deputy Director

Individual's Phone Number: 312 793-2966 (VR) & 217 782-4665 (SD)

Individual's Mailing Address: 300 W Adams, suite 200, Chicago, IL 60606
2300 Dirksen Pkwy, Springfield, IL 62764

Individual's Email Address: Vincent.Rangel@Illinois.gov
Scott.Doubet@Illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

15 Officials and Managers

27 Professionals

14 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

3 Skilled Craft Workers

42 Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers

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, 2007, provide the number of funded positions within each of the following EEOC categories:

1059 Officials and Managers

1357 Professionals

795 Technicians

0 Protective Service Workers

156 Para-Professionals

123 Office and Clerical

91 Skilled Craft Workers

2179 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

5706 is the total number of agency employees on board; including full time, part-time and LOA's.

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

14 Officials and Managers

30 Professionals

15 Technicians

0 Protective Service Workers

3 Para-Professionals

3 Office and Clerical

8 Skilled Craft Workers

104 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:
There is no direct financing for the FY07 budget allocation specifically for Hispanic or Spanish speaking employment programs, however the Office of Finance & Administration and The Office of Business & Workforce Diversity agencies provide funding for Hispanic Outreach specific to areas of Hispanic hiring, recruitment, and retention.
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
The FY07 budget provides funding for programs such as the Hispanic Employment program and the Bilingual (Spanish Speaking options) programs with its personnel budget which covers recruitment and hiring. Please review questions 8 for FY07 activities that are on-going in our Hispanic initiatives.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
 - a) Participate with CMS Personnel HR monthly meetings to keep abreast of all administrative policy updates.
 - b) Partner with The Office of Business and Workforce Diversity's administrative staff and The Office of Operations and Communications Liaisons to increase communication statewide with our legislatures.
 - c) IDOT's Diversity Council has various high ranking members of each agency to increase the speed of how communication is sent and received from top to bottom.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
 - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The IDOT Diversity Council is working toward fulfilling the legal and ethical obligations to better service every segment of the population, which addresses IDOT's key areas: Recruitment, Retention, Training, Monitoring, and Communication.
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
IDOT has provided 6 positions specifically for the Bilingual Spanish Speaking Option-Highway Maintainer, in District 1, Cook County.

All IDOT positions are now distributed in Spanish to all IDOT yards, CMS, IDES, and Veterans Offices.

Partner with Teamsters, Helmets to Hardhats Organization, Department of Employment Security, CMS to assist in the hiring of Highway Maintainers and various positions statewide.

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

Provide on-going information about IDOT's Upward Mobility Program to all employees statewide.

IDOT partners with CTA, Metra, RTA, and PACE by sponsoring the Transportation Symposium geared to assisting Disadvantaged Business Enterprises companies.

IDOT has partnerships with Illinois Hispanic Chamber of Commerce (IHCC) to assist in the DBE certification Programs. The IHCC works directly with the Hispanic communities to assist them in establishing businesses with the necessary resources to achieve their respective goals.

IDOT's department of Employee Services which provides the GATE program. This program assists employees who can participate on a voluntary basis with personal growth and development training courses. This allows the employee the opportunity to increase their competences, personal growth, and leadership techniques.

Partnership with the American Association of State Highway and Transportation Officials (AASHTO) to re-establish the TRAC program which is an educational hands-on programs that can be used for all k-k12 schools statewide whether it be private, charter, or public.

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

The Personnel staff attends all CMS HR personnel meetings to ensure IDOT is up to date with any changes in HR policies and procedures. By doing so we are proactive in informing appropriate staff statewide about any upcoming changes.

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

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

The Bureau Chief of Civil Rights (BCR) Elbert Simon will be monitoring the hiring and promotion process. The BCR will have 7 days to review all documentation and make recommendations to the Bureau Chief of Personnel, Scott Doubet. In the event of a disagreement the issue will be presented to the Diversity Council and resolved with their input. Final hiring decisions shall rest on Chief of Staff, Clayton K. Harris III.

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

There were significant increases: Officials and Managers (+4), Professionals (+15), Technicians (+2), Para-Professionals (+5), Office and Clerical (+2).

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

1. IDOT will continue to work with the different employment state agencies to notify our Illinois citizens of job opportunities statewide.
2. IDOT will continue to work with local high schools and colleges of the opportunities available within state government.
3. IDOT will continue to work with organizations such as Helmets to Hardhats to promote the hiring of veterans within the state.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: **Department of Veterans' Affairs**

Name of Individual Completing Survey: **Jimmie L. Miller**

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

Individual's Phone Number: **217-557-5667**

Individual's Mailing Address: **833 S Spring St. PO Box 19432 Springfield, IL 62794**

Individual's Email Address: **Jimmie.Miller@Illinois.gov**

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
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, 2007, provide the number of funded positions within each of the following EEOC categories:

49 Officials and Managers
211 Professionals
207 Technicians
21 Protective Service Workers
386 Para-Professionals
43 Office and Clerical
25 Skilled Craft Workers
205 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's: **1,147**

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs: **NO**
7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): **N/A**
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The Deputy Director of Human Resources is in constant contact with the Agency EEO Officer and consistently discusses the Hispanic Employment Plan.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
 - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The recent Hispanic Hiring strategies include scheduling a meeting with IAHSE; providing vacancy notices to the Hispanic Chamber of Commerce; attending the National Society for Hispanics job fair; scheduling a meeting with Olga Iniguez, Hispanic Employment Plan Manager
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **N/A**
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: **N/A**
 - d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The positions are reviewed by the Deputy Director of Human Resources prior to approval of offering an appointment, transfer, or promotion.
 - e) Recommendations provided by DHR, CMS or the Auditor General: **N/A**

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

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

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

Recruitment. Although CMS does broad recruitment for most State Agencies, Veterans Affairs has to assist in that drive, by visiting Junior Colleges, and establishing relationship with the Hispanic organizations.

State Hispanic Employment Plan Survey 2007

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

DUE: Wednesday, October 31st, 2007

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

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

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

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

Agency: _____ Illinois Workers Compensation Commission

Name of Individual Completing Survey: Alma Maxey

Individual's Working Title: _____ Human Resource Director

Individual's Phone Number: _____ 312-814-6530

Individual's Mailing Address: 100 West Randolph Ste# 8-269, Chicago., IL 60601

Individual's Email Address: Alma.Maxey@Illinois.gov

1. As of June 30, 2007, provide the number of Hispanics employed within each of the following EEOC categories:

___3___ Officials and Managers
___7___ Professionals
___0___ Technicians
___0___ Protective Service Workers
___1___ Para-Professionals
___5___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

2. As of June 30, 2007, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___0___ Officials and Managers
___1___ Professionals
___0___ Technicians
___0___ Protective Service Workers
____ Para-Professionals
___2___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

___26___ Officials and Managers
___92___ Professionals

____ 2 ____ Technicians

____ 0 ____ Protective Service Workers

____ 26 ____ Para-Professionals

____ 50 ____ Office and Clerical

____ 0 ____ Skilled Craft Workers

____ 3 ____ Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

____ 173 _____

5. As of June 30, 2007, provide the underutilization for Hispanics by category:

____ Officials and Managers

____ Professionals

____ Technicians

____ Protective Service Workers

____ 2 ____ Para-Professionals

____ Office and Clerical

____ Skilled Craft Workers

____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs:

_No, the Commission does not have a special budget allocation for the Hispanic Employment Program. In FY07 the Commission budgeted \$6,500 for Bilingual pay.

7. Provide FY07 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
Due to the FY07 budget allotment for bilingual pay not being exhausted, FY08 was budgeted at the same amount of \$6,500. _____
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
This plan is reviewed regularly at our Monthly Managers' meeting and a report outlining progress is presented. Personnel responsible for interviewing, recruitment and EEO programs are also present at these meetings.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Community Outreach will be strengthened by contact with community based organizations and other Hispanic/ Latino organizations.
These organizations and contacts will be notified of vacancies and forwarded copies of postings. The current contact list includes the following: Hispanic Alliance for Career Enhancement; Hispanic Illinois State Law Enforcement Association; Illinois Coalition for Immigrant and Refugee Rights; Illinois Hispanic Chamber of Commerce; Illinois Legislative Latino Caucus Foundation; Casa Central; Instituto del Progreso Latino; Mujeres Latinas en Accion; Mexican American Legal Defense and Educational Fund; Puerto Rican Legal Defense and Education Fund; and the League of United Latin American Citizens. _____
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **We have 3 Spanish-speaking positions and have one Spanish-speaking investigator position in our Insurance Compliance Division currently open and approved for posting.** _____
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
At this time, the Commission directs employees to make use of the Upward Mobility Program. The Commission also pay for some of

our employees to attend the Illinois Association of Hispanic State Employees' annual conference. We also have an Education and Research Division that works to provide training geared to professional and personal development. Also as part of our supplemental agreement with AFSCME, we cross train employees whenever possible, so that required skill levels can be increased for future use. _____

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
All promotion and hiring packages are sent to CMS for processing. The appropriate monitor is included in each package. If a package is found to be non-compliant with mandatory Hiring and Promotion Monitor requirements, the transaction is not processed. _____
- e) Recommendations provided by DHR, CMS or the Auditor General:
No recommendations regarding Hispanic employment have been received from the Department of Rights, Central Management Services not the Auditor General. _____
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
We monitor the success of our Spanish-speaking employees. Since the establishment of these positions, we have not seen a need to increase the number of bilingual positions in those departments most utilized by the Spanish-speaking public, as 96% of injured employees filing workers' compensation claims hire English-speaking legal counsel.
- Were there any increases in those levels from the prior year? If so, please provide specific details.
There have not been any increases in comparison to previous years. _____
11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
We have established a new Spanish-speaking position, Workers Compensation Insurance Compliance Investigator, and hope to fill this new vacancy shortly. In the future we would also like to establish a Spanish-speaking Office Coordinator in our Insurance Compliance Division _____

Please attach additional sheets as necessary.

Appendix 4

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT SUMMARY

Agencies with Bilingual Needs	Cases Requiring Bilingual Assistance					Employees Using Bilingual Skills							Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual	Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay	Number of non-Hispanic Employees Receiving Bilingual Pay
	Total Number	Percent of Bilingual Cases Involving																								
		15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More																					
						Percent Requiring In-depth Assistance																				
Aging	5,169	65%	35%	0%	0%	100%	4	2	2	100%	0%	0%	0%	0	2	2	0%	0%	0	2	1	Not Applicable	Not Applicable	2	0	
Agriculture	100	50%	25%	25%	0%	100%	3	2	2	100%	0%	0%	0%	1	6	2	0%	0%	1	6	0	0	0	2	0	
Arts Council	300	60%	40%	0%	0%	45%	1	1	1	0%	100%	0%	0%	3	1	0	0%	0%	3	1	0	0	0	1	0	
Central Management Services	480	50%	45%	5%	0%	5%	9	3	3	100%	0%	0%	0%	0	3	3	0%	0%	0	3	1	1	0	3	0	
Commerce & Economic Opportunity	535	46%	31%	9%	14%	59%	10	9	9	35%	25%	38%	2%	0	17	9	2%	0%	0	17	4	2	1	5	4	
Commerce Commission	645	50%	50%	0%	0%	75%	5	5	5	100%	0%	0%	0%	0	5	5	0%	0%	0	5	0	0	0	0	0	
Deaf & Hard of Hearing Commission	4,000	0%	0%	0%	100%	100%	6	6	6	100%	0%	0%	0%	0	7	6	0%	0%	0	7	1	1	0	0	0	
Employment Security	25,148	57%	42%	1%	0%	47%	172	137	137	91%	8%	1%	0%	3	194	137	0%	0%	3	194	34	34	3	129	8	
Environmental Protection Agency	5,000	95%	2%	1%	1%	3%	2	2	2	100%	0%	0%	0%	8	2	2	0%	0%	8	2	0	0	0	2	0	
Executive Inspector General	30	90%	0%	10%	0%	10%	1	0	0	100%	0%	0%	0%	1	0	0	0%	0%	1	0	0	0	0	0	0	

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT SUMMARY

Agencies with Bilingual Needs	Cases Requiring Bilingual Assistance Percent of Bilingual Cases Involving					Employees Using Bilingual Skills						Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Number of Positions Requiring Bilingual Skill on Job Description						Number of Vacancy Notices Posted Requiring Bilingual Skill	Bilingual Skill Appointed to Bilingual Skill Positions	Number of Vacated Positions with Deleted Bilingual Skill Requirements	Number of Hispanic Employees Receiving Bilingual Pay	Number of non-Hispanic Employees Receiving Bilingual Pay
	Total Number	15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More	Percent Requiring In-Depth Assistance	Daily	Weekly	Monthly	Yearly	Number Paid for Bilingual			Number Not Paid for Bilingual	Number of Employees Appointed to Bilingual Skill Positions	Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay	Number of non-Hispanic Employees Receiving Bilingual Pay						
Financial & Professional Regulation	9,000	50%	46%	3%	1%	35%	30	21	21	0	21	0	36	6	1	19	2							
Guardianship & Advocacy Commission	235	30%	20%	40%	10%	15%	7	7	6	0%	6	1	7	0	0	4	1							
Healthcare & Family Services	151,595	40%	44%	11%	5%	68%	110	102	86	3%	0	0	110	33	1	71	15							
Human Rights Commission	Agency does not track	0%	0%	0%	0%	0%	2	1	1	0%	2	0	1	0	0	1	0							
Human Rights Department	400	0%	0%	35%	65%	100%	32	30	30	0%	0	0	32	6	0	26	4							
Human Services	245,000	46%	31%	18%	5%	85%	1,059	1,059	1,059	4%	0	0	1,200	200	0	600	500							
Labor	1,300	25%	75%	0%	0%	50%	9	9	9	0%	0	0	9	2	0	8	1							
Labor Relations Board, State & Local	50	75%	15%	5%	5%	40%	1	1	1	5%	1	0	1	0	Not Applicable.	1	0							
Natural Resources	0	0%	0%	0%	0%	0%	1	1	1	0%	0	0	1	0	0	0	0							
Property Tax Appeal Board	1	100%	0%	0%	0%	0%	0	0	0	0%	0	0	0	0	0	0	0							
Prisoner Review Board	500	35%	45%	20%	0%	100%	1	1	1	0%	1	0	1	0	1	0	10							

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT SUMMARY

Agencies with Bilingual Needs	Cases Requiring Bilingual Assistance Percent of Bilingual Cases Involving					Employees Using Bilingual Skills										Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual	Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay	Number of non-Hispanic Employees Receiving Bilingual Pay
	Total Number	15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More	Percent Requiring In-Depth Assistance																							
Public Health	3,500	60%	37%	3%	0%	30%	30	16	16	35%	30%	25%	10%	0	3/	15	6	0	13	4									
Revenue	10,370	37%	57%	6%	1%	75%	21	21	21	39%	28%	33%	0%	0	5/	1	1	0	17	3									
State Fire Marshal	5	100%	0%	0%	0%	0%	5	3	3	0%	0%	0%	100%	0	5	2	1	0	3	0									
State Police	480	10%	90%	0%	0%	100%	1	1	1	100%	0%	0%	0%	0	1	0	0	0	1	0									
Transportation	6	100%	0%	0%	0%	0%	0	0	0	0%	0%	0%	0%	0	1	0	0	0	0	0									
Workers' Compensation Commission	190	15%	65%	20%	100%	No response	No response	3	3	0%	100%	0%	0%	0	3	0	0	0	0	0									
TOTALS:	464,039	48%	29%	8%	11%	48%	1,522	1,443	1,426	60%	19%	9%	5%	19	1,739	306	271	7	908	542									

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT

Agencies with Bilingual Needs	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How Are Needs Determined? (Check survey forms for more complete information.)	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.)
Aging	0	0	In addition to the Senior Hotline, our bilingual staff respond to clients contacting the Department's Circuit Breaker Division with bilingual calls, correspondence and translations. The Senior Hotline logs all calls and documents bilingual calls. The Department uses its bilingual staff to host public speaking events, staff exhibits and conferences and to translate outreach materials.	The Department's call center needs 4 Spanish-speaking staff to provide services to the growing population of Spanish-speaking seniors as well as residents and caregivers in Long Term Health Care Facilities.
Agriculture	0	0	The Agency receives many bilingual assistance requests in the Chicago area because many employees work in predominantly Spanish-speaking state licensed and inspected establishments. The Agency strives to maintain a bilingual supervisor and two Spanish-speaking meat inspectors in the Chicago area. We are currently awaiting permission to fill a Spanish-speaking Meat & Poultry Inspector which was vacated in February 2007.	3 bilingual positions/employees can provide quality service to the Spanish-speaking public.
Arts Council	0	0	The number of grant applications and phone inquiries received each year that require technical assistance determines needs.	1 position has been assigned this responsibility and has proved to be sufficient for the needs of the agency.
Central Management Services	0	0	Bilingual needs are determined by careful monitoring of the change of accommodation requests for manual sign interpreters; logging of language service requests during calls, appointments for interview or at any point of the employment process; the number of public requests for translated agency literature; the number of instances of staff-produced translation of agency brochures; monitoring of census data specific to population shifts throughout the state.	CMS currently has 3 employees who utilize Spanish language skills, however, to better serve the Spanish speaking public, and additional 5 employees would be ideal, bringing the total to 8.
Commerce & Economic Opportunity	0	0	Determinations are made based upon clients' needs in the respective Office/Bureau.	The Agency had 7 staff in bilingual positions during Fiscal Year 2007. 1 vacancy posted in Fiscal Year 2007 has now been filled for Fiscal Year 2008. To the best of the Agency's determination, the Agency is meeting the needs of the Spanish-speaking clients seeking services.
Commerce Commission	0	0	The Consumer Services Division of the Illinois Commerce Commission had 5 employees using bilingual skills to fulfill their job duties in Fiscal Year 2007. All 5 positions are represented by AFSCME. 4 of the 5 employees are Hispanic.	1 of those positions was vacated prior to the start of the current fiscal year. In FY 2006 1,490 calls required bilingual assistance were received. In FY 2007, that number reduced to 615. Additionally, the percentage of calls lost before being answered reduced from 25% in FY 2006 to 20% in FY 2007.
Deaf & Hard of Hearing Commission	6	0	6 positions are currently filled with 1 vacancy posted.	No response.
Employment Security	1	0	The Agency prepares a language assessment report for each service location. The report includes census information on the number of individuals in household with limited English proficiency, the number of claimants with limited English proficiency, and telephone interpreter language usage by staff.	No response.
Environmental Protection Agency	0	0	The Agency uses a sample of calls to ensure that adequate service is provided to the public.	2
Executive Inspector General	0	0	No determination is made. The service is rendered as a result of a diverse staff.	No response.

