

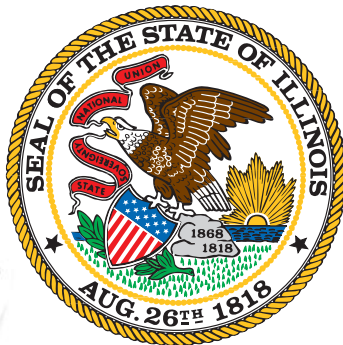


State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2010

## *HISPANIC Employment Plan*



Respectfully submitted to the Illinois General Assembly  
February 1, 2010, 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

# PROMOTION MONITOR

## Section I (To be completed by designated agency personnel)

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

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following :  
 African Americans \_\_\_\_\_ Hispanics \_\_\_\_\_ Women \_\_\_\_\_ Asians \_\_\_\_\_ Native Americans \_\_\_\_\_ Disabled\* \_\_\_\_\_

2. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Number of individuals who applied or were on the list of promotable(s) \_\_\_\_\_

_____ were African American	_____ invited,	_____ interviewed,	_____ selected
_____ were Hispanic,	_____ invited,	_____ interviewed,	_____ selected
_____ were Women,	_____ invited,	_____ interviewed,	_____ selected
_____ were Asian,	_____ invited,	_____ interviewed,	_____ selected
_____ were Native American,	_____ invited,	_____ interviewed,	_____ selected
_____ were Veterans,	_____ invited,	_____ interviewed,	_____ selected
_____ were Disabled,	_____ invited,	_____ interviewed,	_____ selected
_____ were Undefined,	_____ invited,	_____ interviewed,	_____ selected

4. Indicate the sex and race of the person promoted.

5. Did it change the employee's EEO Job Category? Yes \_\_\_\_\_ No \_\_\_\_\_

6. If the category is underutilized and a member of an affirmative action group applied and was not promoted, give a detailed explanation.

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

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

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

\_\_\_\_\_  
 EEO/AA Officer Date

I approve of this promotion.:

\_\_\_\_\_  
 Chief Executive Officer Date

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

DHR-20 (Rev 11-09)

\*For EEO monitoring purposes.

# Appendix 2







February 3, 2010

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

I am pleased to provide you with a copy of the 2010 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 fourth full year and is making significant progress. I would like to share with you some of this year's accomplishments:

- CMS has created and implemented a comprehensive process to increase the number of Hispanic and bilingual employees hired and promoted.
- The Office of the Auditor General now includes compliance with the State Hispanic Employment Plan as part of its checklist when conducting agency audits.
- An ongoing objective of the State Hispanic Employment Plan is to ensure that eRecruiting, the CMS electronic application process, implemented in 2008, does not adversely impact the number of Hispanics applying for state positions. In 2007, the year prior to implementation of eRecruiting, Hispanics applied for 11,495 positions resulting in 16.7% of them receiving "A-Well Qualified" grades. In 2008, the first year of implementation, Hispanics applied for 14,801 positions, and 17.6% received "A-Well Qualified" grades. In 2009, there was a slight decrease in the number of Hispanics applying (14,584), but a greater number (19.2%) received "A-Well Qualified" grades. Not only have Hispanics not been hindered by the new electronic application process, they are now represented in greater numbers on the eligibility list and in more reachable grade categories.
- Currently, 2,157 (4.28%) of the state workforce is Hispanic, representing a slight increase from last year, 2,114 (4.12%). The increase in the number of Hispanics is particularly significant in light of budget shortfalls resulting in fewer hiring opportunities overall. The number of bilingual/Spanish speaking employees has also continued to rise from 1,089 in the first year of the Plan, to its current 1,236. In 2009, state employees applied for 12,954 promotional grades, resulting in 890 promotions. Of those, 635 applicants were Hispanics and resulted in 44 promotions.

1/22/2010

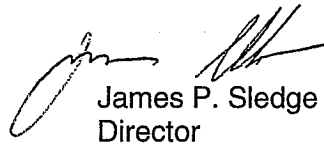
Page 2

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

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

By working together on this initiative, we can achieve this goal and better serve all residents of our great state. If you have any questions or need additional information, please don't hesitate to contact 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](mailto:olga.iniguez@illinois.gov).

Sincerely,



James P. Sledge  
Director

Attachment

# Appendix 3



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

~~2009~~ OCT 22 A 10:18

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department on Aging

Name of Individual Completing Survey: Sara Han

Individual's Working Title: Management Operations Analyst/GPSI

Individual's Phone Number: 217.558.4233

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

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

1. As of June 30, 2009, 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  
  1   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  33   Officials and Managers  
  89   Professionals



7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
Currently, all 4 bilingual Spanish speaking option positions are situated in the Senior Helpline which assists seniors and their caregivers access a host of public benefit programs for seniors that range from home and community-based alternative care options to assistance with pharmaceutical benefits. Three of the positions are classified as Executive I and one as an Executive II - working supervisor. All are covered by the AFSCME Agreement. The Department is required to pay the negotiated pay rate pursuant to the AFSCME Agreement and the B/L pay provisions in the CMS Pay Plan based on the employees' classification and applicable step. Combined, their current annual salary cost is approximately \$204,000.00.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The Agency completes and circulates its annual Affirmative Action/EEO Plan to Executive and other concerned staff. Accordingly, staff actively utilizes the Plan in administering its complete HR and employee assistance functions, and to help guide its annual hiring and employee professional development and training goals.
- 
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
In FY'09, the agency has met the underutilization of 1 Hispanic Professional in Region I by hiring a bilingual Spanish speaking Executive II - working supervisor in the Senior Helpline in Chicago. The agency will continue to provide support training opportunities offered by Illinois Association of Hispanic State Employees (IAHSE) for IDOA staff. In addition to the CMS positing system, announce vacancies of B/L positions to organizations such as IAHSE and others to increase the diversity of qualified applicants, for all positions, not just bilingual Spanish speaking positions when available.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
In addition to those strategies mentioned above, the Department also created 3 B/L Spanish speaking positions for the Circuit Breaker/Rx Program in Cook and Sangamon counties for when such opportunity presents itself to fill vacancies. They are namely a Revenue Tax Specialist Trainee, RTS I and RTS II for both Sangamon and Cook County. As the



demand increases for bi-lingual staff to help LEP elderly, having those positions already established would enable the agency to re-direct resources, as well as expedite the hiring process for frontline positions to address such eventualities.

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

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

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

- 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:

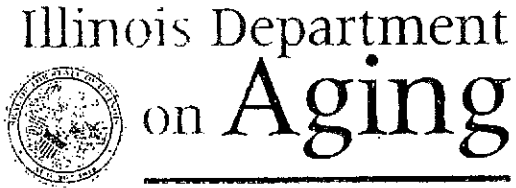
The agency has met all its AAP goals in FY09 and met the underutilization of 1 Hispanic Professional.

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

The number of Hispanic/Bilingual employee increased by 1 position in FY'09.

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

See the answers to questions 9 through 10 above.




Illinois Department  
on Aging

Governor Rod R. Blagojevich  
Director Charles D. Johnson

421 East Capitol Avenue, #100, Springfield, Illinois 62701-1789  
Phone: 217-785-3356, Fax: 217-785-4477, Web: [www.state.il.us/aging](http://www.state.il.us/aging)

**MEMORANDUM:**

**TO:** Olga Iniguez  
Central Management Services  
Bureau of Personnel/Division of Statewide Services

**FROM:** Elton A. Arrindell, Assistant to the Director  
Illinois Department on Aging 

**RE:** State Hispanic Employment Survey 2009

**DATE:** October 21, 2009

Attached, please find the completed 2009 State Hispanic Employment Survey for the Department on Aging. If you have any questions or concerns, please direct them to Sara Han at 217.558.4233 or via email at [sara.han@illinois.gov](mailto:sara.han@illinois.gov). Thank you.

cc: IDHR, Chief Legal Counsel  
Elton Arrindell  
John Dietrich  
Sara Han

Received by CMS on 10/20/09

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: IL Department of Agriculture

Name of Individual Completing Survey: Brent Eggleston

Individual's Working Title: Bureau Chief, Human Resources

Individual's Phone Number: 217-785-5099

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, 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  
  3   Technicians  
  0   Protective Service Workers  
  0   Para-Professionals  
  0   Office and Clerical  
  0   Skilled Craft Workers  
  0   Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

57 Officials and Managers

135 Professionals

159 Technicians

5 Protective Service Workers

20 Para-Professionals

29 Office and Clerical

18 Skilled Craft Workers

16 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

439

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5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

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

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

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

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

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

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

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

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

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

As of June 30, 2009, the IL Department of Agriculture was at parity with the number of bilingual employees required to adequately service the needs of the Spanish speaking public. Even though there are no Spanish-speaking vacancies at present, IDOA continues to attend job fairs as well as post all openings on the statewide posting systems described above.