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT

Agencies with Bilingual Needs	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How Are Needs Determined? (Check survey forms for more complete information.)	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.)
Financial & Professional Regulation	0	0	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 or examinations.	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 or examinations.
Guardianship & Advocacy Commission	1	0	Based upon need after measuring clients' requirements.	4 positions total: 1 clerical, 2 caseworkers, 1 attorney.
Healthcare & Family Services	0	0	The number of bilingual positions required is based on geographical needs.	The number of bilingual positions required is based on geographical needs.
Human Rights Commission	0	0	HRC makes its determinations based on the volume of calls and/or complaints which require the use of multilingual services. The agency does not have the resources to track the number of cases requiring bilingual services.	HRC makes the determination based on the requests for Spanish language services.
Human Rights Department	0	0	The Department's Charge Processing 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 is based on the number of charges filed annually by individuals who do not speak English and additionally the requests for translation services for oral and written communication for individuals who do not speak or write in English.	See the previous answer. In FY 2007 the Department posted 6 additional positions requiring bilingual skills.
Human Services	135	75	Analysis is made of client/customer caseloads and discussions with local agencies regarding needs. Decisions are based upon factors such as admission trends, clinical screenings and team reviews.	600
Labor	0	0	Spanish-speaking and Polish-speaking, 9 positions are required to provide adequate service.	8
Labor Relations Board, State & Local	0	0	The Agency believes having 1 bilingual position is sufficient to manage the need for bilingual services.	The Agency's service to the Spanish-speaking public is efficiently delivered with 1 Spanish-speaking position.
Natural Resources	0	0	The Agency takes into account the geographic location of the position as well as the programs offered at that location.	Not Applicable.
Property Tax Appeal Board	0	0	The Property Tax Appeal Board has received 1 inquiry that required bilingual assistance and the assistance was provided through a CMS Master Contract.	The Property Tax Appeal Board will continue to utilize the CMS Master Contract as needed.
Prisoner Review Board	0	0	The Prisoner Review Board receives a large number of telephone calls from Spanish-speaking clientele. Most of the Spanish-speaking individuals calling in are victims registered with our Victim Notification Program. We maintain a database of victims registered with our program. We currently have over 16,000 victims registered with our program, many of them Spanish-speaking individuals.	Currently our agency has 1 bilingual employee and position and at this time it is adequate for the PRB.

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY

2007 REPORT

Agencies with Bilingual Needs	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How Are Needs Determined? (Check survey forms for more complete information.)	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.)
Public Health	0	0	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls received from the non-English speaking sector.	The agency utilizes its Limited English Proficiency (LEP) Task Force comprised of direct-service and mid-level management staff to address issues and the service needs of our LEP clients and monitors quality assurance. This task force reports to senior management recommendations to further enhance the quality of services to LEP clients.
Revenue	1	0	Due to the complex issues that the Agency encounters, bilingual tax experts are needed to communicate with non-English speaking business owners and taxpayers.	21
State Fire Marshal	0	0	Currently, the bilingual needs for the OSFM are fairly low. The needs of our clientele are assessed by the amount of requests for a translator or as the need arises in the field where a member of our staff encounters a non-English speaking business owner or needs to interrogate or take a statement from a non-English speaking individual.	The OSFM has developed public education literature and presentations regarding fire prevention tips for the Spanish-speaking members of the general public. The OSFM also provides a Spanish course to fire depts. throughout the state. In anticipation of bilingual needs, the OSFM has created a Fire Prevention Inspector 1 position in Cook county requiring Spanish bilingual skills and an Arson Investigator 1 position requiring Spanish bilingual skills in Will county. Placement of Spanish-speaking field staff is based mainly on the Hispanic population of the territory for which the employee will be responsible.
State Police	0	0	The agency relies on personnel in the field to request the need for bilingual skills.	The number of bilingual positions required is determined by current usage.
Transportation	0	0	IDOT does not serve a relatively high portion of the public through direct contact. Reviewed positions with high exposure to the public were determined to be Highway Maintainers in the Emergency Traffic Patrol Unit.	No response.
Workers' Compensation Commission	0	0	No response.	No response.
TOTALS:	144	75		

Appendix 5

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department on Aging

Director: Charles D. Johnson

EEO/AA Officer: Elton Arrindell

Agency Workforce: 152

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 1 Female. During this quarter there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 3 people with disabilities.

SECOND THROUGH FOURTH QUARTERS (10/1/06 THROUGH 6/30/07)

This agency achieved parity for all groups except people with disabilities. This agency is underutilized by 3 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 1 Female. During the year, there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 3 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: AGING

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7									1											
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Aging

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	30
40070	Senior Public Serv Adm	16

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	3
00501	Admin Assistant 1	9
00502	Administrative Asst 2	8
13851	Executive 1	11
13852	Executive 2	15
19693	Human Resources Spec	1
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	2
35700	Pub Admin Intern	8
38572	Rev Tax Spec II	2
41313	Soc Serv Pro Planner 3	5
41314	Soc Serv Prog Planner 4	4
41771	Staff Develop Spec I	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	3
11437	Data Processing Supvr 3	1
38571	Rev Tax Spec I	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
38575	Rev Tax Spec Tr	2
43190	Student Intern	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
30010	Office Assistant	2
30015	Office Associate	3
30020	Office Clerk	2
38203	Reproduc Serv Tech 1	1

State of Illinois
List of Established Job Titles by EEO Category
Aging

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Agriculture

Director: Charles A. Hartke

EEO/AA Officer: Kathy Day

Agency Workforce: 468

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 31 African Americans, 4 Hispanics, 90 Females and 5 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 3 or 75% (3 Females) addressed underutilization. This agency is underutilized by 37 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 31 African Americans, 4 Hispanics, 87 Females and 5 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (2 Females) addressed underutilization. This agency is underutilized by 37 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 31 African Americans, 4 Hispanics, 85 Females and 5 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 Female) addressed underutilization. This agency is underutilized by 37 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 31 African Americans, 4 Hispanics, 84 Females and 5 Asians. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 2 or 25% (2 Females) addressed underutilization. This agency is underutilized by 37 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 31 African Americans, 4 Hispanics, 90 Females and 5 Asians. During the year, there were 19 opportunities to hire/promote in the underutilized categories; 8 or 42% (8 Females) addressed underutilization. This agency is underutilized by 37 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Although this agency has met the Department of Human Rights' minimum compliance criteria, it should focus efforts in the next fiscal year on recruitment of minorities and people with disabilities.

Underutilization Summary by Region

Name of Agency: AGRICULTURE

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1				3		12	2						
2								2			1		6							
3								1												
4													2							
5													2							
6													2							
7						1					1		3					1		
8													3							
9											1		4							
10								2					3							
11								2												
Total	0	0	0	0	0	1	1	7	0	0	6	0	37	2	0	0	0	1	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1												2			1		3		
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	3	0	0

Total underutilization for African Americans: 9 Total underutilization for Hispanics: 1 Total underutilization for Females: 50

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 **Total Underutilization: 62**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15871	For Serv Ec Dev Exec 1	2
37015	Public Service Adm	54
40070	Senior Public Serv Adm	33

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	12
00502	Administrative Asst 2	13
00805	Agric Mkt Generalist	1
00807	Agric Marketing Reporter	4
00810	Agric Marketing Rep	5
00831	Agr Ld & Watr Res Spec 1	3
00832	Agr Ld & Watr Res Spec 2	2
00833	Agr Ld & Watr Res Spec 3	9
01072	Anm And Anm Prod Invtor	23
06941	Chemist 1	3
06942	Chemist 2	4
06943	Chemist 3	1
13792	Envir Prot Eng 2	1
13793	Envir Prot Eng 3	3
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	3
13822	Envir Prot Spec 2	3
13823	Envir Prot Spec 3	7
13851	Executive 1	16
13852	Executive 2	10
17272	Geographic Info Spec 2	1
19693	Human Resources Spec	1
21160	Information Serv Intern	1
21162	Inf Svcs Specialist II	2
21166	Inf Systems Analyst II	8
21761	Intl Marketing Rep 1	2
27151	Microbiologist 1	3
27152	Microbiologist 2	6
30860	Paralegal Assistant	1
32501	Plant & Pest Spec I	26
32502	Plant & Pest Spec II	33
35700	Pub Admin Intern	9
45252	Tech Adv 2	1
47901	Veterinarian I	1
47903	Veterinarian 3	3

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
48780	Warehouse Claims Spec	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	2
01215	Apiary Inspector	5
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
22997	Laboratory Associate 1	13
22998	Laboratory Associate 2	3
26070	Meat & Poultry Insp	97
26073	Meat & Poultry Insp Supv	11
27146	Metrologist Assoc	1
34603	Products & Stds Insp	39
34605	Products & Standards Tr	5
39951	Seed Analyst I	3
39952	Seed Analyst II	1
48881	Warehouse Examiner	5
48882	Warehouse Examiner Spec	28

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01075	Anim & Anim Prod Inv Tr	3
14031	Executive Secretary 1	4
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1
26075	Meat & Poultry Insp Trn	14
29993	Office Administrator 3	2
29994	Office Administrator 4	4
30025	Office Coordinator	8
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
39953	Seed Analyst Tr	1
43190	Student Intern	2
43200	Student Worker	8

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29992	Office Administrator 2	1
30005	Office Aide	2
30010	Office Assistant	20
30015	Office Associate	21
30020	Office Clerk	4

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	4
30800	Painter	3
32900	Plumber	5
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	6
05601	Building/Grounds Lead 1	4
05602	Building/Grounds Lead 2	1
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	4
09317	Conserv/Hist Preserv Wkr	12
22995	Laboratory Assistant	3
23060	Laborer (Building)	4
23085	Laborer Foreman	1
37551	Race Track Maint 1	2
37552	Race Track Maint 2	2
43051	Storekeeper I	1
43053	Storekeeper III	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Arts Council

Executive Director: Terry A. Scrogum

EEO/AA Officer: Romie Muñoz

Agency Workforce: 19

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 1 Female. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 1 Female. During this quarter there were no opportunities to hire/promote in the underutilized category.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

During this quarter there was one opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 1 Female. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 1 Female. During the year, there were 3 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant

Underutilization Summary by Region

Name of Agency: ARTS COUNCIL

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								1												
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 1

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 1

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AA17 (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Arts Council

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	3

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	2
00502	Administrative Asst 2	1
01526	Arts Council Prog Coord	6
01527	Arts Council Program Rep	5
13852	Executive 2	1
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21166	Inf Systems Analyst II	1
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30080	Office Specialist	2
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1
30020	Office Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Capital Development Board

Executive Director: Janet S. Grimes

EEO/AA Officer: Karen Newbold

Agency Workforce: 133

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 4 African Americans, 2 Hispanics, 32 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 9 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 4 African Americans, 2 Hispanics, 32 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 African American) addressed underutilization. This agency is underutilized by 9 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 3 African Americans, 2 Hispanics, 32 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 9 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/06, agency underutilization was 3 African Americans, 2 Hispanics, 32 Females and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 9 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 4 African Americans, 2 Hispanics, 32 Females and 1 Asian. During the year, there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 African American) addressed underutilization. This agency is underutilized by 9 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: CAPITAL DEVELOPMENT BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1	2												
2																				
3																				
4																				
5																				
6																				
7								20												
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	22	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	2																			
8																				
9																				
10																				
11																				
Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2 Total underutilization for Hispanics: 1 Total underutilization for Females: 22

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 25**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Capital Development Bd

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	10
00502	Administrative Asst 2	1
13852	Executive 2	1
21161	Inf Srvc Specialist I	2
21162	Inf Srvc Specialist II	2
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
30860	Paralegal Assistant	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06515	Cdb Account Technician	3

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
30025	Office Coordinator	2
30080	Office Specialist	8

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06520	Cdb Const Support Anlyst	1
06530	Cdb Project Technician	4
30010	Office Assistant	2
30015	Office Associate	2

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Central Management Services

Acting Director: Maureen T. O'Donnell

EEO/AA Officer: Fred Stewart, III

Agency Workforce: 1,585

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 36 African Americans, 14 Hispanics, 137 Females, 11 Asians and 1 Native American. During this quarter there were 38 opportunities to hire/promote in the underutilized categories; 23 or 61% (1 Hispanic, 21 Females and 1 Asian) addressed underutilization. This agency is underutilized by 41 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 36 African Americans, 13 Hispanics, 116 Females, 10 Asians and 1 Native American. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 5 or 50% (2 African Americans and 3 Females) addressed underutilization. This agency is underutilized by 40 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 34 African Americans, 13 Hispanics, 113 Females, 10 Asians and 1 Native American. During this quarter there were 9 opportunities to hire/promote in the underutilized categories; 5 or 56% (1 African American, 3 Females, and 1 Asian) addressed underutilization. This agency is underutilized by 20 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 33 African Americans, 13 Hispanics, 110 Females, 9 Asians and 1 Native American. During this quarter there were 9 opportunities to hire/promote in the underutilized categories; 3 or 33% (1 African American and 2 Females) addressed underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 36 African Americans, 14 Hispanics, 137 Females, 11 Asians and 1 Native American. During the year, there were 66 opportunities to hire/promote in the underutilized categories; 36 or 55% (4 African Americans, 1 Hispanic, 29 Females, and 2 Asians) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CENTRAL MANAGEMENT SERVICES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	6			1					2						1					
2																				
3																				
4																				
5																				
6																				
7	7	5					3	3										4		
8																				
9																				
10																				
11																				
Total	13	5	0	1	0	0	3	3	2	0	0	0	0	1	0	0	0	4	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1		3					5				2			
2													2							
3																				
4													2							
5													1					1		
6																				
7						1							4					6		
8																				
9													1							
10													1					1		
11																				
Total	0	0	0	0	0	2	0	3	0	0	0	0	16	0	0	0	2	8	0	0

Total underutilization for African Americans: 15 Total underutilization for Hispanics: 10 Total underutilization for Females: 34

Total underutilization for Asians: 4 Total underutilization for Native Americans: 0 Total Underutilization: 63

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
36750	Public Info Coordinator	9
37004	Public Info Officer 4	3
37015	Public Service Adm	390
40070	Senior Public Serv Adm	209

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	3
00501	Admin Assistant 1	60
00502	Administrative Asst 2	31
05900	Buyer	3
08860	Communications Sys Spec	2
13851	Executive 1	43
13852	Executive 2	15
17365	Graphic Arts Design Supv	1
17366	Graphic Arts Designer	6
19692	Human Resources Rep	34
19693	Human Resources Spec	23
21160	Information Serv Intern	8
21161	Inf Svcs Specialist I	15
21162	Inf Svcs Specialist II	38
21165	Inf Systems Analyst I	70
21166	Inf Systems Analyst II	100
21167	Inf Systems Analyst III	10
21216	Info Tech/Com Sys Spec 1	4
21217	Info Tech/Com Sys Spec 2	2
21721	Internal Auditor 1	9
21726	Internal Auditor Trn	2
23371	Liab Claims Adjuster 1	1
23372	Liab Claims Adjuster 2	5
25541	Mgmt Operations Anal I	1
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	4
27132	Meth & Proc Adv 2	4
35700	Pub Admin Intern	16
37001	Public Info Officer 1	1
37003	Public Info Officer 3	3
38132	Registered Nurse 2	1
41771	Staff Develop Spec I	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	2

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	7
00116	Account Technician II	10
11415	Data Proc Admin Spec	35
11430	Data Processing Spec	40
11437	Data Processing Supvr 3	23
11440	Data Processing Tech	31
13732	Engineering Tech II	2
21561	Insurance Analyst I	5
21562	Insurance Analyst II	8
21563	Insurance Analyst 3	11
21564	Insurance Analyst 4	1
45295	Telecom Specialist	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	5
17685	Guard Supervisor	3
39851	Security Guard 1	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05905	Buyer Assistant	3
14031	Executive Secretary 1	9
14032	Executive Secretary 2	13
14033	Executive Secretary 3	5
19690	Human Resources Asst	10
19691	Human Resources Assoc	11
19694	Human Resources Trainee	1
29993	Office Administrator 3	3
29994	Office Administrator 4	6
29995	Office Administrator 5	1
30025	Office Coordinator	21
30080	Office Specialist	3
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	3
43200	Student Worker	25

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	6
27181	Microfilm Operator I	1
29992	Office Administrator 2	2
30010	Office Assistant	22

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	16
30020	Office Clerk	4
34792	Prop & Supply Clerk II	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	116
03749	Automotive Shop Supv	16
06650	Carpenter	5
06660	Carpenter Foreman	2
13200	Electrician	6
30800	Painter	4
32900	Plumber	3
42600	Stationary Engineer	30
42605	Stationary Eng-Asst Chf	11
42610	Stationary Eng-Chief	6

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03697	Automotive Attendant II	1
03730	Auto Parts Warehouse	14
03734	Auto Parts Warehouse Spec	1
05598	Building/Grounds Laborer	22
05601	Building/Grounds Lead 1	7
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	16
05616	Building Services Worker	7
13500	Elevator Operator	2
21951	Janitor I	12
21952	Janitor II	5
23060	Laborer (Building)	3
25020	Maint Equip Operator	7
25500	Maintenance Worker	15
25510	Maint Worker Power Plant	2
43051	Storekeeper I	2
43052	Storekeeper II	4
43053	Storekeeper III	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Children and Family Services

Acting Director: Erwin McEwen

EEO/AA Officer: Michael Holmes

Agency Workforce: 3,276

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 4 African Americans, 15 Hispanics and 76 Asians. During this quarter there were 36 opportunities to hire/promote in the underutilized categories; 2 or 6% (1 Hispanic and 1 Asian) addressed underutilization. This agency is underutilized by 58 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 4 African Americans, 14 Hispanics and 75 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 1 or 9% (1 Hispanic) addressed underutilization. This agency is underutilized by 58 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 4 African Americans, 13 Hispanics and 75 Asians. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 1 or 14% (1 African American) addressed underutilization. This agency is underutilized by 58 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 3 African Americans, 13 Hispanics and 75 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 58 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 4 African Americans, 15 Hispanics and 76 Asians. During the year, there were 60 opportunities to hire/promote in the underutilized categories; 4 or 7% (1 African American, 2 Hispanics and 1 Asian) addressed underutilization. This agency is underutilized by 58 people with disabilities.

FINDINGS

Agency in compliance

☐

Agency in non-compliance

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RECOMMENDATIONS/COMMENTS

1. For FY07, the Department of Human Rights has provided EEO/AA training to upper management at DCFS. The agency was also provided recruitment information so that affirmative action groups, mainly Asian organizations, could be contacted for employment opportunities. The Director, Chief Legal Counsel, and staff have met with the Director and EEO/AA Officer of DCFS to address the concerns about complying with affirmative action obligations.

2. For DCFS affirmative action performance for FY07, 80% of the underutilization in the agency is Asians. The agency has contacted and must continue to contact Asian organizations to address the concerns of bringing in Asian applicants to the agency.
3. The Department recommends that your agency continue the training program in accordance with Section 7-105(H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.
4. DCFS must continue with the monthly affirmative action reports.

Underutilization Summary by Region

Name of Agency: CHILDREN & FAMILY SERVICES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				6												
2																
3																
4							1									
5							1									
6							1									
7		1		1												
8																
9																
10																
11							1									
Total	0	1	0	7	0	0	4	0	43	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				2			1			5								1		
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	2	0	0	1	0	5	0	0	0	0	0	0	0	1	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 7 Total underutilization for Females: 0

Total underutilization for Asians: 57 Total underutilization for Native Americans: 0 Total Underutilization: 64

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07204	Cd Wf Stf Devlpmt Co Iv	6
07241	C & F S Intern Opt 1	73
07242	C & F S Intern Opt 2	73
26404	Medical Administrator 3	1
37015	Public Service Adm	796
40070	Senior Public Serv Adm	115

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	23
00133	Accountant Advanced	4
00135	Accountant Supervisor	7
00140	Acctg Fisci Admin Car Tr	6
00501	Admin Assistant 1	47
00502	Administrative Asst 2	39
05815	Business Manager	1
07161	Child Prot Advanced Spec	168
07162	Child Prot Assoc Spec	37
07163	Child Protection Spec	196
07190	Child Welf Adm Case Rev	31
07196	Child Welf Court Facil	1
07197	Child Welfare Nurse Spec	22
07201	Cd Wf Stf Devlpmt Co 1	3
07203	Cd Wf Stf Devlpmt Co 3	5
07215	Child Welf Advanced Spec	372
07216	Child Welfare Assoc Spec	18
07217	Child Welf Senior Spec	51
07218	Child Welfare Specialist	436
11471	Day Care Lic Rep 1	1
11472	Day Care Lic Rep 2	54
13851	Executive 1	38
13852	Executive 2	33
19692	Human Resources Rep	7
19693	Human Resources Spec	10
19775	Human Rights Inv II	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	35
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	5
25542	Mgmt Operations Anal 2	34
25583	Management Systems Spec	15
27132	Meth & Proc Adv 2	1
30860	Paralegal Assistant	21

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32225	Physician Spec Opt E	2
35700	Pub Admin Intern	24
37003	Public Info Officer 3	3
38199	Reimbursement Officer 1	4
38200	Reimbursement Officer 2	4
41312	Soc Serv Pro Planner II	3
41313	Soc Serv Pro Planner 3	37
41314	Soc Serv Prog Planner 4	43
42742	Stat Research Spec 2	2
42745	Stat Research Supv	2
45252	Tech Adv 2	8
45253	Tech Adv 3	5
45308	Telecom Systems Analyst	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	30
00116	Account Technician II	8
02424	Asst Reimburse Officer	2
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	4
11440	Data Processing Tech	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	7
14031	Executive Secretary 1	23
14032	Executive Secretary 2	14
14033	Executive Secretary 3	21
19690	Human Resources Asst	1
19691	Human Resources Assoc	4
19694	Human Resources Trainee	1
29993	Office Administrator 3	14
29994	Office Administrator 4	11
30025	Office Coordinator	88
30080	Office Specialist	22
34202	Private Secretary 2	2
41295	Social Serv Comm Planner	12
43190	Student Intern	7
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
27182	Microfilm Operator II	1
30005	Office Aide	2
30010	Office Assistant	50
30015	Office Associate	351
30020	Office Clerk	6

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	3
43051	Storekeeper I	3
43052	Storekeeper II	2
43053	Storekeeper III	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Civil Service Commission

Executive Director: Daniel Stralka

EEO/AA Officer: Andrew Barris

Agency Workforce: 4

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

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Agency in non-compliance

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RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CIVIL SERVICE COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Civil Service Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00502	Administrative Asst 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Commerce and Economic Opportunity

Director: Jack Lavin

EEO/AA Officer: Victoria Dawn Benn

Agency Workforce: 427

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	x		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 2 African Americans, 5 Hispanics, 6 Females and 3 Asians. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 4 or 50% (1 African American and 3 Females) addressed underutilization. This agency is underutilized by 19 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 1 African American, 5 Hispanics, 3 Females and 3 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 4 or 80% (1 African American, 1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 18 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 4 Hispanics, 1 Female and 3 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 18 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 4 Hispanics, 1 Female and 3 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 17 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 2 African Americans, 5 Hispanics, 6 Females and 3 Asians. During the year, there were 18 opportunities to hire/promote in the underutilized categories; 8 or 44% (2 African Americans, 1 Hispanic, and 5 Females) addressed underutilization. This agency is underutilized by 17 people with disabilities.

FINDINGS

Agency in compliance

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Agency in non-compliance

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RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: COMMERCE & ECONOMIC OPPORTUNITY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							2			1										
2																				
3																				
4																				
5																				
6																				
7		1																		
8																				
9																				
10																				
11																				
Total	0	1	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 3 Total underutilization for Females: 0

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 Total Underutilization: 4

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Comm & Econ Opportunity

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15872	For Serv Ec Dev Exec 2	4
37015	Public Service Adm	185
40070	Senior Public Serv Adm	106

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	13
00133	Accountant Advanced	16
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	30
00502	Administrative Asst 2	35
07603	Civil Engineer 3	1
08902	Community Planner 2	1
08903	Community Planner 3	2
12931	Economic Dev Rep 1	9
12932	Economic Dev Rep 2	13
13711	Energy/Natur Res Spec 1	3
13712	Energy/Natur Res Spec 2	8
13713	Energy/Natur Res Spec 3	9
13851	Executive 1	23
13852	Executive 2	22
17272	Geographic Info Spec 2	1
17365	Graphic Arts Design Supv	1
19692	Human Resources Rep	3
19693	Human Resources Spec	4
19791	Human Serv Grant Coord 1	2
19792	Human Serv Grant Coord 2	3
21051	Ind & Com Devlpmt Rep I	33
21052	Ind & Com Devlpmt Rep 2	51
21121	Ind Serv Consultant 1	3
21122	Ind Serv Consultant 2	4
21127	Ind Serv Hygienist	2
21130	Ind Serv Hygienist Tech	2
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	9
21761	Intl Marketing Rep 1	2
24031	Local Housing Advisor 1	1
24032	Local Housing Adv 2	1
24033	Local Housing Adv 3	1
24103	Local Rev & Fisc Adv 3	2
25542	Mgmt Operations Anal 2	3
25591	Manpower Planner 1	1

State of Illinois
List of Established Job Titles by EEO Category
Comm & Econ Opportunity

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25592	Manpower Planner 2	7
25593	Manpower Planner 3	25
25597	Manpower Planner Tr	1
26203	Mechanical Engineer 3	3
27132	Meth & Proc Adv 2	1
35700	Pub Admin Intern	43
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
42745	Stat Research Supv	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	3
17400	Graphic Arts Tech	1
42748	Stat Research Technician	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19690	Human Resources Asst	1
21125	Ind Serv Cons Tr	1
29993	Office Administrator 3	1
29994	Office Administrator 4	4
30025	Office Coordinator	23
30080	Office Specialist	1
34202	Private Secretary 2	2
43200	Student Worker	3

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
30010	Office Assistant	11
30015	Office Associate	11

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	3

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	3

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Illinois Commerce Commission

Executive Director: Tim Anderson

EEO/AA Officer: Leigh Ann Myers

Agency Workforce: 152

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 8 African Americans, 3 Hispanics, 26 Females and 5 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 24 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 8 African Americans, 3 Hispanics, 26 Females and 5 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 24 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 8 African Americans, 3 Hispanics, 26 Females and 5 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 24 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 8 African Americans, 3 Hispanics, 26 Females and 5 Asians. During this quarter there were 9 opportunities to hire/promote in the underutilized categories; 5 or 56% (1 African American, 1 Hispanic and 3 Females) addressed underutilization. This agency is underutilized by 24 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 8 African Americans, 3 Hispanics, 26 Females and 5 Asians. During the year, there were 17 opportunities to hire/promote in the underutilized categories; 5 or 29% (1 African American, 1 Hispanic and 3 Females) addressed underutilization. This agency is underutilized by 24 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Although the agency exceeded the Department of Human Rights' minimum compliance criteria and reflected diversity in it's hiring, it should focus efforts on recruitment of people with disabilities in the upcoming year.

Underutilization Summary by Region

Name of Agency: COMMERCE COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1														
2																				
3																				
4																				
5																				
6																				
7			1					9												
8																				
9																				
10																				
11																				
Total	0	0	1	0	0	1	0	9	2	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																
2																
3																
4																
5																
6																
7	1															
8																
9																
10																
11																
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 2 Total underutilization for Hispanics: 0 Total underutilization for Females: 10

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 **Total Underutilization: 14**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Commerce Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	19
08457	Commerce Comm Police Sgt	2
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	3
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	3
21167	Inf Systems Analyst III	2
37603	Railroad Safety Spec 3	5
37604	Railroad Safety Spec 4	4
47452	Utility Engineer II	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08451	Commerce Comm Pol Ofc 1	2
08452	Commerce Comm Pol Ofc 2	3
08455	Commerce Comm Pol Ofc Tr	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	4
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	2

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Corrections

Director: Roger E. Walker

Acting EEO/AA Officer: Leslie McCarty

Agency Workforce: 12,252

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 84 African Americans, 112 Hispanics, 1,218 Females, 61 Asians and 1 Native American. During this quarter there were 52 opportunities to hire/promote in the underutilized categories; 21 or 40% (2 Hispanics, 18 Females and 1 Native American) addressed underutilization. This agency is underutilized by 1,168 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 84 African Americans, 110 Hispanics, 1,200 Females and 61 Asians. During this quarter there were 49 opportunities to hire/promote in the underutilized categories; 20 or 41% (2 African Americans, 1 Hispanic and 17 Females) addressed underutilization. This agency is underutilized by 1,168 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 82 African Americans, 109 Hispanics, 1,183 Females and 61 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 1 or 9% (1 Female) addressed underutilization. This agency is underutilized by 1,168 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 82 African Americans, 109 Hispanics, 1,182 Females and 61 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 4 or 27% (2 Hispanics, 1 Female and 1 Asian) addressed underutilization. This agency is underutilized by 1,168 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 84 African Americans, 112 Hispanics, 1,218 Females, 61 Asians and 1 Native American. During the year, there were 127 opportunities to hire/promote in the underutilized categories; 46 or 36% (2 African Americans, 5 Hispanics, 37 Females, 1 Asian and 1 Native American) addressed underutilization. This agency is underutilized by 1,168 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CORRECTIONS

Report Date: End of 1st Qtr FY08

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	NA
1			6	1			14					5				
2						1									42	
3			1												50	1
4			4												29	2
5						3	2								91	5
6								1							37	6
7															156	
8															98	
9															50	
10															109	
11						3									282	
Total	0	0	11	1	0	7	16	1	20	0	4	5	0	0	22	968
															22	4

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	NA
1																
2						1										
3																
4																
5	1															
6																
7	1					1										
8																
9																
10	1															
11	2						1									
Total	5	0	0	0	0	2	3	0	1	0	7	2	32	0	9	132
															1	0

Total underutilization for African Americans: 56 Total underutilization for Hispanics: 87 Total underutilization for Females: 1,144

Total underutilization for Asians: 45 Total underutilization for Native Americans: 4 Total Underutilization: 1,336

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26405	Medical Administrator 4	1
37015	Public Service Adm	502
40070	Senior Public Serv Adm	184

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	48
00133	Accountant Advanced	15
00135	Accountant Supervisor	19
00501	Admin Assistant 1	29
00502	Administrative Asst 2	48
01440	Architect	2
01530	Assignment Coordinator	2
05810	Business Admin Spec	10
05815	Business Manager	24
06901	Chaplain 1	17
06902	Chaplain II	28
08220	Clinical Lab Technolog 1	1
08250	Clinical Psychologist	3
09655	Corr Casework Supv	76
09661	Corr Couns I	67
09662	Corr Couns II	99
09663	Corr Couns 3	20
09811	Cor Leisure Activ Spec 1	23
09812	Cor Leisure Act Spec 2	32
09813	Cor Leisure Act Spec 3	9
09814	Cor Leisure Act Spec 4	23
09825	Corrections Nurse 1	13
09826	Corrections Nurse 2	22
09842	Corrs Parole Agent	141
09844	Corr Senior Parole Agnt	144
10232	Crim Justice Spec 2	6
11751	Dentist I	2
11752	Dentist II	3
13100	Educator	105
13851	Executive 1	21
13852	Executive 2	66
18041	Health Information Adm	5
19692	Human Resources Rep	43
19693	Human Resources Spec	12
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	11

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
21166	Inf Systems Analyst II	16
21167	Inf Systems Analyst III	1
21217	Info Tech/Com Sys Spec 2	1
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	15
23401	Librarian 1	17
23430	Library Associate	15
25542	Mgmt Operations Anal 2	2
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	16
32010	Pharmacy Services Coord	1
32200	Physician	1
33003	Polygraph Exam 3	2
35612	Psychologist 2	4
35613	Psychologist 3	12
35700	Pub Admin Intern	21
38231	Research Scientist 1	3
38233	Research Scientist 3	1
41412	Social Worker 2	2
41413	Social Worker 3	6
41771	Staff Develop Spec I	6
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	128
00116	Account Technician II	57
06500	Canine Specialist	7
08831	Comm Equip Tech I	4
08832	Comm Equipment Tech 2	3
08833	Comm Equipment Tech 3	1
09746	Corr Agricultural Supv	5
09747	Corr Agric Lead Worker	5
09800	Corr Identification Supv	24
09801	Corr Identification Tech	29
09803	Corr Ind Marketing Rep	6
09805	Corr Industry Lead Wkr	15
09807	Corr Industry Supv	25
09808	Corr Laundry Mgr 1	26
09837	Corr Residence Coun I	9

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09838	Corr Residence Coun II	7
09879	Corr Vocational Instr	24
11430	Data Processing Spec	4
11437	Data Processing Supvr 3	3
11440	Data Processing Tech	3
13340	Elec Equip Instal/Repair	1
17400	Graphic Arts Tech	1
32008	Pharmacist Technician	2
37507	Radio Tech Prog Coord	3

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09673	Correctional Lieutenant	41
09675	Correctional Officer	52
09676	Correctional Officer Tr	32
09717	Correctional Sergeant	30
09871	Corr Trans Officer I	10
09872	Corr Trans Officer II	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	1
11650	Dental Assistant	9
11700	Dental Hygienist	1
14031	Executive Secretary 1	49
14032	Executive Secretary 2	8
14033	Executive Secretary 3	38
18047	Health Information Tech	2
19690	Human Resources Asst	11
19691	Human Resources Assoc	15
29990	Office Admin Specialist	30
29993	Office Administrator 3	47
29994	Office Administrator 4	2
29995	Office Administrator 5	1
30025	Office Coordinator	102
30080	Office Specialist	8
34202	Private Secretary 2	2
41285	Social Service Aide Tr	1
43190	Student Intern	3
43200	Student Worker	33

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	15

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09771	Corrections Clerk I	8
09772	Corrections Clerk II	29
09773	Corrections Clerk III	13
18045	Health Information Assoc	11
27181	Microfilm Operator I	1
27183	Microfilm Operator III	1
29992	Office Administrator 2	15
30010	Office Assistant	191
30015	Office Associate	248
30020	Office Clerk	9
34793	Prop & Supply Clerk III	1
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	7
44413	Switchboard Operator 3	1
45321	Telecommunicator	3
45325	Telecommunicator Trn	3

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
04250	Barber	21
04350	Beautician	2
05200	Brickmason	3
06650	Carpenter	29
06660	Carpenter Foreman	1
09818	Corrections Locksmith	27
09821	Corr Maint Craftsman	49
09822	Corrections Maint Supv	2
13200	Electrician	32
30800	Painter	16
32900	Plumber	30
38205	Reproduc Serv Tech 3	1
38600	Roofer	1
42600	Stationary Engineer	21
42605	Stationary Eng-Asst Chf	24
42610	Stationary Eng-Chief	29
42800	Steamfitter	15
45000	Teacher Of Barbering	3
45050	Teacher Of Beauty Cult	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrcnts Food Serv Sup 1	40
09794	Corrcnts Food Serv Sup 2	43

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09795	Corrcnts Food Serv Sup 3	41
09796	Corr Grounds Supv	11
09809	Corr Laundry Mgr 2	4
09823	Corrections Maint Worker	8
09824	Corr Medical Technician	9
09861	Corr Supply Supv I	35
09862	Corr Supply Supv II	38
09863	Corr Supply Supv III	29
09875	Corr Utilities Opr	4
23060	Laborer (Building)	4
25020	Maint Equip Operator	23
25510	Maint Worker Power Plant	7
40500	Sewage Plant Operator	2
42650	Stationary Fireman	8
43051	Storekeeper I	1
43052	Storekeeper II	1
45700	Trades Tender	1
49050	Water Plant Operator	2

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Illinois Council on Developmental Disabilities

Executive Director: Sheila Romano

EEO/AA Officer: Janinna Hendricks

Agency Workforce: 10

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: COUNCIL ON DEVELOPMENTAL DISABILITIES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers			
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Dev Disabilities Council

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	6
40070	Senior Public Serv Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	1
13852	Executive 2	1
35700	Pub Admin Intern	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30025	Office Coordinator	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
30010	Office Assistant	1
30015	Office Associate	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Criminal Justice Information Authority

Executive Director: Lori G. Levin

EEO/AA Officer: Brian Brosnan

Agency Workforce: 56

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 2 Hispanics, 3 Females and 1 Asian. During this quarter there were 4 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 2 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 2 Hispanics, 3 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 2 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 2 Hispanics, 3 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 2 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 2 Hispanics, 3 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 2 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 2 Hispanics, 3 Females and 1 Asian. During the year, there were 5 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 2 people with disabilities.