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

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

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

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

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

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

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

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

The agency's results are provided through the completion of the bilingual needs and bilingual pay survey. Currently, the agency's needs for bilingual positions have been met with the three Spanish-speaking inspection staff. In addition, all three positions are filled with Hispanic employees. Recruitment efforts will be

directed toward addressing underutilization as outlined in the Affirmative Action Plan.

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

No, the adequate level of staffing to accommodate the Spanish-speaking needs at the IL Department of Agriculture remains at three (3). As of June 30, 2009, all three positions are filled with Hispanic, bilingual employees.

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

As of June 30, 2009, there is no need to increase the number of Spanish-speaking bilinguals at IDOA as the appropriate level of staffing to accommodate the needs is met.

To increase the number of Hispanic employees in various EEOC categories, IDOA plans to continue recruitment efforts by attending available job fairs as well as ongoing training for appropriate staff regarding underutilization. As of August, 2009, IDOA now has a staff member in Cook County to attend job fairs and represent IDOA in Northern Illinois on a regular basis while the Sangamon County staff will continue to represent the agency south of Cook County.

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

Please attach additional sheets as necessary.



Received by CMS on

2009 OCT - 7 A 11: 10

**State Hispanic Employment Plan Survey 2009**

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

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

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

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

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

**Illinois Arts Council**

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

**Romie Munoz**

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

**Director of Administration**

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

**312-814-8250**

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

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

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

**Romie.Munoz@illinois.gov**

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  2   Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2009, 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 (**Temporarily assigned**)

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  6   Officials and Managers

 11  Professionals

      Technicians

      Protective Service Workers

  2   Para-Professionals

  1   Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

**20 Full-time employees and 1 part-time.**

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

**NONE**

      Officials and Managers

      Professionals

      Technicians

      Protective Service Workers

      Para-Professionals

      Office and Clerical

      Skilled Craft Workers

      Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

**No, the Illinois Arts Council (IAC) does not have a budget allocated for Hispanic Employment Programs. However, the IAC allocated funds towards Bi-lingual pay for FY2009. Because the IAC is so small (20), we are able to meet the needs and provide technical assistance (for grants) to our constituents.**

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

**Was 5% of the individual's pay for Bi-lingual pay.**

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

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

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

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

**When a vacancy occurs:**

- Post vacant position with Spanish Speaking option on CMS 104 requirement internally and through CMS Personnel procedures;**
- Contact CMS Diversity Enrichment Program for candidates;**
- Contact Illinois Association of Hispanic State Employees (IAHSE);**
- Encourage the employees to attend the IASHE conference;**
- Contact the Universities for Student Interns;**
- Contact the CMS Examining and Testing for candidates.**
- Reviewing the EEO/AA Plan along with the EEO/AA Quarterly Reports submitted to the Department of Human Rights.**

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

**Same as above, the IAC currently has one Spanish Speaking option 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:

**As mentioned before encourage employees to attend the IAHSE conference and encourage the bargaining unit employees to take advantage of the Upward Mobility Program. Have expressed to some of our employees to take Spanish classes to enhance their skills.**

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

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

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

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

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

**Submitting Quarterly Reports to DHR.**

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.

**Last year our budget was cut by \$5 million. This year our total budget is now \$7.5 million. We have lost over 60% of our budget in three years. Our constituents will be greatly affected by this drastic change. This drop will be very negative for the individuals and organizations that receive funding from the Council. In addition, the agency also had to lay off two employees because of lack of funding. None of these individuals were Spanish-Speaking. We anticipate more cuts coming January 2010. Two Officials and Managers do speak Spanish to constituents on occasion however, are not receiving Bi-lingual pay.**

Please attach additional sheets as necessary.



Pat Quinn  
*Governor*

Shirley R. Madigan  
*Chairman*


Terry A. Scrogum  
*Executive Director*

## MEMORANDUM

**DATE:** October 6, 2009

**TO:** Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706

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

**FROM:** Romie Munoz   
Director of Administration  
Illinois Arts Council  
100 West Randolph St., Ste. 10-500  
Chicago, IL 60601

**SUBJECT:** Hispanic Employment Plan Survey 2009

Attached please find the State Hispanic Employment Plan Survey 2009 from the Illinois Arts Council. This survey is for FY2009 – ending June 30, 2009.

cc: Terry Scrogum  
Executive Director  
Illinois Arts Council

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Capital Development Board

Name of Individual Completing Survey: Emily Montgomery

Individual's Working Title: Administrator of Personnel

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

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

Individual's Email

Address: emily.montgomery@illinois.gov



1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

15 Officials and Managers

74 Professionals

1 Technicians

         Protective Service Workers

32 Para-Professionals

3 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

125

5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

CDB does not have specific budget allocations for Hispanic Employment Programs. We currently have not need for Bilingual Programs.

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

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

The Personnel nit advises management/senior staff of underutilization statsu during the hiring process.

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
CDB will continue to utilize various minority outreach programs 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: CDB has minimal interaction with the general public. Due to this, CDB has not experienced a need for Spanish speaking bilinguals on staff. Should such need arise, we will address accordingly.
- 
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- 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.

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

As EEO/AA Officer, I ensure that monitors are completed.

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

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

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

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
CDB is committed to maintaining its current parity status with regard to the number of Hispanics our agency employs.

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Please attach additional sheets as necessary.



Received by CMS on 10/30/09 @ 11:50 J. S. Q.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Central Management Services

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

Individual's Working Title: EEO/AA Officer

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

Individual's Mailing Address: Department of Central Management Services  
401 S. Spring St, Room 720  
Springfield, IL 72706

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  11   Officials and Managers

  12   Professionals

   3   Technicians

   0   Protective Service Workers

   2   Para-Professionals

   2   Office and Clerical

   2   Skilled Craft Workers

   3   Service-Maintenance

2. As of June 30, 2009, 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

   2   Professionals

   . Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

401 Officials and Managers

585 Professionals

137 Technicians

23 Protective Service Workers

83 Para-Professionals

42 Office and Clerical

206 Skilled Craft Workers

146 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,623

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

4 Officials and Managers

1 Professionals

       Technicians

       Protective Service Workers

       Para-Professionals

       Office and Clerical

1 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 09 budget allocation for each of these programs:

CMS doesn't provide specific budget allocations for Hispanic Employment Programs. However, CMS does employ a Hispanic Employment Coordinator and any expenses associated with compiling or providing outreach for the Hispanic Employment Plan for the agency is absorbed within CMS' normal operating budget.

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

See response in #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?

Shared Services is responsible for CMS interviewing and hiring. We have employees who regularly go to schools, colleges and job fairs trying to recruit Hispanic (and other underutilized candidates). Shared Services receives a copy of our Underutilization Summary by Region, each quarter.

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

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

CMS has two employees who assist in recruiting Hispanic candidates. In FY 2009, these employees attended at least 27 different events trying to recruit Hispanic applicants.

- 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:

Eligible staff are encouraged to meet with CMS Upward Mobility counselors to discuss promotional and self-development opportunities.

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

Shared Services does the hiring of CMS employees.

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

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

Our underutilizations have remained relatively the same for Hispanic employees.

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

See above.

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

None. CMS will continue to try to recruit Hispanics and other  
underutilized minorities.

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Department of Children & Family Services

Name of Individual Completing Survey: Michelle Jackson

Individual's Working Title: Deputy Director Human Resources

Individual's Phone Number: 312.814.0027

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

30 Officials and Managers

149 Professionals

3 Technicians

0 Protective Service Workers

9 Para-Professionals

20 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

20 Officials and Managers

142 Professionals

1 Technicians

     Protective Service Workers

4 Para-Professionals

18 Office and Clerical

     Skilled Craft Workers

     Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

131 Officials and Managers

2629 Professionals  
36 Technicians  
\_\_\_\_\_ Protective Service Workers  
151 Para-Professionals  
297 Office and Clerical  
4 Skilled Craft Workers  
12 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

3144

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

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

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

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

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

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

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

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

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

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

**Meet-N-Greets**

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

**Career Fairs**

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

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

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

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

- b) 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 continually updates its calendar of Statewide Latino Events in Illinois. It provides copies to the Office of Recruitment Office, the Office of Communications and advises them to



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

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

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

Yes

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

Yes

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

For the first time in four years, DCFS was in compliance with IDHR.

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

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
Ongoing recruitment and interaction with the Latino community at sponsored events in the different communities. The Burgos Coordinator provides support to new Latino and Bilingual employees in an effort to increase the retention of Latino and bilingual employees.

Please attach additional sheets as necessary.

Received by CMS on

2009 OCT 15 P 3:10

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: **Civil Service Commission**

Name of Individual Completing Survey: **Andrew Barris**

Individual's Working Title: **Assistant Director**

Individual's Phone Number: **217/782-7373**

Individual's Mailing Address: **400 West Monroe Street, Suite 306, Springfield, IL 62704**

Individual's Email Address: **Andrew.barris@illinois.gov**

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers

1 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

**4 full-time employees; 0 part-time and LOA**

5. As of June 30, 2009, 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 09 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 FY08.**
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
**See answer to #6 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?  
**See answer to #6 above.**
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 above.**
  - 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 above.**
  - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:  
**See answer to #6 above.**
  - d) How has your agency ensured that all appropriate staff are complying with the 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:

**See answer to #6 above.**

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

**See answer to #6 above.**

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 2010**

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

**DUE:** Friday, October 30th, 2009

**RETURN TO:** Department of Central Management Services  
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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](mailto:olga.iniguez@illinois.gov).

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

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

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

Name of Individual Completing Survey: Victoria Dawn Benn

Individual's Working Title: Agency-wide EO Compliance/Education & Training Mgr.

Individual's Phone Number: 217/524-2779 (Voice) or 217/524-8680 (Fax)

Individual's Mailing Address: Office of Equal Opportunity Monitoring & Compliance (EOMC)  
620 East Adams Street, 2nd Floor, Springfield, IL 62701

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



1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 8 \_\_\_ Officials and Managers

\_\_\_ 8 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

\_\_\_ N/A \_\_\_ Protective Service Workers

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

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

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

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

2. As of June 30, 2009, 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

\_\_\_ 4 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

\_\_\_ N/A \_\_\_ Protective Service Workers

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

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

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

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

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  198   Officials and Managers

  284   Professionals

   4    Technicians

  N/A   Protective Service Workers

  21   Para-Professionals

   9    Office and Clerical

   3    Skilled Craft Workers

   2    Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

440.0 employees, which includes 2 - Comptroller's Office; 10.0- LOA; and 0 - part-time

5. As of June 30, 2009, provide the underutilization\* for Hispanics by category:

   0    Officials and Managers

   0    Professionals

   0    Technicians

  N/A   Protective Service Workers

   0    Para-Professionals

   0    Office and Clerical

   0    Skilled Craft Workers

   0    Service-Maintenance

\*Please refer to DCEO's FY09 AA Plan, p. 79

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

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

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

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

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

DCEO's Managing Director for Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified Latinas/Latinos/Hispanics in the workforce; and

The Director meets regularly with the HR Manager to strategize on efforts to increase the number of highly qualified Latinas/Latinos/Hispanics at DCEO and meet AA goals.

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

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

The Director places great emphasis on hiring/promoting highly qualified Latina/Latino/Hispanic applicants and employees within management and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the HR Manager.

DCEO's Agency-wide EO Compliance/Education and Training Manager maintains contact with DCEO's Assistant Director Roxanne Nava who in turn maintains an excellent business relationship with the Senior Advisor to the Governor regarding the need for state agency's to increase it's number of highly qualified Hispanics to state service. DCEO also contacted Olga Iniguez, CMS Coordinator, for the Hispanic Employment Plan; Carlos Charneco, EEO Manager at IDES; Susan Allen, Liaison staff member, at IDHR; And staff from the CMS Diversity Enrichment Program to apprise these employment sources of current vacancies within DCEO as well as our attempts to identify future employment/career fairs which may be scheduled in areas that are predominately located in Latina/Latino/Hispanic communities.

DCEO maintains a close relationship with the following organizations:

Illinois Association of Hispanic State Employees (IAHSE);  
League of United Latin American Citizens (LULAC);  
Service, Employment and redevelopment (SER) Jobs group;  
Illinois Latino Council on Higher Education (ILCHE);  
Illinois Community College Board (ICCB);  
Illinois Migrant Council (IMC); and  
Employment and training facilities that are identified by our Bureau of Workforce Development that is located in Latina/Latino/Hispanic communities.

DCEO participates 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. DCEO was represented at the following Career/Job Fairs, statewide conferences or meetings:

21st Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 10, 2008, Chicago, Illinois.

DCEO participated at the Fall IDHS/IDES Career/Job Fair, October 18, 2008, Springfield, Illinois

On October 29, 2008 DCEO contacted Olga Iniguez, CMS Coordinator, for the Hispanic Employment Plan, requesting her employment expertise to assist the Department in an effort to increase the number of highly qualified protected class applicants.

Annual Collegiate Career Fair at the University of Illinois at Springfield, February 19, 2009.

On March 18, 2009, DCEO participated as a recruiter/exhibitor at the Spring IDHS/IDES Career/Job Fair.

21<sup>th</sup> Annual Illinois Association of Minorities in Government (IAMG) Conference, April 29th - May 1st, 2009.

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

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

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

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

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

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

During FY09, the Department hired one (1) well-qualified Hispanic student worker who worked in the DCEO Chicago Office of the 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:

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

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

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

- 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 for Latina/Latino/Hispanic employees so they have an opportunity to take advantage of career advancement opportunities within the Department. DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

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

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

- 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:

<b>2009 Hispanic employee summary:</b>	<b>2010 Hispanic employee summary:</b>
9 – Official/Managers	8 – Official/Managers
6 – Professionals	8 – Professionals
3 – Para-Professionals	2 – Para Professionals
1 – Office/Clerical	1 – Office/Clerical
1 – Skilled Craft Worker	0 – Skilled Craft Worker
<b>2009 Spanish-speaking bilingual summary:</b>	<b>2010 Spanish-speaking bilingual summary:</b>
2 – Official/Managers	3 – Official/Managers
4 – Professionals	4 – Professionals
1 – Para-Professional	1 – Para-Professional
1 – Office/Clerical	1 – Office/Clerical

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

Regarding increases to the Department's workforce, on 4-1-2009 thirty-four (34) employees from the Illinois Department of Human Services/Office of Energy Assistance transferred to DCEO due to a legislative transfer. Two (2) of those transfers included a highly qualified Latina and a Latino who both work in the Professional EEO job category and are located in our DCEO Chicago Office. Regarding the total number of highly qualified Spanish speaking bilingual Official/Managers, DCEO has three (3) staff members in that EEO job category, though one (1) is on Leave of Absence.

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

We encourage all DCEO employees, including our Latina/Latino/Hispanic staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latina/Latino/Hispanic employees are encouraged to request assistance for friends and family members who are interested in state service, by accessing the new CMS electronic employment system at <http://work.illinois.gov/>. Interested parties should complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. Latina/Latino applicants with disabilities should contact the CMS/DHS Disability Recruitment Program.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Commerce Commission

Name of Individual Completing Survey: Leigh Ann Myers

Individual's Working Title: Human Resources Manager

Individual's Phone Number: 217-785-1407

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

Individual's Email Address: [lmyers@icc.illinois.gov](mailto:lmyers@icc.illinois.gov)



1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  1   Officials and Managers

  5   Professionals

  0   Technicians

  2   Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

277

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

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

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

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

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

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

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

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

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

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

- 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.

Yes; the Illinois Commerce Commission hired 1 Hispanic Official/Manager and 2 Hispanic Protective Service Workers during the past year.