FINDINGS

Agency in compliance

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Agency in non-compliance ☐

RECOMMENDATIONS/COMMENTS

*This agency failed to meet the Department's minimum affirmative action standard of 25%; however, it demonstrated appropriate and continuing outreach efforts to recruit minority and female candidates.

Underutilization Summary by Region

Name of Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			2				1													
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 1 Total underutilization for Females: 2

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 3

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Criminal Justice Auth

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Adm	9

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
05810	Business Admin Spec	1
10231	Crim Justice Spec 1	7
10232	Crim Justice Spec 2	7
10236	Crim Justice Spec Trn	6
13851	Executive 1	2
19693	Human Resources Spec	1
21160	Information Serv Intern	3
21162	Inf Svcs Specialist II	4
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
35700	Pub Admin Intern	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
19690	Human Resources Asst	1
19694	Human Resources Trainee	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Illinois Deaf and Hard of Hearing Commission

Director: John Miller

EEO/AA Officer: Tonia Bogenér

Agency Workforce: 6

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance ☒ Agency in non-compliance ☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: DEAF AND HARD OF HEARING COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Deaf&Hard Of Hearing Com

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	1
35700	Pub Admin Intern	3

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
43190	Student Intern	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Educational Labor Relations Board

Chairman: Lynne O. Sered

EEO/AA Officer: Eileen Brennan

Agency Workforce: 12

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTER (7/1/06 THROUGH 6/30/07)

The agency calculated at parity for all affirmative action groups.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: EDUCATIONAL LABOR RELATIONS BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Labor Rel Bd Educational

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	13
40070	Senior Public Serv Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30025	Office Coordinator	1
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	2
30015	Office Associate	2

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Emergency Management Agency

Director: Andrew Velasquez III

EEO/AA Officer: Kevin Sledge

Agency Workforce: 229

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 3 African Americans, 2 Hispanics, 6 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 3 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 3 African Americans, 2 Hispanics, 6 Females and 4 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 3 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 3 African Americans, 2 Hispanics, 6 Females and 4 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 2 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 3 African Americans, 2 Hispanics, 6 Females and 4 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 2 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 3 African Americans, 2 Hispanics, 6 Females and 4 Asians. During the year, there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 2 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: EMERGENCY MANAGEMENT AGENCY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1													
2									2											
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 1 Total underutilization for Females: 0

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 **Total Underutilization: 3**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Emergency Mgmt Agency

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	22
40070	Senior Public Serv Adm	5

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	8
00502	Administrative Asst 2	3
08860	Communications Sys Spec	1
12585	Disaster Serv Planner	2
13851	Executive 1	9
13852	Executive 2	6
17272	Geographic Info Spec 2	1
21162	Inf Svcs Specialist II	2
41771	Staff Develop Spec I	10

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	2
08831	Comm Equip Tech I	1
13340	Elec Equip Instal/Repair	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
29994	Office Administrator 4	1
30025	Office Coordinator	9
30080	Office Specialist	2
43190	Student Intern	3
43200	Student Worker	9

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13540	Emer Response Ld Telecom	1
13543	Emer Response Telecom	1
30010	Office Assistant	1
30015	Office Associate	6

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Employment Security

Director: James P. Sledge

EEO/AA Officer: Carlos Charneco

Agency Workforce: 1,522

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 6 African Americans, 8 Hispanics, 34 Females and 19 Asians. During this quarter there were 14 opportunities to hire/promote in the underutilized categories; 8 or 57% (1 Hispanic, 6 Females and 1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 6 African Americans, 7 Hispanics, 28 Females and 18 Asians. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 4 or 25% (4 Females) addressed underutilization.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 6 African Americans, 7 Hispanics, 24 Females and 18 Asians. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 5 or 71% (1 Hispanic, 3 Females and 1 Asian) addressed underutilization.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 6 African Americans, 6 Hispanics, 21 Females and 17 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 4 or 36% (1 Hispanic, 2 Females and 1 Asian) addressed underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 6 African Americans, 8 Hispanics, 34 Females and 19 Asians. During the year, there were 48 opportunities to hire/promote in the underutilized categories; 21 or 44% (3 Hispanics, 15 Females and 3 Asians) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: EMPLOYMENT SECURITY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1				2																
2																				
3																				
4						3														
5																				
6																				
7			2																	
8																				
9																				
10																				
11																				
Total	0	0	2	2	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1		1																
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 3 Total underutilization for Hispanics: 1 Total underutilization for Females: 2

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 **Total Underutilization: 9**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	311
40070	Senior Public Serv Adm	97

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	12
00135	Accountant Supervisor	5
00140	Acctg Fisci Admin Car Tr	23
00501	Admin Assistant 1	12
00502	Administrative Asst 2	30
13600	Emp Secur Fld Office Sup	117
13650	Empl Security Program Rep	163
13651	Emp Sec Pgm Rep-Intrmtnt	140
13667	Empl Security Service Rep	133
13671	Empl Security Spec 1	1
13672	Empl Security Spec 2	1
13673	Empl Security Spec 3	41
13681	Empl Secur Tax Auditor 1	36
13682	Empl Secur Tax Auditor 2	47
13851	Executive 1	21
13852	Executive 2	12
17365	Graphic Arts Design Supv	1
18300	Hearings Referee	18
18301	Hearings Referee-Intrmit	6
19692	Human Resources Rep	4
19693	Human Resources Spec	9
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	11
21162	Inf Svcs Specialist II	12
21165	Inf Systems Analyst I	13
21166	Inf Systems Analyst II	14
21732	Internal Security Inv 2	4
23401	Librarian 1	1
25541	Mgmt Operations Anal I	1
25542	Mgmt Operations Anal 2	2
25583	Management Systems Spec	2
27133	Meth & Proc Adv III	1
34725	Project Designer	1
35700	Pub Admin Intern	27
38207	Research Economist 1	4
42741	Stat Research Spec 1	5
42743	Stat Research Spec 3	6
42745	Stat Research Supv	4

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
47002	U I Adjudicator 2	4
47003	U I Adjudicator 3	4
47081	Unempl Ins Rev Analyst 1	28
47082	Unempl Ins Rev Analyst 2	42
47087	Unempl Ins Revenue Spec	4
47096	Unempl Ins Special Agent	17
47702	Veterans Emplmt Rep II	59

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	1
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	8
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	6
17400	Graphic Arts Tech	1
42748	Stat Research Technician	5
45313	Telecom Systems Tech 2	1
47001	U I Adjudicator 1	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	11
14033	Executive Secretary 3	7
19690	Human Resources Asst	2
19691	Human Resources Assoc	7
19694	Human Resources Trainee	1
29993	Office Administrator 3	7
29994	Office Administrator 4	13
29995	Office Administrator 5	1
30025	Office Coordinator	10
30080	Office Specialist	2
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	12
43200	Student Worker	18
47701	Veterans Emplmt Rep I	57

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06920	Check Issuance Mach Opr	4

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06925	Check Issuance Mach Supv	2
11420	Data Processing Asst	1
11425	Data Processing Oper	2
21686	Intermittent Clerk	3
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
29992	Office Administrator 2	2
30010	Office Assistant	12
30015	Office Associate	94
30020	Office Clerk	5
38203	Reproduc Serv Tech 1	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25020	Maint Equip Operator	4
43051	Storekeeper I	1
43052	Storekeeper II	1
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Environmental Protection Agency

Director: Douglas P. Scott

EEO/AA Officer: Jill Johnson

Agency Workforce: 1,051

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 35 African Americans, 13 Hispanics, 236 Females and 3 Asians. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 7 or 44% (3 African Americans, 1 Hispanic and 3 Females) addressed underutilization. This agency is underutilized by 74 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 32 African Americans, 12 Hispanics, 233 Females and 3 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 74 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 32 African Americans, 12 Hispanics, 233 Females and 3 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 74 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 31 African Americans, 12 Hispanics, 233 Females and 3 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 Female) addressed underutilization. This agency is underutilized by 74 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 35 African Americans, 13 Hispanics, 236 Females and 3 Asians. During the year, there were 23 opportunities to hire/promote in the underutilized categories; 9 or 39% (4 African Americans, 1 Hispanic and 4 Females) addressed underutilization. This agency is underutilized by 74 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: ENVIRONMENTAL PROTECTION AGENCY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			5			5		13					7							
2								1												
3																				
4								5												
5																				
6								6					3							
7	3		17			6	4	56												
8																				
9			1			2		2												
10																				
11						1		5												
Total	3	0	23	0	0	14	4	88	0	0	0	0	10	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																		1		
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0

Total underutilization for African Americans: 17 Total underutilization for Hispanics: 4 Total underutilization for Females: 122

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 143

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	115
40070	Senior Public Serv Adm	109

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	8
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	8
00502	Administrative Asst 2	7
06941	Chemist 1	2
06942	Chemist 2	3
13791	Envir Prot Eng 1	43
13792	Envir Prot Eng 2	37
13793	Envir Prot Eng 3	62
13794	Envir Prot Eng Iv	19
13801	Envir Prot Geo I	10
13802	Envir Prot Geo II	12
13803	Envir Prot Geo III	12
13821	Envir Prot Spec 1	57
13822	Envir Prot Spec 2	45
13823	Envir Prot Spec 3	96
13824	Envir Prot Spec Iv	54
13851	Executive 1	21
13852	Executive 2	10
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	3
21127	Ind Serv Hygienist	1
21160	Information Serv Intern	3
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	8
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	6
22990	Lab Equip Spec	4
23022	Lab Quality Spec 2	2
23402	Librarian 2	1
23430	Library Associate	1
23600	Life Sci Career Trainee	26
25583	Management Systems Spec	3
27131	Meth & Proc Adv 1	6
27132	Meth & Proc Adv 2	5

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27133	Meth & Proc Adv III	1
27151	Microbiologist 1	1
35700	Pub Admin Intern	6
45252	Tech Adv 2	7
45253	Tech Adv 3	11

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	5
00116	Account Technician II	6
00118	Account Technician Tr	1
13733	Engineering Tech III	1
13762	Environ Equip Opr 2	1
13785	Envir Protection Assoc	14
13811	Envir Prot Legal Inv I	6
13812	Envir Prot Legal Inv II	4
13815	Env Prot Legal Inv Spec	4
13831	Envir Prot Tech I	4
13832	Envir Prot Tech II	5
22997	Laboratory Associate 1	2
22998	Laboratory Associate 2	1
27175	Micro Lab Technician I	1
27176	Micro Lab Technician II	1
47580	Veh Emission Compli Insp	31
47583	Veh Emission Compli Supv	4
47584	Veh Emis Qual Asur Audr	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	3
14031	Executive Secretary 1	1
14032	Executive Secretary 2	5
14033	Executive Secretary 3	4
19690	Human Resources Asst	3
19691	Human Resources Assoc	2
19694	Human Resources Trainee	2
27135	Meth & Proc Car Assoc 1	7
27136	Meth & Proc Car Assoc 2	3
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	24
29994	Office Administrator 4	1
29995	Office Administrator 5	5
30025	Office Coordinator	42
30080	Office Specialist	4

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
43190	Student Intern	13
43200	Student Worker	7

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
28490	Motorist Assistance Spec	2
30010	Office Assistant	44
30015	Office Associate	42
30020	Office Clerk	7
30075	Office Occupations Tr	5

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05602	Building/Grounds Lead 2	1
22995	Laboratory Assistant	1
43051	Storekeeper I	1
43052	Storekeeper II	3
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Financial and Professional Regulation

Secretary: Dean Martinez

EEO/AA Officer: Star Lawson

Agency Workforce: 782

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			*
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 6 African Americans, 4 Hispanics, 22 Females, 4 Asians and 1 Native American. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 9 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 6 African Americans, 4 Hispanics, 22 Females, 4 Asians and 1 Native American. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 3 or 75% (2 African Americans and 1 Female) addressed underutilization. This agency is underutilized by 9 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 4 African Americans, 4 Hispanics, 21 Females, 4 Asians and 1 Native American. During this quarter there were 6 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 7 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 4 African Americans, 4 Hispanics, 21 Females, 4 Asians and 1 Native American. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 6 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 6 African Americans, 4 Hispanics, 22 Females, 4 Asians and 1 Native American. During the year, there were 16 opportunities to hire/promote in the underutilized categories; 3 or 19% (2 African Americans and 1 Female) addressed underutilization. This agency is underutilized by 6 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

*The agency did not meet the Department's minimum affirmative action standard of 25% due to issues beyond its control. However, the agency reduced its underutilization and made a good faith effort to address its goals.

Underutilization Summary by Region

Name of Agency: FINANCIAL & PROFESSIONAL REGULATION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			4					15												
2																				
3																				
4																				
5																				
6																				
7		1					1													
8																				
9																				
10								2												
11																				
Total	0	1	4	0	0	0	1	17	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7						1														
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 1 Total underutilization for Hispanics: 2 Total underutilization for Females: 21

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 24

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	1
37015	Public Service Adm	184
40070	Senior Public Serv Adm	86

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	10
00135	Accountant Supervisor	2
00187	Actuarial Asst	3
00195	Actuarial Examiner	2
00196	Actuarial Examiner Trn	2
00197	Actuarial Sr Examiner	2
00201	Actuary 1	3
00202	Actuary 2	4
00203	Actuary 3	3
00501	Admin Assistant 1	54
00502	Administrative Asst 2	27
04131	Bank Examiner 1	17
04132	Bank Examiner 2	17
04133	Bank Examiner 3	21
10162	Crim Intelligence Anal 2	1
12778	Drug Compliance Invest	7
13851	Executive 1	26
13852	Executive 2	14
14971	Fin Inst Exam 1	15
14972	Fin Inst Exam 2	12
14973	Fin Inst Exam 3	17
14978	Fin Inst Exam Tr	28
17366	Graphic Arts Designer	1
18181	Hlth Ser Inv 1 Opta-Gen	8
18182	Hlth Ser Inv 1 Opt B-Csi	12
18185	Hlth Ser Inv 2 Opt A-Gen	2
18186	Hlth Ser Inv 2 Opt B-Csi	3
19692	Human Resources Rep	2
21161	Inf Svcs Specialist I	5
21162	Inf Svcs Specialist II	8
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	9
21601	Ins Co Claims Examiner 1	1
21602	Ins Co Claims Examiner 2	1
21608	Ins Co Fld Staff Exam	6
21610	Ins Co Fin Examiner Trn	6
21671	Ins Performance Exam 1	3

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
21672	Ins Performance Exam II	2
21673	Ins Performance Exam III	3
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
29731	Nursing Act Asst Coord	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
37730	Real Estate Inv	5
37760	Real Estate Prof Examr	5
41771	Staff Develop Spec I	1
45252	Tech Adv 2	12
45256	Tech Advsr Advcd Prg Sp	9

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	1
11430	Data Processing Spec	1
11440	Data Processing Tech	2
21561	Insurance Analyst I	10
21562	Insurance Analyst II	12
21563	Insurance Analyst 3	14
21564	Insurance Analyst 4	21
23571	Licensing Inv 1	2
23572	Licensing Inv 2	4
23573	Licensing Inv 3	4
23574	Licensing Inv 4	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	14
14032	Executive Secretary 2	7
14033	Executive Secretary 3	2
29993	Office Administrator 3	1
29994	Office Administrator 4	6
30025	Office Coordinator	18
30080	Office Specialist	2
34202	Private Secretary 2	5
43190	Student Intern	1
43200	Student Worker	23

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	9
30015	Office Associate	49
30020	Office Clerk	4

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43053	Storekeeper III	1
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Office of the State Fire Marshal

Fire Marshal: David B. Foreman

EEO/AA Officer: Stephanie Kirk

Agency Workforce: 161

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 10 African Americans, 3 Hispanics, 17 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 10 African Americans, 3 Hispanics, 16 Females and 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 8 people with disabilities.

THIRD THROUGH FOURTH QUARTERS (1/1/07 THROUGH 6/30/07)

As of 1/1/07, agency underutilization was 10 African Americans, 3 Hispanics, 16 Females and 2 Asians. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 7 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 10 African Americans, 3 Hispanics, 17 Females and 2 Asians. During the year, there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 Female) addressed underutilization. This agency is underutilized by 7 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: FIRE MARSHAL

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								1			3	2	4					2		
2																				
3																				
4																				
5																				
6																				
7						2														
8																				
9																				
10																				
11								2												
Total	0	0	0	0	0	2	0	3	0	0	3	2	4	0	0	0	0	2	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 5 Total underutilization for Hispanics: 2 Total underutilization for Females: 9

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 16**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
State Fire Marshal

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	28
40070	Senior Public Serv Adm	10

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	9
00502	Administrative Asst 2	7
01481	Arson Investigator 1	15
01482	Arson Investigator 2	16
01485	Arson Investigations Tr	2
13495	Elevator Inspector	3
13851	Executive 1	8
13852	Executive 2	3
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	3
21165	Inf Systems Analyst I	1
21732	Internal Security Inv 2	1
41093	Site Interpretive Coord	1
43005	Storage Tank Safety Spec	17
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
04910	Boiler Safety Specialist	16
11440	Data Processing Tech	1
13732	Engineering Tech II	1
13733	Engineering Tech III	1
15285	Fire Certification Spec	9
15351	Fire Protection Spec 1	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15316	Fire Prevention Insp I	10
15317	Fire Prevention Insp II	18

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1
29993	Office Administrator 3	2

State of Illinois
List of Established Job Titles by EEO Category
State Fire Marshal

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29995	Office Administrator 5	1
30025	Office Coordinator	2
34202	Private Secretary 2	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
30010	Office Assistant	4
30015	Office Associate	8
30020	Office Clerk	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Guardianship and Advocacy Commission

Executive Director: Dr. Mary L. Milano

EEO/AA Officer: Tedd Ward, Jr.