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

Consistent participation in minority career fairs is highly desirable, if funds for registrations and travel are available. Being able to bring Hispanic/Latino professionals on board through internship or co-op programs would greatly improve the ICC's chances of recruiting them on a permanent basis, if funding and headcount for future positions were also available. The ICC is still interested in using the LatPro career web site to assist recruiting Hispanic employees on the national level—something many of our professional positions require. Funding to the ICC or a consortium of state agencies interested in such an endeavor would be required.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Corrections

Name of Individual Completing Survey: Karey Wanless

Individual's Working Title: PSA / IDOC Personnel Manager

Individual's Phone Number: 217-558-2200 ext. 5010

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

Individual's Email Address: Karey.Wanless@DOC.illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

- 11   Officials and Managers
- 23   Professionals
- 3   Technicians
- 125  Protective Service Workers
- 0   Para-Professionals
- 0   Office and Clerical
- 5   Skilled Craft Workers
- 9   Service-Maintenance

2. As of June 30, 2009, 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
- 22   Professionals
- 0   Technicians
- 11   Protective Service Workers
- 1   Para-Professionals
- 3   Office and Clerical
- 0   Skilled Craft Workers
- 0   Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  534   Officials and Managers

1,452 Professionals

  410   Technicians

7,546 Protective Service Workers

  170   Para-Professionals

  372   Office and Clerical

  334   Skilled Craft Workers

  703   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

 11,521 

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  14   Professionals

  5   Technicians

  47   Protective Service Workers

  0   Para-Professionals

  2   Office and Clerical

  2   Skilled Craft Workers

  8   Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

A portion of the Affirmative Action budget is allocated to minority recruitment. The budget is approximately half of the total Affirmative Action budget, which equals about \$2000.00

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7. Provide FY09 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 \$2000.00

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

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

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

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

Recruitment Training for IDOC recruiters, hosting IDOC days in legislative districts, attending Hispanic conferences, and recruitment fairs; and providing IDOC's action plan for the state Hispanic Employment 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:

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

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

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

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

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

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

Please attach additional sheets as necessary.

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

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois State Police

Name of Individual Completing Survey: Suzanne L.Y. Bond

Individual's Working Title: EEO Program Manager

Individual's Phone Number: (217) 782-1282

Individual's Mailing Address: 801 S. 7<sup>th</sup> Street, Suite 100-S, Springfield, IL 62794-9461

Individual's Email Address: Suzanne\_Yokley-Bond@isp.state.il.us

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  4   Officials and Managers  
 26  Professionals  
 51  Technicians  
104  Protective Service Workers  
  3  Para-Professionals  
  9  Office and Clerical  
  0  Skilled Craft Workers  
  0  Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

\* Additionally the Illinois State Police employs 105 Spanish-speaking sworn officers who are entitled to a maximum of 2 hours overtime when they are called upon to offer this service to our Spanish-speaking citizens.

**Illinois Department of  
Corrections**

**Michael P. Randle  
Director's Office**

# Fax

<b>To:</b> CMS Bureau of Personnel	<b>From:</b> Karey Wanless, IDOC Personnel Manager
<b>Date:</b> 10/29/09	<b>Fax:</b> 217-524-6856
<b>Pages:</b> 6	<b>Phone:</b> 217-558-2200 ext. 5010
<b>Re:</b> Hispanic Employment Plan Survey	<b>CC:</b>

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**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

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**State Hispanic Employment Plan Survey 2009**

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

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

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

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

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

Agency: Illinois Criminal Justice Information Authority

Name of Individual Completing Survey: Edith Feliciano

Individual's Working Title: Human Resource Director

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

Individual's Mailing Address: 300 W. Adams - Suite 700 - Chicago, IL 60606

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  1   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

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  20   Officials and Managers

  54   Professionals

   1   Technicians

   0   Protective Service Workers

   2   Para-Professionals

   1   Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  56 Employees and 4 Contractual  

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

   0   Officials and Managers

   0   Professionals

   0   Technicians

   0   Protective Service Workers

   0   Para-Professionals

   0   Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

N/A

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

**\* Provide new supervisors with training concerning EEO laws.**

**\* Keep communication open so supervisors and administrative staff know about our goals of hiring more Hispanics.**

**\* Notify relevant recruitment sources of potential vacancies for referral of qualified Hispanic applicants.**

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

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

**Send posting and other job information to colleges and Hispanic Associations.**

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

**This agency does not specifically work with the public so we do not deal with Spanish speaking customers.**

- 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 so we do not deal with Spanish speaking customers.**

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

**Informing the staff of the hiring and promotional monitors and making the staff fill it out so 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 Hispanic 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.

**Yes, ICJIA hired a Hispanic female into the Officials/Managers category.**

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. We will be notifying Hispanic Associations when there are vacancies available.**

Please attach additional sheets as necessary.

Received by CMS ~~2007 OCT 19 A 9:17~~

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Deaf and Hard of Hearing Commission

Name of Individual Completing Survey: Tonia R. Bogener

Individual's Working Title: Legal Counsel/EEO Officer

Individual's Phone Number: 217/557-4493

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  0   Officials and Managers

  0   Professionals

       Technicians

       Protective Service Workers

  0   Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  0   Officials and Managers

  0   Professionals

       Technicians

       Protective Service Workers

  0   Para-Professionals

       Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

3. As of June 30, 2009, 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, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

      7      

5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

None. See additional comments attached hereto

7. Provide FY09 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 and attended Deaf Latino Day at Chicago University.

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

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

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

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 Latino Day, 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 mandatory Hiring and Promotion Monitor requirements:

The EEO Office and Personnel Manger coordinate the completion of the hiring and promotion monitors. The Personnel Manger 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.

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 two positions posted and filled only one during FY 09, both positions were posted on the National Hispanic Counsel for the Deaf and Hard of Hearing. IDHHC did not receive any Hispanic applications for the position which was filled. IDHHC interviewed a Hispanic applicant for the second position but the position was never filled.

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.

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

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Please attach additional sheets as necessary.

\* The Illinois Deaf and Hard of Hearing Commission's primary objective is to ensure all Illinois residents with a hearing loss will enjoy the benefits of a fully accessible society enabling each person to participate in and contribute to all aspects of life. In order to achieve this objective, all 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 Latino Day, Deaf Nation and ADA Celebrations. In addition to CMS, all vacancies are posted to general disability and deaf and hard of hearing organizations throughout the state and nationwide, and specifically to the National Hispanic Council of the Deaf and Hard of Hearing.



Received by CMS on 2009 OCT 26 A 10:02

**State Hispanic Employment Plan Survey 2009**

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](mailto:olga.iniguez@illinois.gov).

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

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

Agency: Illinois 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, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

10

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 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 FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving as the 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 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 is committed to hiring individuals from diverse backgrounds, including people with disabilities. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives.

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

No

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



*Illinois Council on  
Developmental Disabilities*

Lester T. Pritchard  
Chairperson

Sheila T. Romano, Ed. D.  
Executive Director

October 20, 2009

Ms. Olga Iniguez  
Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, Illinois 62706

Dear Ms. Iniguez:

Enclosed please find the completed 2009 Hispanic Employment Survey for the Illinois Council on Developmental Disabilities. Please contact me if you have any questions or need additional information.

Sincerely,



Janinna Hendricks  
EEO Officer

Enclosure

cc: Ray Luna, Chief Legal Counsel-Department of Human Rights





**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Emergency Management Agency

Name of Individual Completing Survey: Kevin Sledge

Individual's Working Title: Labor Administrator

Individual's Phone Number: 217-782-3184

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

Individual's Email Address: [kevin.sledge@illinois.gov](mailto:kevin.sledge@illinois.gov)

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

- 44 Officials and Managers
- 135 Professionals
- 8 Technicians
- 0 Protective Service Workers
- 16 Para-Professionals
- 9 Office and Clerical
- 2 Skilled Craft Workers
- 0 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

227

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

None \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The agency's EEO/AA Officer oversees related activity.

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

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Conducted a recruitment effort at the Illinois Institute of Technology in Chicago.

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

- b) 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:

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

- d) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
Shared Services and CMS will not process any personnel transactions unless the appropriate monitor is attached.

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- 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:

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

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

NA

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

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Employment Security

Name of Individual Completing Survey: Ken Santiago

Individual's Working Title: Human Resource Manager

Individual's Phone Number: 312 793-9322

Individual's Mailing Address: 33 S. State St, Chicago IL 60603

Individual's Email Address: Ken.Santiago@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

21 Officials and Managers

120 Professionals

76 Professionals Intermittent

1 Technicians

0 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers (not part of agency job title)

0 Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

8 Officials and Managers

120 Professionals

45 Professional Intermittent

0 Technicians

0 Protective Service Workers

0 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  308   Officials and Managers

 1513  Professionals (includes 411 intermittent employees)

  21   Technicians

   0   Protective Service Workers

   58  Para-Professionals

   49  Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

1953 including intermittent employees and employees on a leave of absence.

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

           Officials and Managers

           Professionals

           Technicians

           Protective Service Workers

   1   Para-Professionals

           Office and Clerical

           Skilled Craft Workers

           Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

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

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

Language assessment evaluation of facilities is identified where we need Bilingual staff. Periodic meetings with Human Resources staff and EO Staff to review current 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):

Participate in job fairs located in areas with large population of Hispanics. Contact colleges with a significant number of Hispanic students such as Morton College, Wright College and UIC. Attend and participate in the Illinois Association of Hispanic State Employees (IAHSE) job fair. Send job postings to IAHSE and IMAGE (Hispanic Association of Municipal and Government Employees) to be posted on their membership emails. Attend or participate in events, which attract large numbers of Hispanics including 2009 National Council La Raza. Alert Hispanic. Send to community based organization of job opportunities including local chapters of League of United Latino American Citizens, Illinois Migrant

Council, La Voz Latina, Centro de Informacion. Hire Hispanic students for summer jobs and internships.  
IDES staff at local offices with large number Hispanic can refer bilingual clients to apply for a grade for bilingual positions at IDES.

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

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

- 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

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

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

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

As of this report date we have not received any recommendations.

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

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At the end June 30, 2008 DES had 110 bilingual Spanish Speaking employees. At the end of June 30, 2009 DES had 143 bilingual Spanish Speaking employees. At the end of June 30, 2008 DES had 181 a total of Hispanic state employees and as of June 30, 2009 DES had 225 Hispanic employees.

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

The number of Hispanic DES employee increased from 10.2% to 11.5% from the total number of employees. The number of Hispanic DES employees increased by 19%. The number of bilingual Spanish speaking employees increased from 6.2% to 7.3% of the total number of employees. The number of bilingual Spanish speaking staff increased by 23%.

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

Continue to evaluate the locations and positions that need bilingual Spanish speaking staff.

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Please attach additional sheets as necessary.

Received by CMS on 2009 OCT 27 P 3 26

**State Hispanic Employment Plan Survey 2009**

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](mailto:olga.iniguez@illinois.gov).

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

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

Agency: Illinois 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

As of June 30, 2009, 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, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

160 Officials and Managers  
622 Professionals  
70 Technicians  
N/A Protective Service Workers  
63 Para-Professionals  
90 Office and Clerical  
       Skilled Craft Workers  
       Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:  
967

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:  
The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 09, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 09, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.
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 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:  
As of June 30, 2009 the Agency has 15 Hispanic persons employed.

Were there any increases in those levels from the prior year? If so, please provide specific details.  
The number of Hispanic persons employed by the Agency did not change from FY 08 to FY 09.

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.



**FAX COVER SHEET**

**IL ENVIRONMENTAL PROTECTION AGENCY  
1021 NORTH GRAND AVENUE, EAST  
P.O. BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276**

**DIVISION OF ADMINISTRATION  
PHONE: 217-782-3250  
FAX: 217-524-4959**

TO: CMS Bureau of Personnel Division of Statewide Services

FAX NO.: 588-4497

FROM: [Signature]

SUBJECT: State Hispanic Employment Plan Survey 2009

DATE: 10/27/09

PAGES: 6 INCLUDING THIS COVER SHEET

**COMMENTS:**

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**To Recipient: If all pages are not received, please contact 217-782-3250.**

Received by CMS on 10/27/09 J.F.A.**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Department of Financial and Professional RegulationName of Individual Completing Survey: Vivian ToliverIndividual's Working Title: Public Service AdministratorIndividual's Phone Number: (312) 814-1764Individual's Mailing Address: JRTC, 100 W. Randolph, Suite 9-300 Chicago, IL 60601Individual's Email Address: Vivian.toliver@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

107 Officials and Managers  
294 Professionals  
13 Technicians  
0 Protective Service Workers  
63 Para-Professionals  
29 Office and Clerical  
0 Skilled Craft Workers  
7 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

513

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

0 Officials and Managers  
8 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 FY09 budget allocation for each of these programs:

No, the agency does not budget specifically for Hispanic Employment programs or Bilingual programs. However, in FY09, it will pay an estimated \$93,354 in Spanish-speaking pay to employees.

7. Provide FY09 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 \$100,000 will be expended in FY2010 for Spanish-speaking 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?

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

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

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

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

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

- 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 employees Spanish-speaking receptionists at two of its Chicago facilities.

The agency provided an opportunity for all Hispanic employees to attend the 22<sup>nd</sup> Annual Hispanic State Employees Training Conference, held in the Holiday Inn Mart Plaza in Chicago. Some of the highlights of the conference included exhibits for employment opportunities; professional development workshops; and the Latino Legislative Caucus Forum.

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

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

See the response to question No. 8. above.

- 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 annual Affirmative Action Plan, quarterly reports and quarterly review. Underutilization for Hispanics for Fiscal Year 2009 was addressed; and, overall, 4 out of 35 hires/promotions addressed underutilization.

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

As of June 30, 2009, IDFPR hired 3 Hispanic employees; and promoted 1 Hispanic employee.

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

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

Received by CMS on 10/27/09 by OI

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

**Agency:** Illinois Gaming Board

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

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

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

**Individual's Mailing Address:** 101 West Jefferson, Suite 5-500  
Springfield, Illinois 62711

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

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_25\_\_\_ Officials and Managers

\_\_\_46\_\_\_ Professionals

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

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

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

\_\_\_2\_\_\_ Office and Clerical

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

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

4. **As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:**

The Gaming Board separated from the Department of Revenue on July 1, 2009. The total employee head count for the Gaming Board on July 1, 2009 was 79.

5. **As of June 30, 2009, provide the underutilization for Hispanics by category:**

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

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

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

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

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

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

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:**

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

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

Not applicable.

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

The Gaming Board's employment activities are conducted by Shared Services. However, the Gaming Board staff receives updates on legislative, employment and EEO issues. In addition, Shared Services staff is trained in the Rutan process and uses it to conduct interviews.

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:**

Shared Services provide the recruitment efforts for the Illinois Gaming Board. Generally, they attend the Illinois Association of Hispanic State Employee conference where the hiring process is discussed. The Hiring and Promotion monitors identify the areas where we are underutilized.

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

Currently, the Illinois Gaming Board does not have any position that is designated as Spanish-speaking.

- 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:**

Central Management Services sponsor career enhancement and self-development programs that are available at no cost to all State employees. The Illinois Gaming Board employees are encouraged to participate.

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

The Gaming Board, like other State agencies rely heavily on Shared Services to follow the statute in the hiring process. In addition, the EEO Officer reviews and signs off on all hiring and promotion monitors to which Shared Services is required to attach documentation in support of the hiring recommendation.

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

The Illinois Gaming Board has not received any recommendations from CMS, DHR, 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:**

Until July 1, 2009, The Illinois Gaming Board was a division within the Department of Revenue. The IGB has a small specialized staff. However, the Board is in the process of requesting additional head count to deal with the new Video Gaming Law. The Board encourages all qualified candidates to apply for open positions should it be successful in obtaining additional funding to hire more staff.

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

Not applicable.

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

The Illinois Gaming Board would encourage other Hispanics and Spanish-speaking employees and organizations to encourage friends and associates to secure grades from CMS for Gaming Board positions and to maintain their eligibility so that they are prepared should a position become vacant.

Please attach additional sheets as necessary.

Received by CMS on 2009 OCT 29 P 1:31

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Guardianship & Advocacy Commission

Name of Individual Completing Survey: Bobbie Fox

Individual's Working Title: Director, Human Resources

Individual's Phone Number: 312-793-5335

Individual's Mailing Address: 160 N. LaSalle St., Room 500 Chicago, IL 60601

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

1 Officials and Managers

4 Professionals

         Technicians

         Protective Service Workers

         Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

         Officials and Managers

3 Professionals

         Technicians

         Protective Service Workers

         Para-Professionals

         Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_28\_\_\_ Officials and Managers

\_\_\_77\_\_\_ Professionals

\_\_\_1\_\_\_ Technicians

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

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

\_\_\_5\_\_\_ Office and Clerical

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

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_114\_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_0\_\_\_ Professionals

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

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

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

0   Skilled Craft Workers

  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

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

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

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

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

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

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Lack of funding prohibits us from setting aside line items for such employment strategies.

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

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

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- 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.

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

We have hiring 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.

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

None available.

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

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

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

No

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

There are no recommendations at this time.