Agency Workforce: 113

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 1 African American, 1 Female and 4 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is at parity for people with disabilities.

SECOND THROUGH FOURTH QUARTERS (10/1/06 THROUGH 6/30/07)

As of 10/1/06, agency underutilization was 1 Female and 4 Asians. During these quarters there were no opportunities to hire/promote in the underutilized categories.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 1 African American, 1 Female and 4 Asians. During the year, there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: GUARDIANSHIP & ADVOCACY COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Guardianship & Advocacy

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	24
40070	Senior Public Serv Adm	7
48483	Vol Services Coord III	8

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
17710	Guardianship Rep	14
19692	Human Resources Rep	1
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	3
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	18

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
30025	Office Coordinator	1
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	9
30075	Office Occupations Tr	5

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Healthcare & Family Services

Director: Barry S. Maram

EEO/AA Officer: Raven J. Knighten

Agency Workforce: 2,390

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 13 African Americans, 15 Hispanics, 16 Females, 11 Asians and 2 Native Americans. During this quarter there were 58 opportunities to hire/promote in the underutilized categories; 16 or 28% (3 African Americans and 13 Females) addressed underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 10 African Americans, 15 Hispanics, 3 Females, 11 Asians and 2 Native Americans. During this quarter there were 17 opportunities to hire/promote in the underutilized categories; 6 or 35% (1 African American, 4 Hispanics and 1 Female) addressed underutilization.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 9 African Americans, 11 Hispanics, 2 Females, 11 Asians and 2 Native Americans. During this quarter there were 24 opportunities to hire/promote in the underutilized categories; 7 or 29% (3 African Americans, 3 Hispanics and 1 Asian) addressed underutilization.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 6 African Americans, 8 Hispanics, 2 Females, 10 Asians and 2 Native Americans. During this quarter there were 13 opportunities to hire/promote in the underutilized categories; 2 or 15% (1 African American and 1 Hispanic) addressed underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 13 African Americans, 15 Hispanics, 16 Females, 11 Asians and 2 Native Americans. During the year, there were 112 opportunities to hire/promote in the underutilized categories; 31 or 28% (8 African Americans, 8 Hispanics, 14 Females and 1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HEALTHCARE & FAMILY SERVICES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5						1														
6																				
7	2																			
8																				
9																				
10																				
11						1														
Total	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				4												
2																
3																
4																
5																
6																
7				1												
8																
9																
10																
11																
Total	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 4 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 5 Total underutilization for Native Americans: 0 Total Underutilization: 9

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	54
37015	Public Service Adm	395
40070	Senior Public Serv Adm	190

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	52
00133	Accountant Advanced	39
00135	Accountant Supervisor	13
00140	Acctg Fisci Admin Car Tr	5
00501	Admin Assistant 1	109
00502	Administrative Asst 2	55
13851	Executive 1	208
13852	Executive 2	184
18150	Health Fac Surv Nurse	54
19692	Human Resources Rep	9
19693	Human Resources Spec	9
19785	Human Serv Caseworker	42
19792	Human Serv Grant Coord 2	6
19793	Human Serv Grant Coord 3	5
19796	Human Srv Grants Cord Tr	1
21160	Information Serv Intern	5
21161	Inf Svcs Specialist I	25
21162	Inf Svcs Specialist II	41
21165	Inf Systems Analyst I	47
21166	Inf Systems Analyst II	42
21167	Inf Systems Analyst III	5
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	4
22003	Kidcare Supervisor	18
25541	Mgmt Operations Anal I	29
25542	Mgmt Operations Anal 2	31
25583	Management Systems Spec	7
26501	Medical Asst Cons 1	1
26502	Medical Asst Cons 2	17
26503	Medical Asst Cons 3	4
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	2
30860	Paralegal Assistant	1
34631	Program Integ Auditor I	5
34632	Program Integ Auditor II	5
34635	Program Integ Auditor Tr	5
35700	Pub Admin Intern	42

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
35750	Public Aid Appeals Adv	3
35841	P A Family Supp Spec 1	74
35870	Public Aid Investigator	24
35874	P A Investigator Trn	19
35880	P A Lead Casework Spec	23
35892	P A Qual Contr Reviewer	21
35900	P A Quality Control Supv	8
41313	Soc Serv Pro Planner 3	1
41314	Soc Serv Prog Planner 4	9
41320	Soc Srvs Career Tr	7
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	1
42745	Stat Research Supv	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
49102	Weatherization Spec 2	4
49103	Weatherization Spec 3	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	14
00116	Account Technician II	10
11415	Data Proc Admin Spec	3
11430	Data Processing Spec	6
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	6
11440	Data Processing Tech	8
45312	Telecom Systems Tech 1	1
45313	Telecom Systems Tech 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	34
14032	Executive Secretary 2	14
14033	Executive Secretary 3	10
19690	Human Resources Asst	2
19691	Human Resources Assoc	8
19694	Human Resources Trainee	2
29993	Office Administrator 3	21
29994	Office Administrator 4	63
29995	Office Administrator 5	7
30025	Office Coordinator	203
30080	Office Specialist	16
34201	Private Secretary 1	1

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	14
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
00112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	2
30010	Office Assistant	55
30015	Office Associate	156
30020	Office Clerk	32
38203	Reproduc Serv Tech 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	2
43053	Storekeeper III	1
43060	Stores Clerk	3

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Historic Preservation Agency

Director: Robert J. Coomer

EEO/AA Officer: Tad Allen

Agency Workforce: 250

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 7 African Americans, 1 Hispanic, 19 Females and 3 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 3 or 75% (1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 21 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 7 African Americans, 17 Females and 3 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 21 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 7 African Americans, 17 Females and 3 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 1 or 25% (1 Female) addressed underutilization. This agency is underutilized by 21 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 7 African Americans, 16 Females and 3 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 21 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 7 African Americans, 1 Hispanic, 19 Females and 3 Asians. During the year, there were 14 opportunities to hire/promote in the underutilized categories; 4 or 29% (1 Hispanic and 3 Females) addressed underutilization. This agency is underutilized by 21 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance ☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HISTORIC PRESERVATION AGENCY

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7													2							
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1												1					4		
8																				
9																		2		
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	6	0	0

Total underutilization for African Americans: 1 Total underutilization for Hispanics: 0 Total underutilization for Females: 9

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 10**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Historic Preservation

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	30
40070	Senior Public Serv Adm	15

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	2
00502	Administrative Asst 2	4
01440	Architect	1
13851	Executive 1	13
13852	Executive 2	14
18981	Hist Docum Conservator 1	1
18985	Hist Exhibits Designer	1
18987	Hist Lib Chf Of Acquisit	1
19002	Hist Research Editor 2	1
19008	Hist Research Spec	3
19692	Human Resources Rep	2
19880	Iconographer	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
21167	Inf Systems Analyst III	1
23401	Librarian 1	9
23430	Library Associate	6
24000	Local Hist Serv Rep	1
25610	Manuscripts Mgr	1
34725	Project Designer	4
35700	Pub Admin Intern	8
37003	Public Info Officer 3	1
37725	Ranger	4
41093	Site Interpretive Coord	21
41117	Site Services Spec 1	10
41118	Site Services Spec 2	8
41120	Site Superintendent	13
41771	Staff Develop Spec I	5
48481	Vol Services Coord I	6
48482	Vol Services Coord II	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	1
13360	Electronics Technician	1
32086	Photographer 2	1

State of Illinois
List of Established Job Titles by EEO Category
Historic Preservation

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17681	Guard 1	1
41115	Site Security Officer	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	2
19690	Human Resources Asst	2
23421	Library Aide I	4
23450	Library Technical Asst	1
29990	Office Admin Specialist	1
30025	Office Coordinator	4
30080	Office Specialist	1
34201	Private Secretary 1	1
41090	Site Interpreter	12
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
30010	Office Assistant	4
30015	Office Associate	1
30020	Office Clerk	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06650	Carpenter	2
13200	Electrician	1
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	2
05601	Building/Grounds Lead 1	3
09317	Conserv/Hist Preserv Wkr	41
41132	Site Technician 2	30
43051	Storekeeper I	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Human Rights Commission

Executive Director: N. Keith Chambers

EEO/AA Officer: Stephen J. Konya

Agency Workforce: 16

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (7/1/06 THROUGH 6/30/07)

Agency underutilization at the beginning of FY07 was 1 Asian. During the year there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Human Rights Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	3
00502	Administrative Asst 2	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29993	Office Administrator 3	1
29994	Office Administrator 4	1
34201	Private Secretary 1	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	3
30015	Office Associate	4

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: 158

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 6 Females and 4 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 6 or 100% (5 Females and 1 Asian) addressed underutilization. This agency is underutilized by 1 person with a disability.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 1 Female and 3 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (1 Female and 1 Asian) addressed underutilization.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 2 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Asian) addressed underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 6 Females and 4 Asians. During the year, there were 17 opportunities to hire/promote in the underutilized category; 9 or 53% (6 Females and 3 Asians) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS DEPARTMENT

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1										2										
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 Total Underutilization: 2

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Human Rights Department

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	29
40070	Senior Public Serv Adm	13

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	7
00502	Administrative Asst 2	5
19771	Human Rights Mediator	1
19774	Human Rights Inv I	14
19775	Human Rights Inv II	13
19776	Human Rights Inv III	7
19780	Human Rights Spec 3	3
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
35700	Pub Admin Intern	5
45252	Tech Adv 2	2
45253	Tech Adv 3	3

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
11435	Data Processing Supvr 1	1
11440	Data Processing Tech	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
30025	Office Coordinator	5
34202	Private Secretary 2	1
43200	Student Worker	3

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30005	Office Aide	1
30010	Office Assistant	1
30015	Office Associate	11

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Human Services

Secretary: Carol L. Adams, Ph.D.

EEO/AA Officer: Margaret LaPorte, Ph.D.

Agency Workforce: 14,603

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 57 African Americans, 217 Hispanics, 171 Females, 63 Asians and 12 Native Americans. During this quarter there were 73 opportunities to hire/promote in the underutilized categories; 12 or 16% (10 African Americans and 2 Hispanics) addressed underutilization. This agency is underutilized by 586 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 47 African Americans, 215 Hispanics, 171 Females, 63 Asians and 12 Native Americans. During this quarter there were 26 opportunities to hire/promote in the underutilized categories; 12 or 46% (3 African Americans, 1 Hispanic and 8 Females) addressed underutilization. This agency is underutilized by 585 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 44 African Americans, 214 Hispanics, 163 Females, 63 Asians and 12 Native Americans. During this quarter there were 57 opportunities to hire/promote in the underutilized categories; 8 or 14% (7 African Americans and 1 Hispanic) addressed underutilization. This agency is underutilized by 585 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 37 African Americans, 213 Hispanics, 163 Females, 63 Asians and 12 Native Americans. During this quarter there were 68 opportunities to hire/promote in the underutilized categories; 19 or 28% (4 African Americans, 12 Hispanics, 1 Females and 1 Asian) addressed underutilization. This agency is underutilized by 574 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 57 African Americans, 217 Hispanics, 171 Females, 63 Asians and 12 Native Americans. During the year, there were 224 opportunities to hire/promote in the underutilized categories; 51 or 23% (24 African Americans, 16 Hispanics, 9 Females and 1 Asian) addressed underutilization. This agency is underutilized by 574 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

This agency failed to meet the Department's minimum affirmative action standard of 25%; however it reduced their underutilization and made a good faith effort to address their goals.

This agency continues to address its disability underutilization through the efforts of a coordinator and a committee charged with this responsibility. This underutilization was reduced this year but continues to pose a significant problem.

The Department of Human Rights reviewed this agency's disciplinary practices, which indicate a problem. The agency has been asked to look into the matter more fully.

Underutilization Summary by Region

Name of Agency: HUMAN SERVICES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1												72						18		
2																		2		
3									1											
4																				
5												4						1		
6									4											
7				2																
8						3	1					1		2				2		
9							1					1		1	1			1		
10							1													
11												1	5					1		
Total	0	0	0	2	0	3	3	0	5	0	0	79	5	7	2	0	0	25	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									7		3	8	8	1				16		
2													1							
3																				
4																				
5	1					1							2				6			
6																				
7									1				1							
8		1		1									5				1			
9	1										1		3			8	1			
10																				
11											1		4			2	2			
Total	2	1	0	1	0	1	0	0	8	0	5	8	24	1	0	10	26	0	0	0

Total underutilization for African Americans: 21 Total underutilization for Hispanics: 117 Total underutilization for Females: 54

Total underutilization for Asians: 24 Total underutilization for Native Americans: 2 **Total Underutilization: 218**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	4
26400	Medical Adm 1 Opt C	1
26401	Medical Adm 1 Opt D	11
26402	Medical Adm 2 Opt C	2
26403	Medical Adm 2 Opt D	15
26404	Medical Administrator 3	3
26908	Mental Health Prog Admin	1
37004	Public Info Officer 4	2
37015	Public Service Adm	1210
40070	Senior Public Serv Adm	410
48483	Vol Services Coord III	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	35
00133	Accountant Advanced	26
00135	Accountant Supervisor	16
00140	Acctg Fiscl Admin Car Tr	1
00157	Activity Therapist	47
00160	Activity Therapist Coord	22
00163	Activity Therapist Supv	10
00501	Admin Assistant 1	182
00502	Administrative Asst 2	83
04351	Behavioral Analyst 1	7
04352	Behavioral Analyst II	6
04355	Behavioral Analyst Assoc	8
05810	Business Admin Spec	3
05815	Business Manager	17
06902	Chaplain II	5
08235	Clinical Pharmacist	16
08250	Clinical Psychologist	40
11751	Dentist I	2
11752	Dentist II	8
12501	Dietary Manager I	11
12502	Dietary Manager II	13
12510	Dietitian	15
12530	Disabil Appeals Officer	2
12537	Disabil Claims Adjud 1	41
12538	Disabil Claims Adjud 2	43
12539	Disabil Claims Adjud Trn	1
12540	Disab Claims Analyst	6
12558	Disability Claims Spec	9
12980	Educ Media Prog Spec	2
13100	Educator	111

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13105	Educator-Provisional	1
13851	Executive 1	272
13852	Executive 2	189
17366	Graphic Arts Designer	2
17960	Habilitation Prog Coord	104
18041	Health Information Adm	13
18150	Health Fac Surv Nurse	4
18227	Hearng & Speech Adv Spec	11
18231	Hearing And Speech Assoc	8
18233	Hearing & Speech Spec	24
19670	Human Relations Rep	6
19692	Human Resources Rep	32
19693	Human Resources Spec	39
19785	Human Serv Caseworker	326
19788	Human Serv Casework Mgr	340
19810	H S Sign Lang Interpretr	1
21160	Information Serv Intern	9
21161	Inf Svcs Specialist I	27
21162	Inf Svcs Specialist II	50
21165	Inf Systems Analyst I	72
21166	Inf Systems Analyst II	66
21167	Inf Systems Analyst III	3
21731	Internal Security Inv 1	9
21732	Internal Security Inv 2	37
23401	Librarian 1	5
23430	Library Associate	1
25541	Mgmt Operations Anal I	11
25542	Mgmt Operations Anal 2	37
25583	Management Systems Spec	1
26811	Mental Health Adm I	88
26812	Mental Health Adm II	12
26817	Mental Health Adm Tr	5
26924	M H Specialist 1	21
26925	M H Specialist 2	17
26926	M H Specialist 3	4
26928	M H Specialist Tr	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	5
29820	Nutritionist	10
29900	Occupational Therapist	9
29908	Occuptnl Ther Prog Coord	2
32145	Physical Therapist	3
32200	Physician	29

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32221	Physician Spec Opt A	19
32222	Physician Spec Opt B	24
32223	Physician Spec Opt C	37
32224	Physician Spec Opt D	37
32225	Physician Spec Opt E	4
34900	Property Consultant	8
35611	Psychologist 1	12
35612	Psychologist 2	37
35613	Psychologist 3	56
35626	Psychologist Associate	6
35660	Psychology Intern	4
35700	Pub Admin Intern	95
35750	Public Aid Appeals Adv	7
35880	P A Lead Casework Spec	20
35892	P A Qual Contr Reviewer	31
35900	P A Quality Control Supv	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	3
38001	Recreation Worker 1	4
38002	Recreation Worker 2	2
38131	Registered Nurse 1	164
38132	Registered Nurse 2	237
38135	Regis Nurse-Adv Practice	2
38145	Rehabilitation Counselor	145
38158	Rehab Counselor Senior	166
38159	Rehabilitatn Counslr Trn	130
38163	Rehab/Mobility Instruc	35
38167	Rehab/Mobility Instru Tr	25
38176	Rehab Serv Advisor I	51
38194	Rehab Workshop Supv 1	2
38195	Rehab Workshop Supv 2	2
38196	Rehab Wksh Supv III	2
38199	Reimbursement Officer 1	14
38200	Reimbursement Officer 2	6
38207	Research Economist 1	2
38270	Resident Physician	1
39200	School Psychologist	2
41312	Soc Serv Pro Planner II	2
41313	Soc Serv Pro Planner 3	83
41314	Soc Serv Prog Planner 4	42
41320	Soc Servs Career Tr	209
41411	Social Worker 1	8
41412	Social Worker 2	82
41413	Social Worker 3	59