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Please attach additional sheets as necessary.

Received by CMS on ~~2009 OCT -7 P 2:00~~

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Office of the Governor

Name of Individual Completing Survey: Mary Fanning

Individual's Working Title: Fiscal Director

Individual's Phone Number: 217-782-3074

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

Individual's Email Address: mary.fanning@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_\_0\_\_ Officials and Managers

\_\_\_\_6\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

\_\_\_\_4\_\_ Office and Clerical

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

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

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: **NOT APPLICABLE**

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories: NOT APPLICABLE – THE AGENCY’S MISSION DOES NOT LEND ITSELF TO SUCH RIGID STANDARDS.

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA’s:

\_\_\_\_\_ 115 \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers  
\_\_\_0\_\_\_ Professionals  
\_\_\_\_\_ Technicians  
\_\_\_\_\_ Protective Service Workers  
\_\_\_\_\_ Para-Professionals  
\_\_\_0\_\_\_ Office and Clerical  
\_\_\_\_\_ 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 09 budget allocation for each of these programs:

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

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

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

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

Interviews and hiring are functions performed by staff at or above the level of Director. Those staff members make a concerted effort to recruit qualified minorities, the disabled and to follow the 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):

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The Governor's Office makes a conscious effort to recruit qualified minority individuals when vacancies occur. The Agency keeps a liaison accessible to the Hispanic community to assist with problems, answer questions, find appropriate programs, etc. All of the activities of the liaison provide visibility which increases the accessibility of the Hispanic community and increases the chances for successful recruitment and employee development.

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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **NOT APPLICABLE**

- 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: **NOT APPLICABLE**

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

***NOT APPLICABLE***

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

***NOT APPLICABLE***

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

The employment monitor is not applicable to this agency. We do informally review the numbers, monitor any trends, observe any deficiencies and always consciously look for ways to increase minority representation.

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.

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Please attach additional sheets as necessary.





**State Hispanic Employment Plan Survey 2010**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: HEALTHCARE AND FAMILY SERVICES

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

Individual's Working Title: Chief EEO/AA Officer

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

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

11 Officials and Managers

78 Professionals

1 Technicians

0 Protective Service Workers

31 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2009, 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

76 Professionals

0 Technicians

0 Protective Service Workers

25 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

435 Officials and Managers

1311 Professionals

51 Technicians

0 Protective Service Workers

435 Para-Professionals

214 Office and Clerical

0 Skilled Craft Workers

3 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,482, obtained from July 15, 2009 Bureau of Budget and Cash Management Headcount Report.

5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

No, this agency does not maintain budgeted funds established by race or national origin. However, during FY '09 HFS expended \$263,262.00 for differential pay for Spanish Speaking Option positions. This is an \$33,420.00 increase from FY '08. This agency participates in activities throughout the year (although no funds are allocated specifically for race or national origin) to ensure that the Latino community is aware of employment opportunities that are available.

7. Provide FY09 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 21 years.

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

Please see #9a.

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

In FY '09, HFS' Training Center trained 2,525 employees in 433 sessions. These sessions support the HFS mission by promoting and reinforcing Customer Service Skills; Teamwork; Employment Involvement and Quality Workforce Performance. The Center provides training opportunities to all department employees. The Center also provides reimbursement of tuition and fees for employees seeking an undergraduate or graduate degree.

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

See # 8.

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

None received.

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

<b>FY '08 Hispanic Employees</b>		<b>FY '09 Hispanic Employees (Difference)</b>	
Officials/Administrators	10	11	+1
Professionals	79	78	-1
Technicians	1	1	
Para/Prof	30	31	+1
Office/Clerical	4	3	-1

<b>FY '08 Spanish Speaking bilingual employees</b>		<b>FY '09 Spanish Speaking bilingual employees (Difference)</b>	
Officials/Administrators	5	6	+1
Professionals	74	76	+2
Para-Professionals	24	25	+1
Office/Clerical	4	4	

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. The application/grading process has to be evaluated, in that too much time elapses between application and availability (receipt of actual grades).

Please attach additional sheets as necessary.

Additional information for question number 9c:

Director's Office – Division of Community Outreach:

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

Division of Child Support 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.

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

Division of Medical Programs – All Kids:

Currently, there are six (6) Spanish Speaking option Human Services Caseworkers. There is one (1) Spanish speaking option Social Services Career Trainee vacancy. There are six (6) Spanish speaking option Human Services Caseworker vacancies. There are four (4) Spanish speaking option Public Aid Eligibility Assistant vacancies. Additionally, there are two (2) Hispanic Human Services Caseworkers and one (1) Hispanic Office Assistant, which do not have the Spanish speaking option requirement. The Human Services Caseworkers' responsibilities include processing new applications and/or maintaining active cases, talking to clients regarding Department policies and procedures, and translating mail from Spanish to English.

Bureau of Medical Administrative Support – Health Benefits Hotline:

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

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

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

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



**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: IHPA Historic Preservation

Name of Individual Completing Survey: Tad Allen

Individual's Working Title: Labor Relations/EEO

Individual's Phone Number: 217 785 0391

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

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

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

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

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

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

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

26 Officials and Managers

100 Professionals

8 Technicians

0 Protective Service Workers

26 Para-Professionals

10 Office and Clerical

11 Skilled Craft Workers

32 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

213

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

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

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

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

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

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

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

None

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

By closely monitoring all hiring.

We monitor all hiring for EEO

purposes closely.

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

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

None

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

None

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- 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

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- 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

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None

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

None

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

None

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

None

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

None

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Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Human Rights Commission

Name of Individual Completing Survey: Dr. Ewa I. Ewa

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

Individual's Phone Number: 312-814-6269

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC 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

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

\_\_\_ 3 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

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

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

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

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

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



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers

 13   Professionals

  0   Technicians

  0   Protective Service Workers

  3   Para-Professionals

  2   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

      20   employees on board as of 6/30/09 \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No

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

N/A

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

HRC continues to comply with all legislative mandates and statutory provisions relative to non-discriminatory practices in hiring in the work place.

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:

\_\_\_\_ Hispanic employees have been allowed to attend the Annual Hispanic State Employees Training Conference.

\_\_\_\_ HRC continues to encourage related staff to take advantage of statewide promotional programs designed to enhance individual progress and advancement in the work place.

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

- 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:

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

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.

Two additional positions were allocated in FY09 in the Professional category.  
These two positions were both filled with Hispanic employees.

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

None

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Please attach additional sheets as necessary.

Received by CMS on 10/21/09 by OI

**State Hispanic Employment Plan Survey 2009**

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](mailto:olga.iniguez@illinois.gov).

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

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

**Agency:** \_\_\_\_\_ Illinois 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, 2009, provide the number of Hispanics employed within each of the following EEOC categories:**

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

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

\_\_\_ 0 \_\_\_ Technicians

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

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

\_\_\_ 4 \_\_\_ Office and Clerical

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

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

2. **As of June 30, 2009, 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

\_\_\_ 14 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

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

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

\_\_\_ 4 \_\_\_ Office and Clerical

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

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

3. **As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:**

\_\_\_ 31 \_\_\_ Officials and Managers

\_\_\_ 90 \_\_\_ Professionals

- \_\_\_ 3 \_\_\_ Technicians
- \_\_\_ 0 \_\_\_ Protective Service Workers
- \_\_\_ 7 \_\_\_ Para-Professionals
- \_\_\_ 16 \_\_\_ Office and Clerical
- \_\_\_ 0 \_\_\_ Skilled Craft Workers
- \_\_\_ 0 \_\_\_ Service-Maintenance

4. **As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:**

147

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5. **As of June 30, 2009, provide the underutilization for Hispanics by category:**

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

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:**

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

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

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

However, the Department has applied for a grant from the U.S. Department of Housing and Urban Development (HUD) to conduct research and outreach in 5 targeted communities within the State of Illinois, one of which is a Hispanic community. If the grant is approved, IDHR will be able to hire an individual who is Hispanic and bilingual as the Coordinator of this project.

**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 participates, 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, and conferences, job fairs and partnerships with community organizations, etc., such as -

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

6) Participated in conferences, workshops, seminars, festivals, parades, health fairs, etc.-

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

#### Festivals

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

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

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

- Kane
- 8) Participated in TEAM ILLINOIS Strategic Planning Committee meetings for State of Illinois outreach to the Aurora community;
  - 9) Participated in National Museum of Mexican Art events (Chicago)
  - 10) Participated with IDCFS Latino Social Workers Health Conference
  - 11) Participated in health fairs and job fairs sponsored by elected officials
    - Humboldt Park
    - McKinley Park
  - 12) Participated in networking with various organizations:
    - Mujeres Latinas in Action
    - Proviso Leyden Council for Community Action
    - Near Northwest Neighborhood Network/Humboldt Park Empowerment Partnership (Housing Action Team)
    - Illinois Migrant Council
    - Progress Center for Independent Living (Forest Park)
    - Corazon Community Organization
    - City of Chicago Mayor's Office and Latino Advisory Council
    - Illinois Latino Legislative Caucus
    - Peruvian Community
    - Ecuadorian Community
- b) **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 participates, there is a staff person dedicated to education, outreach and training; one of her duties with respect to outreach is the minority diversity program wherein she works to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Hispanic and Spanish-speaking veterans and persons with disabilities.

Specifically, this staff is responsible for the following:

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

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

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

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

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

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

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

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

The Illinois Department of Human Rights is again excited to report that we currently do not have underutilization of Hispanic employees in any of the EEO categories. Although, there is always an opportunity to improve, the Department proudly reports that as of this June 30, 2009, 20% of its current (actual) headcount

is Hispanic. Additionally, 16% of our (actual) 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 is increasing the number of Hispanic employees and the number of Spanish speaking bilingual employees. There are 3 additional positions which have been clarified for the Spanish speaking bilingual option.

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

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

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. Another element of the Department's efforts focused on redesigning the Department's website and including the translation of Department brochures into ten (10) languages - Spanish, Polish, Italian, Korean, Chinese, Bosnian, French, Hindi, Urdu, and Arabic.

**Please attach additional sheets as necessary.**

Received by CMS on <sup>2009</sup> OCT 29 P 3: 49

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Insurance

Name of Individual Completing Survey: Eve Blackwell-Lewis

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

Individual's Phone Number: 217-782-0708

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

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  5   Professionals

  1   Technicians

 n/a  Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

 n/a  Skilled Craft Workers

 n/a  Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

  2   Officials and Managers

  0   Professionals

  1   Technicians

 n/a  Protective Service Workers

  1   Para-Professionals

  0   Office and Clerical

 n/a  Skilled Craft Workers

 n/a  Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

77 Officials and Managers

95 Professionals

35 Technicians

n/a Protective Service Workers

11 Para-Professionals

10 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

228

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

n/a Protective Service Workers

0 Para-Professionals

0 Office and Clerical

n/a Skilled Craft Workers

n/a Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

The Department of Insurance was re-established as of June 1, 2009. This budget information is not yet available.

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

The agency does not have expansive budget information available broken down for the short time it existed in FY 2009. We did identify a total of \$22,142, which represents an annualized number, for salary paid for 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 EEO Officer and the Human Resource Director are working to insure that all staff are aware of the Department's responsibilities.

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 of Insurance utilizes CMS for most hiring needs.

- 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 Director of Insurance has expressed to all employees a need for bilingual services. In addition, he has asked all staff that are willing to use their bilingual skills to contact him.

- 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:

Career training and enhancement is encouraged for all DOI staff. However, the current budget crisis has severely restricted the agency's ability to fund educational programs.

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

At this time, CMS Shared Services is handling the majority of these duties.

- 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:

Being a new agency, this study and report are not available.

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.

None at this time.

Please attach additional sheets as necessary.



# Illinois Department of Insurance

PAT QUINN  
Governor

MICHAEL T. McRAITH  
Director

October 29, 2009

Department of Central Management Services  
Bureau of Personnel/Division of Statewide Services  
503 Stratton Office Building  
Springfield, IL 62706

Dear Ms. Iniguez:

Please find attached a copy of the State Hispanic Employment Plan Survey for 2009, on behalf of the Illinois Department of Insurance. As the Department was recently re-established as its own agency, this is the first independent report that the agency has filed.

If you have any questions or concerns, please do not hesitate to contact me at (217) 782-0708. I look forward to working with you.

Respectfully



Eve Blackwell-Lewis

CC: Chief Legal Counsel,  
IDHR  
100 W. Randolph Street, Suite 10-100  
Chicago, IL 60601

320 West Washington St.  
Springfield, Illinois 62767-0001  
(217) 782-4516  
insurance.illinois.gov

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

**State Hispanic Employment Plan Survey 2009**

2009 NOV -4 A 7 49

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Human Services

Name of Individual Completing Survey: Elizabeth Sarmiento

Individual's Working Title: Director, Office of Human Resources

Individual's Phone Number: 312/793-2352

Individual's Mailing Address: 401 S. Clinton St., Chicago, IL 60607

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_59\_\_\_ Officials and Managers

\_\_\_492\_\_\_ Professionals

\_\_\_107\_\_\_ Technicians

\_\_\_13\_\_\_ Protective Service Workers

\_\_\_48\_\_\_ Para-Professionals

\_\_\_92\_\_\_ Office and Clerical

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

\_\_\_38\_\_\_ Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

\_\_\_33\_\_\_ Officials and Managers

\_\_\_462\_\_\_ Professionals

\_\_\_8\_\_\_ Technicians

\_\_\_4\_\_\_ Protective Service Workers

\_\_\_45\_\_\_ Para-Professionals

\_\_\_64\_\_\_ Office and Clerical

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

\_\_\_1\_\_\_ Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  1074   Officials and Managers

  5834   Professionals

  4297   Technicians

   149   Protective Service Workers

   574   Para-Professionals

   909   Office and Clerical

   235   Skilled Craft Workers

  1013   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

14,085

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

   2    Officials and Managers

   5    Professionals

   88   Technicians

   0    Protective Service Workers

   0    Para-Professionals

   0    Office and Clerical

   9    Skilled Craft Workers

   19   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

**While there is no specific budget allocation for this initiative, the DHS operating budget assumes the cost of all Hispanic employment programs and services offered by DHS.**

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

N/A

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

**DHS conducts quarterly meetings regarding the Hispanic Employment Plan, utilizes the quick desk references and has increased the level of supervisory review for the plan adherence.**

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):

- **Coordinate DHS participation in all university Job and Career fairs with high Hispanic/Latino enrollment:**

**The League of United Latin American Citizens; SER Jobs for Progress; American GI Forum; HACE; El Valor; Puerto Rican Society; CALOR; and the United States Hispanic Leadership Institute**

**Participate in HOY Newspaper Hispanic Job Fairs (HOY is a Spanish Language Newspaper targeting the Hispanic/Latino population)**

**Benito Juarez High School – on-site student recruitment**

- **Provide state employment information and disseminate recruitment packets when conducting outreach activities at community-based organizations, events and job fairs.**



- **DHS recruitment unit created and sent numerous E-blast communications with the Hispanic community-based organizations and educational institutions.**
- **DHS revised the Spanish language recruitment materials.**
- **DHS has identified appropriate Hispanic driven job-posting boards to share vacancy announcements.**

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

**DHS reviews and monitors the delivery of Spanish-speaking services and the Spanish-speaking staff at DHS locations by conducting annual surveys to determine caseload and application volumes.**

**DHS posts to the CMS website most new vacancies with the Spanish-speaking option based on operational needs.**

**The Spanish-speaking petition and testing option is available to convert a non-Spanish-speaking position into a Spanish-speaking position when necessary.**

- 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 Program provided by CMS**

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

**DHS has increased their levels of supervision and review, status meetings and audits.**

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

**DHR's recommendations is to continue partnering with CMS on helpful training to meet our affirmative action goals and focus on our recruitment efforts to reduce underutilization. DHS is encouraged to be more proactive/targeted in their recruitment efforts and monitor all activities to ensure they impact the Agency's hiring goals.**

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 fiscal year 2009, DHS hired Hispanics in the following EEOC Categories:**

**3 in Officials/Manager  
3 in Professionals  
6 in Technicians  
2 in Para-Professionals  
6 in Office/Clerical  
2 in Service/Maintenance**

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

**Overall, state hiring was stagnant to negative due to the budget constraints.**

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

**Improve and expand the Agency's efforts with Hispanic Community linkages: The League of United Latin American Citizens; SER Jobs for Progress; American GI Forum; HACE; El Valor; Puerto Rican Society; CALOR; and the United States Hispanic Leadership Institute**

**Continue to broaden the participation of DHS in Hispanic targeted job/career fairs like the HOY Newspaper.  
(HOY is a Spanish Language Newspaper targeting the Hispanic/Latino population)**

**Expand and increase student focused recruitment programs.  
(Example – Benito Juarez High School – on-site student recruitment activities)**

**Increase the appropriate number of Spanish-speaking bilingual employees at each DHS location by the volume of Spanish-speaking customers/residents we serve.**

**DHS to host a "Hispanic Employment Open House" targeted at Hispanics.**

**DHS to create a "Refer a Friend" program to increase and address Hispanic hires.**

**Create public service announcements to encourage more Hispanics to consider state employment.**

**Offer internal Spanish classes.**

Received by CMS on

2009 OCT 20 A 11:28

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois State Board of Investment

Name of Individual Completing Survey: Katherine A. Spinato

Individual's Working Title: Deputy Executive Director

Individual's Phone Number: 312.793.5711

Individual's Mailing Address: 180 N. LaSalle St., Suite 2015 Chicago, IL 60601

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

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers

  5   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, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  11  

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No.