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41414	Social Worker 4	21
41430	Social Worker Intern	10
41771	Staff Develop Spec I	74
41787	Staff Pharmacist	8
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	4
42745	Stat Research Supv	2
45252	Tech Adv 2	4
45308	Telecom Systems Analyst	2
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	70
00116	Account Technician II	22
02424	Asst Reimburse Officer	4
08200	Clinical Lab Associate	2
08213	Clinical Lab Phlebotomist	9
08215	Clinical Lab Tech 1	2
08216	Clinical Lab Tech 2	4
11440	Data Processing Tech	2
13300	Eeg Technician	1
13360	Electronics Technician	2
13732	Engineering Tech II	1
17400	Graphic Arts Tech	2
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	1
23551	Licensed Prac Nurse I	31
23552	Licensed Prac Nurse II	106
27011	Mental Health Tech I	131
27012	Mental Health Tech II	186
27013	Mental Health Tech III	112
27014	Mental Health Tech IV	73
27015	Mental Health Tech V	24
27021	Mental Health Tech Tr I	25
32007	Pharmacist Lead Tech	6
32008	Pharmacist Technician	17
37500	Radiologic Technologist	6
37505	Radiologic Tech Chief	1
37507	Radio Tech Prog Coord	4
38192	Rehab Workshop Inst I	2
38193	Rehab Workshop Inst II	10
38280	Residential Serv Supv	135

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39901	Sec Therapy Aide I	85
39902	Sec Therapy Aide II	51
39903	Sec Therapy Aide III	6
39904	Sec Therapy Aide Iv	21
39905	Sec Therapy Aide Tr	6
42748	Stat Research Technician	2
48200	Vocational Instructor	12

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14435	Facil Fire Safety Coord	1
17682	Guard 2	2
39870	Security Officer	33
39875	Security Officer Chief	10
39876	Secur Officer Lieutenant	12
39877	Security Officer Sgt	27
45830	Transportation Officer	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
07184	Child Development Aide	2
11650	Dental Assistant	9
11700	Dental Hygienist	8
13130	Educator Aide	8
14031	Executive Secretary 1	91
14032	Executive Secretary 2	37
14033	Executive Secretary 3	22
18047	Health Information Tech	7
18262	Hearing & Spch Tech II	3
19690	Human Resources Asst	4
19691	Human Resources Assoc	19
23450	Library Technical Asst	2
27135	Meth & Proc Car Assoc 1	4
27136	Meth & Proc Car Assoc 2	1
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	64
29994	Office Administrator 4	28
29995	Office Administrator 5	7
30025	Office Coordinator	167
30080	Office Specialist	11
32192	Physical Ther Aide II	5
32193	Physical Ther Aide III	5
34202	Private Secretary 2	1

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
35825	Pub Aid Eligibility Asst	112
38156	Rehab Counselor Aide II	2
38277	Residential Care Worker	28
38279	Residential Care Wkr Trn	4
43190	Student Intern	55
43200	Student Worker	88

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	33
08050	Clerical Trainee	3
08815	Comm Dispatcher	1
18045	Health Information Assoc	14
29991	Office Administrator 1	5
29992	Office Administrator 2	36
30005	Office Aide	7
30010	Office Assistant	293
30015	Office Associate	348
30020	Office Clerk	116
34792	Prop & Supply Clerk II	4
34793	Prop & Supply Clerk III	4
38141	Rehab Case Coord 1	91
38142	Rehab Case Coord 2	113
38203	Reproduc Serv Tech 1	3
44411	Switchboard Operator 1	57
44412	Switchboard Operator 2	5
44413	Switchboard Operator 3	17

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01231	App/Dry Goods Spec I	5
01232	App/Dry Goods Spec II	2
04100	Baker	1
04250	Barber	4
04350	Beautician	4
05200	Brickmason	1
06650	Carpenter	18
13200	Electrician	13
24300	Locksmith	1
24750	Machinist	2
30800	Painter	18
32900	Plumber	13
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	4

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	5
42600	Stationary Engineer	20
42605	Stationary Eng-Asst Chf	7
42610	Stationary Eng-Chief	20
42800	Steamfitter	7
45550	Tinsmith	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	14
05601	Building/Grounds Lead 1	2
05613	Bldg/Grounds Maint Wkr	1
09601	Cook I	18
09602	Cook II	15
17549	Grounds Supv	2
21465	Institutional Maint Wkr	4
23050	Laborer	1
23060	Laborer (Building)	3
25020	Maint Equip Operator	20
25500	Maintenance Worker	5
25510	Maint Worker Power Plant	6
42650	Stationary Fireman	8
43051	Storekeeper I	38
43052	Storekeeper II	13
43053	Storekeeper III	17
43060	Stores Clerk	11
44221	Support Service Coord 1	62
44222	Support Service Coord 2	13
44225	Support Service Lead	32
44238	Support Service Wkr	154

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: 9

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (7/1/06 THROUGH 6/30/07)

Agency underutilization at the beginning of FY07 was 1 Hispanic. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 1 person with a disability.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: INVESTMENT, STATE BOARD OF

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Investment Board

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
34201	Private Secretary 1	1

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE**

Agency: Juvenile Justice

Acting Director: Kurt Friedenauer

Acting EEO/AA Officer: Leslie McCarty

Agency Workforce: 1,275

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.			*
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 (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 12 African Americans, 15 Hispanics, 79 Females, and 18 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 105 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 12 African Americans, 15 Hispanics, 79 Females, 18 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or (1 Female) addressed underutilization. This agency is underutilized by 105 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 12 African Americans, 15 Hispanics, 78 Females and 18 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 105 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 12 African Americans, 15 Hispanics, 78 Females and 18 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. This agency is underutilized by 105 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 12 African Americans, 15 Hispanics, 79 Females, and 18 Asians. During the year, there were four opportunities to hire/promote in the underutilized categories, 1 or 25% (1 Female), addressed underutilization. This agency is underutilized by 105 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance ☐

RECOMMENDATIONS/COMMENTS

*The agency uses an EEO/AA Officer from another agency. Per the Human Rights Act, Section 2-105 (B)(4) and DHR rules, Section 2520.780, agencies with 1,000 or more employees must appoint a full-time EEO/AA officer, subject to DHR's approval. The agency should designate an individual as EEO/AA officer as indicated in the Act and Rules.

Underutilization Summary by Region

Name of Agency: JUVENILE JUSTICE

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							4		5		4						11	12	10	
2																				
3						1		2										19		
4																				
5																				
6																				
7																				
8																		3		
9																				
10																				
11																		29		
Total	0	0	0	0	0	1	4	2	5	0	4	0	0	0	0	0	11	63	10	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1							1				AA		1					3		1	
2																					
3													1								
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11													1			1		2			
Total	0	0	0	0	0	0	1	0	0	0	0	0	1	3	0	0	1	0	5	1	0

Total underutilization for African Americans: 6 Total underutilization for Hispanics: 17 Total underutilization for Females: 73

Total underutilization for Asians: 16 Total underutilization for Native Americans: 0 Total Underutilization: 112

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	61
40070	Senior Public Serv Adm	29

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	5
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	4
05810	Business Admin Spec	2
05815	Business Manager	2
06901	Chaplain 1	2
06902	Chaplain II	4
09655	Corr Casework Supv	13
09661	Corr Couns I	8
09662	Corr Couns II	13
09663	Corr Couns 3	3
09811	Cor Leisure Activ Spec 1	7
09812	Cor Leisure Act Spec 2	10
09814	Cor Leisure Act Spec 4	6
09825	Corrections Nurse 1	5
09826	Corrections Nurse 2	4
09880	Corr Voc School Supv	1
11752	Dentist II	1
13100	Educator	41
13852	Executive 2	5
19692	Human Resources Rep	5
21971	Juv Justice Specialist	10
21976	Juv Justice Spec Intern	8
21980	Juv Justice Supervisor	10
23430	Library Associate	7
35612	Psychologist 2	2
35613	Psychologist 3	3
35700	Pub Admin Intern	5
41412	Social Worker 2	4
41413	Social Worker 3	5
48482	Vol Services Coord II	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	16
00116	Account Technician II	7
09801	Corr Identification Tech	2

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09808	Corr Laundry Mgr 1	3
09879	Corr Vocational Instr	20
13360	Electronics Technician	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09871	Corr Trans Officer I	1
09872	Corr Trans Officer II	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11650	Dental Assistant	1
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
14033	Executive Secretary 3	9
19691	Human Resources Assoc	1
29990	Office Admin Specialist	3
29993	Office Administrator 3	8
30025	Office Coordinator	14
34202	Private Secretary 2	1
43200	Student Worker	9

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
09773	Corrections Clerk III	1
18045	Health Information Assoc	1
30010	Office Assistant	9
30015	Office Associate	32
30020	Office Clerk	1
44411	Switchboard Operator 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
05200	Brickmason	1
06650	Carpenter	4
09818	Corrections Locksmith	1
09821	Corr Maint Craftsman	6
13200	Electrician	5
30800	Painter	3
32900	Plumber	4
42600	Stationary Engineer	3
42605	Stationary Eng-Asst Chf	4
42610	Stationary Eng-Chief	3

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	8
09794	Corrctns Food Serv Sup 2	8
09795	Corrctns Food Serv Sup 3	5
09796	Corr Grounds Supv	1
09823	Corrections Maint Worker	6
09824	Corr Medical Technician	1
09861	Corr Supply Supv I	8
09862	Corr Supply Supv II	8
09863	Corr Supply Supv III	2
23060	Laborer (Building)	1
25020	Maint Equip Operator	1
25510	Maint Worker Power Plant	1
42650	Stationary Fireman	2
45700	Trades Tender	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Labor

Director: Catherine M. Shannon

EEO/AA Officer: Melissa Lange

Agency Workforce: 73

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 6 African Americans, 1 Hispanic, 9 Females and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 4 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 6 African Americans, 1 Hispanic, 9 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 African American) addressed underutilization. This agency is underutilized by 4 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 5 African Americans, 1 Hispanic, 9 Females and 1 Asian. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 3 or 100% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 4 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 4 African Americans, 1 Hispanic, 7 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 4 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 6 African Americans, 1 Hispanic, 9 Females and 1 Asian. During the year, there were 5 opportunities to hire/promote in the underutilized categories; 5 or 100% (2 African Americans and 3 Females) addressed underutilization. This agency is underutilized by 4 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

One hundred percent of this agency's opportunities to hire in underutilized categories addressed its goals.

Underutilization Summary by Region

Name of Agency: LABOR

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1											1									
2																				
3																				
4																				
5																				
6																				
7								1					1							
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	0	0	1	0	1	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 1 Total underutilization for Hispanics: 0 Total underutilization for Females: 2

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 3**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Labor

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	8
40070	Senior Public Sery Adm	7

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	12
13851	Executive 1	3
13852	Executive 2	4
18300	Hearings Referee	1
19692	Human Resources Rep	1
21127	Ind Serv Hygienist	3
21160	Information Serv Intern	1
22750	Labor Conciliator	9
35700	Pub Admin Intern	4
42743	Stat Research Spec 3	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	2
08919	Compliance Officer	6
13837	Equal Pay Specialist	1
37007	Public Safety Inspector	7

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	3
48770	Wage Claims Spec	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	9
30020	Office Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Labor Relations Board

Executive Director: John Brosnan

EEO/AA Officer: Carla Stone

Agency Workforce: 20

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 1 Hispanic, 1 Female and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 2 or 100% (1 Hispanic and 1 Female) addressed underutilization. This agency is underutilized by 1 person with a disability.

SECOND THROUGH FOURTH QUARTERS (10/1/06 THROUGH 6/30/07)

As of 10/1/06, agency underutilization was 1 Asian. During these quarters there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 1 person with a disability.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 1 Hispanic, 1 Female and 1 Asian. During the year, there were 2 opportunities to hire/promote in the underutilized category; 2 or 100% (1 Hispanic and 1 Female) addressed underutilization. This agency is underutilized by 1 person with a disability.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: LABOR RELATIONS BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Labor Relations Bd Local

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

State of Illinois
List of Established Job Titles by EEO Category
Labor Relations Bd State

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	10
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	3

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30080	Office Specialist	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1
30015	Office Associate	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Law Enforcement Training and Standards Board

Executive Director: Dr. Thomas J. Jurkanin **EEO/AA Officer:** Luann Hickman

Agency Workforce: 20 **Fiscal Year:** 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (7/1/06 THROUGH 6/30/07)

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance ☒ Agency in non-compliance ☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: LAW ENFORCEMENT TRAINING & STANDARDS BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Law Enf Trng&Standard Bd

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	3
13852	Executive 2	3
32990	Police Training Spec	3
35700	Pub Admin Intern	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
30080	Office Specialist	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	1
44411	Switchboard Operator 1	1

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: 16

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

During the fiscal year the agency had sexual harassment prevention and diversity training.

Underutilization Summary by Region

Name of Agency: MEDICAL DISTRICT COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers			
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance			
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Medical District Comm

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13852	Executive 2	3
35700	Pub Admin Intern	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1

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: 245

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 7 African Americans, 2 Hispanics, 57 Females, 1 Asian and 2 Native Americans. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 15 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 7 African Americans, 2 Hispanics, 57 Females, 1 Asian and 2 Native Americans. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 15 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 7 African Americans, 2 Hispanics, 57 Females, 1 Asian and 2 Native Americans. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 14 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 7 African Americans, 2 Hispanics, 57 Females, 1 Asian and 2 Native Americans. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 14 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 7 African Americans, 2 Hispanics, 57 Females, 1 Asian and 2 Native Americans. During the year, there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 14 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: MILITARY AFFAIRS

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																		7		
5																				
6																				
7								1					1						9	
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	16	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																		6		
2																		1		
3																				
4																		1		
5																		3		
6																				
7																		5		
8																				
9																				
10																		1		
11																		2		
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	0	0

Total underutilization for African Americans: 1 Total underutilization for Hispanics: 0 Total underutilization for Females: 37

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 38**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Military Affairs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
13851	Executive 1	1
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21165	Inf Systems Analyst I	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13732	Engineering Tech II	1
13733	Engineering Tech III	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	1
39877	Security Officer Sgt	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
30015	Office Associate	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	3
32900	Plumber	2
38119	Ref & Air Cond Repairer	1
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	44
05601	Building/Grounds Lead 1	8

State of Illinois
List of Established Job Titles by EEO Category
Military Affairs

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05605	Building/Grounds Supv	4
05613	Bldg/Grounds Maint Wkr	20
43052	Storekeeper II	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Natural Resources

Acting Director: Sam Flood

EEO/AA Officer: Gloria J. Helms

Agency Workforce: 1,286

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 84 African Americans, 32 Hispanics, 339 Females, 12 Asians and 1 Native American. During this quarter there were 19 opportunities to hire/promote in the underutilized categories; 8 or 42% (1 African American, 5 Females and 2 Asians) addressed underutilization. This agency is underutilized by 89 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 83 African Americans, 32 Hispanics, 334 Females, 10 Asians and 1 Native American. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 4 or 33% (1 African American and 3 Females) addressed underutilization. This agency is underutilized by 89 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 82 African Americans, 32 Hispanics, 331 Females, 10 Asians and 1 Native American. During this quarter there were 27 opportunities to hire/promote in the underutilized categories; 4 or 15% (4 Females) addressed underutilization. This agency is underutilized by 86 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 82 African Americans, 32 Hispanics, 327 Females, 10 Asians and 1 Native American. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 5 or 31% (1 African American and 4 Females) addressed underutilization. This agency is underutilized by 84 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 84 African Americans, 32 Hispanics, 339 Females, 12 Asians and 1 Native American. During the year, there were 74 opportunities to hire/promote in the underutilized categories; 21 or 28% (3 African Americans, 16 Females and 2 Asians) addressed underutilization. This agency is underutilized by 84 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Although this agency exceeded the Department of Human Rights' minimum compliance criteria, it should focus efforts on recruitment of Hispanics in the upcoming year.

Underutilization Summary by Region

Name of Agency: NATURAL RESOURCES

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1				6	3	10	2							5	3	6		
2			3			1		8								1	1	4		
3								4												
4			3			1		8					2							
5			2					5												
6								3												
7			18			2				1								7		
8			1					6												
9						2		7								3		6		
10			2					13												
11	1		5			3		18					1			1		6		
Total	1	1	34	0	0	15	3	82	2	0	1	0	3	0	0	10	4	29	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																7	5	11	1	
2																1	1	7		
3																		3		
4																1		1		
5																	1	5		
6																				
7	1												1					5		
8																		6		
9																		4		
10																		7		
11																3	1	16		
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	12	8	65	1	0

Total underutilization for African Americans: 40 Total underutilization for Hispanics: 16 Total underutilization for Females: 214

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 Total Underutilization: 273

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	5
37015	Public Service Adm	250
40070	Senior Public Serv Adm	92

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	10
00133	Accountant Advanced	3
00135	Accountant Supervisor	7
00501	Admin Assistant 1	22
00502	Administrative Asst 2	20
01440	Architect	1
06941	Chemist 1	1
06942	Chemist 2	1
07601	Civil Engineer 1	5
07602	Civil Engineer 2	10
07603	Civil Engineer 3	17
07604	Civil Engineer 4	5
07607	Civil Engineer Trn	5
09300	Conserv Educ Rep	17
09311	Conserv Grant Admin 1	5
09312	Conserv Grant Admin 2	6
09313	Conserv Grant Admin 3	6
09347	Conserv Police Sergeant	24
13793	Envir Prot Eng 3	1
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	1
13822	Envir Prot Spec 2	1
13823	Envir Prot Spec 3	8
13824	Envir Prot Spec Iv	5
13851	Executive 1	30
13852	Executive 2	25
17271	Geographic Info Sepc 1	5
17272	Geographic Info Spec 2	7
19692	Human Resources Rep	4
19693	Human Resources Spec	5
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	6
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	1
23093	Land Acquis Agent 3	11
23131	Land Reclamation Spec 1	1
23132	Land Reclamation Spec 2	3
23145	Landscape Architect	10

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23150	Landscape Planner	1
23402	Librarian 2	1
23430	Library Associate	1
26203	Mechanical Engineer 3	1
27152	Microbiologist 2	2
28831	Natural Resources Coord	28
28832	Natural Resources Spec	110
28833	Natural Resour Adv Spec	48
34725	Project Designer	1
35700	Pub Admin Intern	7
37003	Public Info Officer 3	3
37725	Ranger	58
38281	Resources Planner 1	1
38282	Resources Planner 2	1
38283	Resources Planner III	11
40090	Senior Ranger	1
41071	Site Assistant Supt 1	55
41072	Site Assistant Supt 2	16
41120	Site Superintendent	31
41771	Staff Develop Spec I	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1
45261	Technical Mgr 1	1
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3
49421	Well Insp 1	3
49422	Well Insp 2	4

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	9
13340	Elec Equip Instal/Repair	1
13345	El Eq Inst/Repair Ld Wkr	1
13731	Engineering Tech 1	4
13732	Engineering Tech II	4
13733	Engineering Tech III	10
13734	Engineering Tech Iv	6
13785	Envir Protection Assoc	1
13811	Envir Prot Legal Inv I	2
22997	Laboratory Associate 1	1
28852	Natural Resource Tech 2	27
32086	Photographer 2	1

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09341	Conserv Police Officer 1	18
09342	Conserv Police Officer 2	29
09345	Conserv Pol Officer Tr	1
17681	Guard 1	2
41115	Site Security Officer	11
42230	State Mine Inspector	14
42240	State Mine Insp-At-Large	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	10
14032	Executive Secretary 2	11
14033	Executive Secretary 3	4
19690	Human Resources Asst	3
19691	Human Resources Assoc	3
29990	Office Admin Specialist	2
29993	Office Administrator 3	9
29994	Office Administrator 4	4
29995	Office Administrator 5	2
30025	Office Coordinator	61
30080	Office Specialist	8
34202	Private Secretary 2	2
43190	Student Intern	20
43200	Student Worker	51

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
30010	Office Assistant	32
30015	Office Associate	82
30075	Office Occupations Tr	2
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	2

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	1
09561	Construction Supv I	1
09562	Construction Supv II	1
13200	Electrician	1

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32900	Plumber	1
33360	Power Shovel Opr (Maint)	2
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
49061	Waterways Const Supv I	5
49062	Waterways Const Supv II	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	5
05601	Building/Grounds Lead 1	3
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	2
09317	Conserv/Hist Preserv Wkr	140
21687	Intermit Laborer Maint	5
24290	Lock And Dam Tender	1
28851	Natural Resource Tech 1	8
41131	Site Technician 1	12
41132	Site Technician 2	202
43051	Storekeeper I	7
43052	Storekeeper II	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Prisoner Review Board

Chairman: Jorge Montes

EEO/AA Officer: Nicole Damhoff

Agency Workforce: 19

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (7/1/06 THROUGH 6/30/07)

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: PRISONER REVIEW BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Prisoner Review Board

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13851	Executive 1	5
21165	Inf Systems Analyst I	1
35700	Pub Admin Intern	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
29994	Office Administrator 4	8
30025	Office Coordinator	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	8
30020	Office Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1
43052	Storekeeper II	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Property Tax Appeal Board

Executive Director: Ronald A. Messina

EEO/AA Officer: Becky Moody

Agency Workforce: 22

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (7/1/06 THROUGH 6/30/07)

This agency is at parity for all groups, except people with disabilities. This agency is underutilized by 2 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: PROPERTY TAX APPEAL BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Property Tax Appeal Bd D

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37004	Public Info Officer 4	1
37015	Public Service Adm	7
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	2
00502	Administrative Asst 2	3
01252	Appraisal Specialist 2	1
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
45252	Tech Adv 2	2
45253	Tech Adv 3	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29994	Office Administrator 4	1
30025	Office Coordinator	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	4

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Public Health

Director: Eric E. Whitaker, M.D., M.P.H. **EEO/AA Officer:** Robin A. Tucker-Smith

Agency Workforce: 1,100 **Fiscal Year:** 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 16 African Americans, 13 Hispanics, 13 Females and 7 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 5 or 33% (1 Hispanic, 3 Females and 1 Asian) addressed underutilization. This agency is underutilized by 82 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 16 African Americans, 12 Hispanics, 10 Females and 6 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 3 or 50% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 82 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 15 African Americans, 12 Hispanics, 8 Females and 6 Asians. During this quarter there were 14 opportunities to hire/promote in the underutilized categories; 4 or 29% (1 African American and 3 Females) addressed underutilization. This agency is underutilized by 82 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 14 African Americans, 12 Hispanics, 5 Females and 6 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 2 or 13% (1 Hispanic and 1 Asian) addressed underutilization. This agency is underutilized by 82 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 16 African Americans, 13 Hispanics, 13 Females and 7 Asians. During the year, there were 50 opportunities to hire/promote in the underutilized categories; 14 or 28% (2 African Americans, 2 Hispanics, 8 Females and 2 Asians) addressed underutilization. This agency is underutilized by 82 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: PUBLIC HEALTH

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							5													
2																				
3																				
4						1														
5																				
6						1			1											
7																				
8																				
9																				
10						1														
11																				
Total	0	0	0	0	0	3	5	0	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																		2		
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0

Total underutilization for African Americans: 3 Total underutilization for Hispanics: 5 Total underutilization for Females: 2

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 11**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American HI = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18150	Health Fac Surv Nurse	39
26400	Medical Adm 1 Opt C	2
26401	Medical Adm 1 Opt D	1
26402	Medical Adm 2 Opt C	1
26404	Medical Administrator 3	4
26405	Medical Administrator 4	1
32910	Pldg Consultant	1
36430	Public Health Educator	11
37004	Public Info Officer 4	1
37015	Public Service Adm	382
40070	Senior Public Serv Adm	123
47941	Vision/Hearing Cons I	1
47942	Vision/Hearing Cons II	3

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	19
00133	Accountant Advanced	5
00135	Accountant Supervisor	8
00140	Acctg Fisci Admin Car Tr	3
00501	Admin Assistant 1	73
00502	Administrative Asst 2	25
01440	Architect	14
05541	Bldg Construction Insp I	2
05815	Business Manager	1
06941	Chemist 1	2
06942	Chemist 2	3
06943	Chemist 3	5
08220	Clinical Lab Technolog 1	26
08221	Clinical Lab Technol 2	15
08229	Clinical Lab Tech Trn	6
13180	Electrical Engineer	1
13751	Environmental Eng 1	2
13752	Environmental Eng 2	1
13753	Environmental Eng 3	6
13754	Environmental Eng 4	6
13768	Environmntl Hlth Spec 1	15
13769	Environmntl Hlth Spec 2	17
13770	Environmntl Hlth Spec 3	45
13851	Executive 1	28
13852	Executive 2	33
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18011	Hlth Facil Surveyor 1	5
18012	Hlth Facil Surveyor 2	27
18013	Hlth Facil Surveyor 3	8
18150	Health Fac Surv Nurse	39
19692	Human Resources Rep	1
19693	Human Resources Spec	3
21160	Information Serv Intern	11
21161	Inf Srvcs Specialist I	14
21162	Inf Srvcs Specialist II	9
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	9
21167	Inf Systems Analyst III	1
23022	Lab Quality Spec 2	9
23025	Lab Research Scientist	9
23027	Lab Research Spec 1	2
23028	Lab Research Spec 2	1
23600	Life Sci Career Trainee	2
25541	Mgmt Operations Anal I	3
25542	Mgmt Operations Anal 2	3
25545	Mgt Oper Analyst Tr	2
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	6
27132	Meth & Proc Adv 2	20
27133	Meth & Proc Adv III	10
27151	Microbiologist 1	2
27152	Microbiologist 2	3
30317	Oral Health Consultant	4
34725	Project Designer	3
35700	Pub Admin Intern	31
36434	P H Educator Assoc	2
36611	P H Program Spec 1	11
36612	P H Program Spec 2	12
36613	P H Program Spec 3	18
38132	Registered Nurse 2	3
38207	Research Economist 1	1
38232	Research Scientist 2	2
38233	Research Scientist 3	1
41312	Soc Serv Pro Planner II	1
41313	Soc Serv Pro Planner 3	2
41314	Soc Serv Prog Planner 4	1
41771	Staff Develop Spec I	3
42741	Stat Research Spec 1	1
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
45252	Tech Adv 2	2
47943	Vision/Hearing Cons III	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	1
00118	Account Technician Tr	1
08200	Clinical Lab Associate	3
08215	Clinical Lab Tech 1	1
08216	Clinical Lab Tech 2	7
13733	Engineering Tech III	1
13734	Engineering Tech Iv	4
22997	Laboratory Associate 1	3
22998	Laboratory Associate 2	2
32915	Plumbing Inspector	6
48000	Vit Rec Qual Cont Insp	9

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	4
14031	Executive Secretary 1	3
14032	Executive Secretary 2	8
14033	Executive Secretary 3	2
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	8
27136	Meth & Proc Car Assoc 2	2
27137	Meth & Proc Car Assoc Tr	3
29993	Office Administrator 3	29
29994	Office Administrator 4	3
29995	Office Administrator 5	3
30025	Office Coordinator	38
30080	Office Specialist	6
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
27182	Microfilm Operator II	1
30010	Office Assistant	30
30015	Office Associate	88

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30020	Office Clerk	10
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	4
43052	Storekeeper II	3
43053	Storekeeper III	3
43060	Stores Clerk	2

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Illinois State Police

Director: Larry G. Trent

EEO/AA Officer: Suzanne L. Y. Bond

Agency Workforce: 3,643

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 198 African Americans, 45 Hispanics, 545 Females, 42 Asians and 1 Native American. During this quarter there were 109 opportunities to hire/promote in the underutilized categories; 43 or 39% (17 African Americans, 1 Hispanic, 22 Females and 3 Asians) addressed underutilization. This agency is underutilized by 221 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 181 African Americans, 44 Hispanics, 523 Females, 39 Asians and 1 Native American. During this quarter there were 117 opportunities to hire/promote in the underutilized categories; 36 or 31% (12 African Americans, 3 Hispanics, 20 Females and 1 Asian) addressed underutilization. This agency is underutilized by 219 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 169 African Americans, 41 Hispanics, 503 Females, 38 Asians and 1 Native American. During this quarter there were 83 opportunities to hire/promote in the underutilized categories; 38 or 46% (14 African Americans, 1 Hispanic, 22 Females and 1 Asian) addressed underutilization. This agency is underutilized by 219 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 155 African Americans, 40 Hispanics, 481 Females, 37 Asians and 1 Native American. During this quarter there were 28 opportunities to hire/promote in the underutilized categories; 16 or 57% (8 African Americans, 2 Hispanics, 5 Females and 1 Asian) addressed underutilization. This agency is underutilized by 219 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 198 African Americans, 45 Hispanics, 545 Females, 42 Asians and 1 Native American. During the year, there were 337 opportunities to hire/promote in the underutilized categories; 133 or 39% (51 African Americans, 7 Hispanics, 69 Females and 6 Asians) addressed underutilization. This agency is underutilized by 219 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

The EEO/AA program at this agency is well managed and effective. More effort should be made to recruit people with disabilities.

Underutilization Summary by Region

Name of Agency: STATE POLICE

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						20	5	3	11	1	17	1	38	3		19		69	1	
2								1			1		9			2	1	15		
3													4			1		12		
4													5			2		8		
5							1	1			1		11				1	13		
6													5			2	1	5	1	
7	1	1	1			5			2		1		19			4		20		
8								1					8			1		13		
9						1		1					11				1	23		
10													4					10		
11								2					9			3		27		
Total	1	1	1	0	0	26	6	9	13	1	20	1	123	3	0	34	4	215	2	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1						1			1											
2						1	1										1	2		
3																				
4																				
5																				
6																				
7						3												3		
8																				
9						1														
10																				
11						1														
Total	0	0	0	0	0	7	1	0	1	0	0	0	0	0	0	0	1	5	0	0

Total underutilization for African Americans: 88

Total underutilization for Hispanics: 14

Total underutilization for Females: 353

Total underutilization for Asians: 19

Total underutilization for Native Americans: 1

Total Underutilization: 475

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
State Police

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	231
40070	Senior Public Serv Adm	93

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	6
00133	Accountant Advanced	3
00135	Accountant Supervisor	7
00140	Acctg Fisci Admin Car Tr	1
00501	Admin Assistant 1	80
00502	Administrative Asst 2	40
08860	Communications Sys Spec	1
10161	Crim Intelligence Anal 1	16
10162	Crim Intelligence Anal 2	22
10165	Crim Intellig Analy Spec	8
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	45
13852	Executive 2	50
15891	Forensic Scientist 1	50
15892	Forensic Scientist 2	47
15893	Forensic Scientist 3	78
15897	Forensic Scientist Tr	27
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19693	Human Resources Spec	2
21160	Information Serv Intern	4
21161	Inf Svcs Specialist I	20
21162	Inf Svcs Specialist II	27
21165	Inf Systems Analyst I	20
21166	Inf Systems Analyst II	31
21167	Inf Systems Analyst III	2
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	3
25541	Mgmt Operations Anal I	2
25542	Mgmt Operations Anal 2	2
25545	Mgt Oper Analyst Tr	1
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	3
33003	Polygraph Exam 3	9
35700	Pub Admin Intern	6
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
41771	Staff Develop Spec I	1

State of Illinois
List of Established Job Titles by EEO Category
State Police

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41782	Staff Develop Tech II	2
42002	St Police Field Spec 2	8
42743	Stat Research Spec 3	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
45371	Terror Research Spec 1	1
45372	Terror Research Spec 2	1
45375	Terror Research Spec Trn	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	18
03502	Audio Visual Tech II	1
05170	Breath Alcohol Anal Tech	6
08831	Comm Equip Tech I	20
08832	Comm Equipment Tech 2	10
08833	Comm Equipment Tech 3	28
09980	Crime Scene Inv	1
11430	Data Processing Spec	6
11440	Data Processing Tech	6
11443	Data Processing Tech Trn	2
13340	Elec Equip Instal/Repair	1
15204	Fingerprint Technician	3
32086	Photographer 2	1
45305	Telecommunication Supv	21
45312	Telecom Systems Tech 1	1
46100	Truck Weighing Insp	21

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	2
32977	Police Lieutenant	5
32981	Police Officer I	26
32982	Police Officer II	2
32983	Police Officer III	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	21
14032	Executive Secretary 2	5
14033	Executive Secretary 3	5

State of Illinois
List of Established Job Titles by EEO Category
State Police

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	1
29993	Office Administrator 3	24
29994	Office Administrator 4	26
29995	Office Administrator 5	5
30025	Office Coordinator	61
30080	Office Specialist	23
33005	Polygraph Examiner Trn	1
41801	St Police Crime Inf Eval	4
41901	St Pol Evidence Tech 1	9
41902	St Pol Evidence Tech 2	27
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	3
21686	Intermittent Clerk	4
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	34
30015	Office Associate	46
30020	Office Clerk	7
34791	Prop & Supply Clerk I	3
45322	Telecom Call Taker	22
45323	Telecom Lead Call Taker	19
45325	Telecommunicator Trn	20
45326	Telecommunicator Spec	23
45327	Telecommunicator Ld Spec	22

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
13200	Electrician	2
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	2
42610	Stationary Eng-Chief	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	7
05601	Building/Grounds Lead 1	4

State of Illinois
List of Established Job Titles by EEO Category
State Police

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	9
23080	Laborer (Maintenance)	1
25020	Maint Equip Operator	2
43051	Storekeeper I	6
43052	Storekeeper II	2
43053	Storekeeper III	2
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: State Police Merit Board

Executive Director: James E. Seiber

EEO/AA Officer: Melinda G. Gutierrez

Agency Workforce: 5

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: STATE POLICE MERIT BOARD

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-1A1 (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
State Police Merit Boardd

Officals / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19692	Human Resources Rep	1
19693	Human Resources Spec	1
21160	Information Serv Intern	1
21165	Inf Systems Analyst I	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: State Retirement Systems

Acting Executive Secretary: Timothy B. Blair **EEO/AA Officer:** Marty Nantkes

Agency Workforce: 80 **Fiscal Year:** 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			X
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 5 African Americans and 2 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 5 African Americans and 2 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 5 African Americans and 1 Female. During this quarter there were no opportunities to hire/promote in the underutilized categories.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 5 African Americans and 1 Female. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 5 African Americans and 2 Females. During the year, there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

There were too few opportunities to be considered statistically significant.

Underutilization Summary by Region

Name of Agency: STATE RETIREMENT SYSTEMS

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7						1														
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H•	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 1 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
State Retirement Systems

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Adm	7

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	7
00133	Accountant Advanced	4
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
13851	Executive 1	3
13852	Executive 2	5
19692	Human Resources Rep	2
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	1
27133	Meth & Proc Adv III	1
38310	Ret Sys Disabil Spec	4

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	4
00116	Account Technician II	3
11430	Data Processing Spec	1
11440	Data Processing Tech	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
30025	Office Coordinator	3
30080	Office Specialist	5
30961	Pen & Death Benft Tech 1	1
30962	Pen & Death Benft Tech 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	2
30010	Office Assistant	6
30015	Office Associate	7

State of Illinois
List of Established Job Titles by EEO Category.
State Retirement Systems

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department Revenue

Director: Brian Hamer

EEO/AA Officer: Ruby Taylor

Agency Workforce: 1,940

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 25 African Americans, 28 Hispanics, 117 Females, 10 Asians and 1 Native American. During this quarter there were 30 opportunities to hire/promote in the underutilized categories; 11 or 37% (1 African American, 1 Hispanic and 9 Females) addressed underutilization. This agency is underutilized by 23 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 24 African Americans, 27 Hispanics, 108 Females, 10 Asians and 1 Native American. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 1 or 14% (1 African American) addressed underutilization. This agency is underutilized by 22 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 23 African Americans, 27 Hispanics, 108 Females, 10 Asians and 1 Native American. During this quarter there were 16 opportunities to hire/promote in the underutilized categories; 5 or 31% (3 African Americans and 2 Females) addressed underutilization. This agency is underutilized by 22 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 20 African Americans, 27 Hispanics, 106 Females, 10 Asians and 1 Native American. During this quarter there were 13 opportunities to hire/promote in the underutilized categories; 5 or 38% (3 African Americans and 2 Females) addressed underutilization. This agency is underutilized by 22 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 25 African Americans, 28 Hispanics, 117 Females, 10 Asians and 1 Native American. During the year, there were 66 opportunities to hire/promote in the underutilized categories; 22 or 33% (8 African Americans, 1 Hispanic and 13 Females) addressed underutilization. This agency is underutilized by 22 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: REVENUE

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1		4	3			14	7					2							
2								1												
3																				
4																				
5																				
6																				
7				1			3				3									
8																				
9																				
10																				
11								2												
Total	1	0	4	4	0	0	17	10	0	0	3	0	2	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 4 Total underutilization for Hispanics: 17 Total underutilization for Females: 16

Total underutilization for Asians: 4 Total underutilization for Native Americans: 0 Total Underutilization: 41

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37015	Public Service Adm	305
40070	Senior Public Serv Adm	151

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	6
00133	Accountant Advanced	5
00135	Accountant Supervisor	3
00501	Admin Assistant 1	51
00502	Administrative Asst 2	33
01251	Appraisal Specialist 1	2
01255	Appraisal Specialist Trn	1
13851	Executive 1	18
13852	Executive 2	15
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19692	Human Resources Rep	8
19693	Human Resources Spec	11
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	19
21162	Inf Svcs Specialist II	22
21165	Inf Systems Analyst I	26
21166	Inf Systems Analyst II	53
21167	Inf Systems Analyst III	13
21721	Internal Auditor 1	3
21726	Internal Auditor Trn	3
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	15
30860	Paralegal Assistant	2
35700	Pub Admin Intern	4
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	57
38371	Rev Auditor 1	70
38372	Rev Auditor 2	70
38373	Rev Auditor 3	72
38375	Revenue Auditor Trainee	55
38401	Rev Collection Ofr 1	9
38402	Rev Collection Ofr 2	10

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38403	Rev Collection Ofr 3	10
38405	Rev Collection Ofr Trn	8
38425	Rev Computer Audit Spec	8
38557	Rev Sr Special Agent	15
38558	Rev Special Agent	14
38565	Rev Special Agent Trn	15
38572	Rev Tax Spec II	39
38573	Rev Tax Spec III	26
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
42745	Stat Research Supv	2
45251	Technical Advisor 1	3
45252	Tech Adv 2	8
45253	Tech Adv 3	2
45256	Tech Advsr Advcd Prg Sp	37
45308	Telecom Systems Analyst	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	13
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	7
11436	Data Processing Supvr 2	3
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	11
11443	Data Processing Tech Trn	1
23568	Licensing Asst	3
23751	Liq Cont Sp Agent I	16
23752	Liq Cont Sp Agent II	6
27176	Micro Lab Technician II	1
38571	Rev Tax Spec I	36
45313	Telecom Systems Tech 2	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	28
14032	Executive Secretary 2	4
14033	Executive Secretary 3	8

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19690	Human Resources Asst	2
19691	Human Resources Assoc	3
19694	Human Resources Trainee	1
24520	Lottery Telemarketng Rep	3
29993	Office Administrator 3	4
29994	Office Administrator 4	18
29995	Office Administrator 5	5
30025	Office Coordinator	37
30080	Office Specialist	6
34201	Private Secretary 1	3
34202	Private Secretary 2	3
38575	Rev Tax Spec Tr	16
43190	Student Intern	5
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	5
08050	Clerical Trainee	3
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	42
30015	Office Associate	51
30020	Office Clerk	21
34540	Procurement Rep	2
38203	Reproduc Serv Tech 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	1
38204	Reproduc Serv Tech 2	2
38205	Reproduc Serv Tech 3	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
24402	Lottery Commod Dist II	1
43051	Storekeeper I	5
43052	Storekeeper II	2
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Transportation

Acting Secretary: Milton R. Sees, P.E.

EEO/AA Officer: Elbert E. Simon

Agency Workforce: 5,531

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 253 African Americans, 174 Hispanics, 1,683 Females, 69 Asians and 7 Native Americans. During this quarter there were 28 opportunities to hire/promote in the underutilized categories; 20 or 71% (4 African Americans, 15 Females and 1 Asian) addressed underutilization. This agency is underutilized by 446 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 249 African Americans, 174 Hispanics, 1,668 Females, 68 Asians and 7 Native Americans. During this quarter there were 25 opportunities to hire/promote in the underutilized categories; 16 or 64% (2 African Americans, 1 Hispanic and 13 Females) addressed underutilization. This agency is underutilized by 443 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 247 African Americans, 173 Hispanics, 1,655 Females, 68 Asians and 7 Native Americans. During this quarter there were 33 opportunities to hire/promote in the underutilized categories; 13 or 39% (2 African Americans, 1 Hispanic, 9 Females and 1 Asian) addressed underutilization. This agency is underutilized by 442 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 245 African Americans, 172 Hispanics, 1,646 Females, 67 Asians and 7 Native Americans. During this quarter there were 31 opportunities to hire/promote in the underutilized categories; 23 or 74% (5 African Americans, 6 Hispanics and 12 Females) addressed underutilization. This agency is underutilized by 441 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 253 African Americans, 174 Hispanics, 1,683 Females, 69 Asians and 7 Native Americans. During the year, there were 117 opportunities to hire/promote in the underutilized categories; 72 or 62% (13 African Americans, 8 Hispanics, 49 Females and 2 Asians) addressed underutilization. This agency is underutilized by 441 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

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RECOMMENDATIONS/COMMENTS

This agency exceeded the Department of Human Rights' (DHR) minimum compliance criteria, and its hiring reflected diversity. Disability underutilization continues to pose a significant problem. DHR reviewed the agency's disciplinary practices which indicate a problem. The agency has been asked to look into the matter more fully. DHR provided EEO/AA training to IDOT diversity council.

Underutilization Summary by Region

Name of Agency: TRANSPORTATION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	10	3	15			1	4	61				1	30							
2	2	1	11			3		14	1		3		19							
3			7					18	1				6							
4																				
5	1		10			2		14			7	1	24							
6	1		5	1				11	3		1	1	13	3						
7			22					11				1	53							
8																				
9	2		3					16				1	16							
10			4					14			1		8							
11	1		3			1		14					10							
Total	17	4	80	1	0	7	4	173	5	0	12	5	179	3	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1											5	6	1		16	37	192	18	
2																8	8	53	1	
3																	6	51	1	
4																				
5	1															10	5	53	1	
6																9	2	44	3	
7							1									7	4	72	2	
8																				
9																27	4	89	1	
10																4	2	57	1	
11																1	2	48		
Total	2	0	0	0	0	0	1	0	0	0	0	5	6	1	0	82	70	659	28	0

Total underutilization for African Americans: 120

Total underutilization for Hispanics: 89

Total underutilization for Females: 1,097

Total underutilization for Asians: 38

Total underutilization for Native Americans: 0

Total Underutilization: 1,344

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	15
40070	Senior Public Serv Adm	9

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	20
00133	Accountant Advanced	12
00135	Accountant Supervisor	3
00501	Admin Assistant 1	13
00502	Administrative Asst 2	3
00956	Aircraft Pilot 2	1
00957	Aircraft Pilot 2-Dual Rt	1
13851	Executive 1	1
13852	Executive 2	3
15640	Flight Safety Coord	1
19692	Human Resources Rep	1
21162	Inf Svcs Specialist II	3
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	1
21721	Internal Auditor 1	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	13
00116	Account Technician II	6
00951	Aircraft Dispatcher	1
00952	Aircraft Lead Dispatcher	1
00955	Aircraft Pilot 1	1
11440	Data Processing Tech	1
18525	Hwy Construction Supv I	3
18526	Highway Const Supv 2	2
27176	Micro Lab Technician II	1
32092	Photographic Technich 2	1
32093	Photographic Technich 3	1
38910	Safety Respons Analyst	3
47570	Vehicle Compliance Insp	7

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	98
14032	Executive Secretary 2	28
14033	Executive Secretary 3	22
19691	Human Resources Assoc	11
29993	Office Administrator 3	8

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	74
30080	Office Specialist	7

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	5
08050	Clerical Trainee	1
08815	Comm Dispatcher	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	2
29992	Office Administrator 2	2
30010	Office Assistant	32
30015	Office Associate	22
30020	Office Clerk	6
30075	Office Occupations Tr	71
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	1
38915	Saf Respon Analyst Supv	2
44411	Switchboard Operator 1	4
47585	Vehicle Permit Evaluator	2

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03680	Auto And Body Repairer	1
03700	Automotive Mechanic	18
03749	Automotive Shop Supv	1
05310	Bridge Mechanic	2
06650	Carpenter	1
18465	Heavy Const Equip Opr	19
21500	Instrument Designer	1
33360	Power Shovel Opr (Maint)	8
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	3
38205	Reproduc Serv Tech 3	1
40960	Sign Painter	1
41000	Sign Shop Foreman	2
42600	Stationary Engineer	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05320	Bridge Tender	4

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11500	Deck Hand	2
14801	Ferry Operator I	2
14802	Ferry Operator II	2
18639	Highway Maintainer	206
18659	Highway Maint Lead Wkr	264
21951	Janitor I	2
21952	Janitor II	3
22809	Labor Maint Lead Worker	1
23080	Laborer (Maintenance)	27
25500	Maintenance Worker	9
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	10
43051	Storekeeper I	19
43052	Storekeeper II	12
43053	Storekeeper III	1
43060	Stores Clerk	1

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Department of Veterans' Affairs

Director: L. Tammy Duckworth

EEO/AA Officer: Christi Rios

Agency Workforce: 1,147

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		*	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			
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 (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 12 African Americans, 21 Hispanics, 33 Females and 7 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 4 or 36% (1 African American, 1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 79 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 11 African Americans, 20 Hispanics, 31 Females and 7 Asians. During this quarter there were 25 opportunities to hire/promote in the underutilized categories; 3 or 12% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 78 people with disabilities.

THIRD QUARTER (1/1/07 THROUGH 3/31/07)

As of 1/1/07, agency underutilization was 10 African Americans, 20 Hispanics, 29 Females and 7 Asians. During this quarter there were 29 opportunities to hire/promote in the underutilized categories; 5 or 17% (3 African Americans, 1 Hispanic and 1 Asian) addressed underutilization. This agency is underutilized by 77 people with disabilities.

FOURTH QUARTER (4/1/07 THROUGH 6/30/07)

As of 4/1/07, agency underutilization was 7 African Americans, 19 Hispanics, 29 Females and 6 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories; 2 or 13% (2 Females) addressed underutilization. This agency is underutilized by 77 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 12 African Americans, 21 Hispanics, 33 Females and 7 Asians. During the year, there were 80 opportunities to hire/promote in the underutilized categories; 14 or 18% (5 African Americans, 2 Hispanics, 6 Females and 1 Asian) addressed underutilization. This agency is underutilized by 77 people with disabilities.

FINDINGS

Agency in compliance

☐

Agency in non-compliance

☒

RECOMMENDATIONS/COMMENTS

In FY07, this agency used the successful disability opportunities program to hire a person with a disability.

*A comprehensive review has been made of your agency's affirmative action plan and quarterly reports. However, because your agency failed to meet the Department's 25% standard for affirmative action performance during the last two years, a Notice to Show Cause is hereby issued.

The Department recommends that your agency continue the training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services ("DCMS"), which should enhance your agency's ability to address its affirmative action needs. Accordingly, DCMS will be notified of the need to continue this training program.

For FY08 your agency EEO/AA Officer must submit a plan to correct underutilization problem and on a monthly basis, submit a report on the progress in reaching your affirmative action goals.

Underutilization Summary by Region

Name of Agency: VETERANS' AFFAIRS

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2													4							
3																				
4																				
5												1						2		
6																				
7																				
8							1				2	1						2		
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	0	0	0	2	2	4	0	0	0	0	4	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5		2		1									2							
6																				
7								1												
8		3											1				3			
9																				
10																				
11	2																			
Total	2	5	0	1	0	0	0	1	0	0	0	0	3	0	0	0	3	0	0	0

Total underutilization for African Americans: 4

Total underutilization for Hispanics: 11

Total underutilization for Females: 12

Total underutilization for Asians: 1

Total underutilization for Native Americans: 0

Total Underutilization: 28

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	2
37015	Public Service Adm	48
40070	Senior Public Serv Adm	19

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	3
00135	Accountant Supervisor	4
00157	Activity Therapist	4
00163	Activity Therapist Supv	1
00501	Admin Assistant 1	5
00502	Administrative Asst 2	3
05810	Business Admin Spec	1
05815	Business Manager	5
06901	Chaplain 1	2
12501	Dietary Manager I	3
12502	Dietary Manager II	3
12510	Dietitian	1
13851	Executive 1	3
13852	Executive 2	9
18041	Health Information Adm	4
19692	Human Resources Rep	4
19693	Human Resources Spec	6
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	1
23430	Library Associate	3
32010	Pharmacy Services Coord	1
32153	Physical Ther Prog Coord	1
32200	Physician	2
32221	Physician Spec Opt A	1
32222	Physician Spec Opt B	2
35700	Pub Admin Intern	1
38131	Registered Nurse 1	12
38132	Registered Nurse 2	27
38135	Regis Nurse-Adv Practice	1
38145	Rehabilitation Counselor	1
38199	Reimbursement Officer 1	5
38200	Reimbursement Officer 2	1
41311	Soc Serv Pro Planner I	4
41312	Soc Serv Pro Planner II	2

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41412	Social Worker 2	3
41413	Social Worker 3	1
41787	Staff Pharmacist	2
47683	Vet Educational Spec III	2
48481	Vol Services Coord I	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	10
00118	Account Technician Tr	2
00151	Activity Program Aide I	1
00152	Activity Program Aide II	4
02424	Asst Reimburse Officer	1
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	2
23551	Licensed Prac Nurse I	12
23552	Licensed Prac Nurse II	16
32007	Pharmacist Lead Tech	2
32008	Pharmacist Technician	2
37007	Public Safety Inspector	1
37507	Radio Tech Prog Coord	2
47800	Vet Serv Officer	54

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	6
39875	Security Officer Chief	2
39877	Security Officer Sgt	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
19690	Human Resources Asst	5
19691	Human Resources Assoc	5
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	2
32192	Physical Ther Aide II	3
32193	Physical Ther Aide III	4

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38156	Rehab Counselor Aide II	1
41281	Social Service Aide I	2
41282	Social Service Aide II	2
41285	Social Service Aide Tr	1
43200	Student Worker	4
47750	Vet Nurs Asst-Certified	14

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	4
11425	Data Processing Oper	1
18045	Health Information Assoc	1
30010	Office Assistant	13
30015	Office Associate	21
34793	Prop & Supply Clerk III	3
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	6
44412	Switchboard Operator 2	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
04250	Barber	2
06650	Carpenter	1
13200	Electrician	1
24750	Machinist	1
30800	Painter	2
32900	Plumber	1
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	2
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	1
05613	Bldg/Grounds Maint Wkr	5
09601	Cook I	4
09602	Cook II	5
21465	Institutional Maint Wkr	1
23191	Laundry Manager I	1

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25020	Maint Equip Operator	4
25510	Maint Worker Power Plant	2
42650	Stationary Fireman	1
43051	Storekeeper I	6
43052	Storekeeper II	3
43053	Storekeeper III	2
43060	Stores Clerk	2
44221	Support Service Coord 1	5
44225	Support Service Lead	4
44238	Support Service Wkr	18

ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

Agency: Workers' Compensation Commission

Chairman: Dennis R. Ruth

Acting EEO/AA Officer: Carol Reckamp

Agency Workforce: 169

Fiscal Year: 2007

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.		X	
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/06 THROUGH 9/30/06)

Agency underutilization at the beginning of FY07 was 3 African Americans, 2 Hispanics, 13 Females and 3 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 3 or 100% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 8 people with disabilities.

SECOND QUARTER (10/1/06 THROUGH 12/31/06)

As of 10/1/06, agency underutilization was 2 African Americans, 2 Hispanics, 11 Females and 3 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 7 people with disabilities.

THIRD THROUGH FOURTH QUARTERS (1/1/07 THROUGH 6/30/07)

As of 1/1/07, agency underutilization was 1 African American, 2 Hispanics, 11 Females and 3 Asians. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 7 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY07 was 3 African Americans, 2 Hispanics, 13 Females and 3 Asians. During the year, there were 5 opportunities to hire/promote in the underutilized categories; 4 or 80% (2 African Americans and 2 Females) addressed underutilization. This agency is underutilized by 7 people with disabilities.

FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

RECOMMENDATIONS/COMMENTS

This agency submitted all required reports during the year; however, the third and fourth quarter reports and annual report were late, resulting in a late notice being issued by the Department. The Department recommends timely submission of EEO/AA reports in FY08.

Underutilization Summary by Region

Name of Agency: WORKERS' COMPENSATION COMMISSION

Report Date: End of 1st Qtr FY08

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								5	1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	5	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1							1											
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 1 Total underutilization for Females: 5

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 Total Underutilization: 8

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
AA = African American H = Hispanic F = Female A = Asian NA = Native American
DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Workers Compensation Comm

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	16
40070	Senior Public Serv Adm	20

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	14
00502	Administrative Asst 2	7
01401	Arbitrator	18
13851	Executive 1	3
13852	Executive 2	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	2
21601	Ins Co Claims Examiner 1	1
23372	Liab Claims Adjuster 2	1
25541	Mgmt Operations Anal I	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	2
42743	Stat Research Spec 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	6
49640	Worker Comp Ins Comp Inv	7

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	2
29993	Office Administrator 3	2
29994	Office Administrator 4	2
30025	Office Coordinator	6
34202	Private Secretary 2	1
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1

State of Illinois
List of Established Job Titles by EEO Category
Workers Compensation Comm

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09900	Court Reporter	10
09903	Court Reporter Supv	1
11420	Data Processing Asst	1
21080	Ind Commission Reporter	1
21095	Industrial Commis Tech	6
30010	Office Assistant	1
30015	Office Associate	2
30020	Office Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43053	Storekeeper III	1
43060	Stores Clerk	2