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

0

There are no bilingual positions due to the size of the Agency.

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

Efforts will be made to comply with the Hispanic Employment Plan, including recruiting efforts; hiring is minimal due to size of the Agency. During FY 2009, there were no promotions and 1 new hire.

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

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

Hiring is very minimal due to size of staff at the Agency.

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

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

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

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

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

None.

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

NA

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

None.

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



Total of 11 employees in Agency – very limited  
opportunities.  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets as necessary.

Received by CMS on 10/30/09 J.L.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Juvenile Justice

Name of Individual Completing Survey: April Green

Individual's Working Title: Human Resource Specialist

Individual's Phone Number: 217-557-1030

Individual's Mailing Address: Department of Juvenile Justice  
707 N. 15<sup>th</sup> Street  
Springfield, IL 62702

Individual's Email Address: [April.Green@doc.illinois.gov](mailto:April.Green@doc.illinois.gov)

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 1 \_\_\_ Officials and Managers  
\_\_\_ 39 \_\_\_ Professionals  
\_\_\_ 0 \_\_\_ Technicians  
\_\_\_ 0 \_\_\_ Protective Service Workers  
\_\_\_ 0 \_\_\_ Para-Professionals  
\_\_\_ 0 \_\_\_ Office and Clerical  
\_\_\_ 2 \_\_\_ Skilled Craft Workers  
\_\_\_ 6 \_\_\_ Service-Maintenance

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_56\_\_\_ Officials and Managers

\_\_\_916\_\_\_ Professionals

\_\_\_26\_\_\_ Technicians

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

\_\_\_23\_\_\_ Para-Professionals

\_\_\_30\_\_\_ Office and Clerical

\_\_\_40\_\_\_ Skilled Craft Workers

\_\_\_86\_\_\_ Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_1,177\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_2\_\_\_ Professionals

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

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

\_\_\_0\_\_\_ Para-Professionals

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

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

\_\_\_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 09 budget allocation for each of these programs:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Please attach additional sheets as necessary.

Received by CMS on 2009 OCT 28 P 2:54

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Department of Labor

Name of Individual Completing Survey: Melissa Lange

Individual's Working Title: Personnel/Labor Relations Manager and 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](mailto:melissa.lange@illinois.gov)

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, 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  
  4   Technicians  
       Protective Service Workers  
  1   Para-Professionals  
  1   Office and Clerical  
       Skilled Craft Workers  
       Service-Maintenance



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

- 12   Officials and Managers
- 31   Professionals
- 24   Technicians
- Protective Service Workers
- 9   Para-Professionals
- 10   Office and Clerical
- Skilled Craft Workers
- Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's: 81



5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

The Department did not have funds available in FY09 for Hispanic Employment Programs, however approximately \$20,508 was allocated for bilingual (Spanish-speaking option) positions.

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

The Department's FY10 budget is unable to fund Hispanic Employment Programs, however approximately \$22,440 has been budgeted for bilingual (Spanish-speaking option) positions.

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

Each year the EEO Officer informs the agency head of the agency's underutilization in each hiring category. When hiring opportunities become available, the EEO Officer informs the managerial/supervisory staff responsible for conducting the interviews of the underutilization so that increased efforts are made to address underutilization in the vacant 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 twelve (12) Hispanic employees. Nine (9) of these employees are in Spanish-speaking option positions. The Department does not have underutilization of Hispanics in any EEO category. In FY09 the Department added one additional Spanish-speaking option position which resulted in salary advancement for a Department employee.

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

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

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

No recommendations have been received.

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

Currently, 15% of the Department's employees are Hispanic and 11% are utilized in Spanish-speaking bilingual positions.

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

The Department added one additional Spanish-speaking option position during FY09.

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.

**ILLINOIS DEPARTMENT OF LABOR**

Catherine Shannon, Director  
One West Old State Capitol Plaza, 3rd Floor  
Springfield, IL 62701

**FACSIMILE COVER SHEET**

**Please deliver the following pages to:**

Name: CMS Bureau of Personnel  
Division of Statewide Services

Fax Number: 217/558-4497

Sent By: Kelissa Langel

Fax #: 217-782-0596 Telephone #: 217- 782-3049

Date: 10/28/09 Number of Pages to Follow: 5  
(excluding cover)

- Urgent
- As you Requested
- For Your Approval
- Copy for Your File
- For Your Information
- Please Reply
- For Your Review
- Other

COMMENTS:

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Received by CMS on 2009 OCT 29 AM 11:12

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Educational Labor Relations Board

Name of Individual Completing Survey: Renee Strickland

Individual's Working Title: Personnel Director/Office Manager

Individual's Phone Number: 312/793-3170

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

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

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  4   Officials and Managers

  6   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  2   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  12   \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

Not at this time

7. Provide FY09 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 at this time.

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

The Executive Director monitors

- 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 at this time.

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.

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When employment opportunities arise we will advise the IL

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Association of Hispanic State Employees Organization of  
such opportunities with the Educational Labor Relations Board.

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Please attach additional sheets as necessary.

Received by CMS on 10/13/09

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: IL Labor Relations Board

Name of Individual Completing Survey: Carla Stone

Individual's Working Title: Personnel Manager

Individual's Phone Number: 312/793-6426

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

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

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 1 \_\_\_ Officials and Managers

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

\_\_\_\_\_ Technicians

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

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

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

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

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

**19**

5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

N/A

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

N/A

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

**Staff is updated by the personnel manager via memos from CMS**

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
**When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations**
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- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **We hired a Spanish-Speaking attorney to satisfy the agency's need to handle all Spanish speaking inquiries from the public.**

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- 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**

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

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

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10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: **The agency hired a Hispanic attorney in 2006.**

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

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

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Please attach additional sheets as necessary.



Received by CMS on  
2009 OCT 23 P 1: 34

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Law Enforcement Training and Standards Board

Name of Individual Completing Survey: Luann Hickman

Individual's Working Title: EEO/ADA Officer

Individual's Phone Number: 217/524-5346

Individual's Mailing Address: 4500 South 6<sup>th</sup> Street Frontage Road,  
Springfield, IL 62763

Individual's Email Address: luann.hickman@illinois.gov

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  5   Officials and Managers

 14  Professionals

  0   Technicians

  0   Protective Service Workers

  2   Para-Professionals

  4   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  20   \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:  
The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the board is fully utilized and at parity. No the Board has not established a budget for Bilingual programs. The Board does not service the general public. The Board services local governmental agencies and to date zero requests for bilingual services have been mad. The situation is being closely monitored for the need of bilingual services.
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the board is fully utilized and at parity. No the Board has not established a budget for Bilingual programs. The Board does not service the general public. The Board services local governmental agencies and to date zero requests for bilingual services have been mad. 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 utilizes the hiring and promotion monitor provided by DHR. The Board is proactive and follows legislative mandates. All administrative staff responsible for hiring, interviewing, recruitment and EEO are aware of 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 Board is at parity
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: The Board does not service the general public. The Board services local governmental agencies and to date zero requests for bilingual services have been mad. 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 Board's Hispanic employee is a member of AFSCME and has the opportunity to participate in the Upward Mobility Program. The Board does not serv the general public 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 mandatory Hiring and Promotion Monitor requirements:

The Board reviews the Hiring and Promotion Monitors to assure all of the mandates are met

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

The Board is fully utilized. Hispanic Employment Program recommendations were not made

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

The Board is at parity

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

No.

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

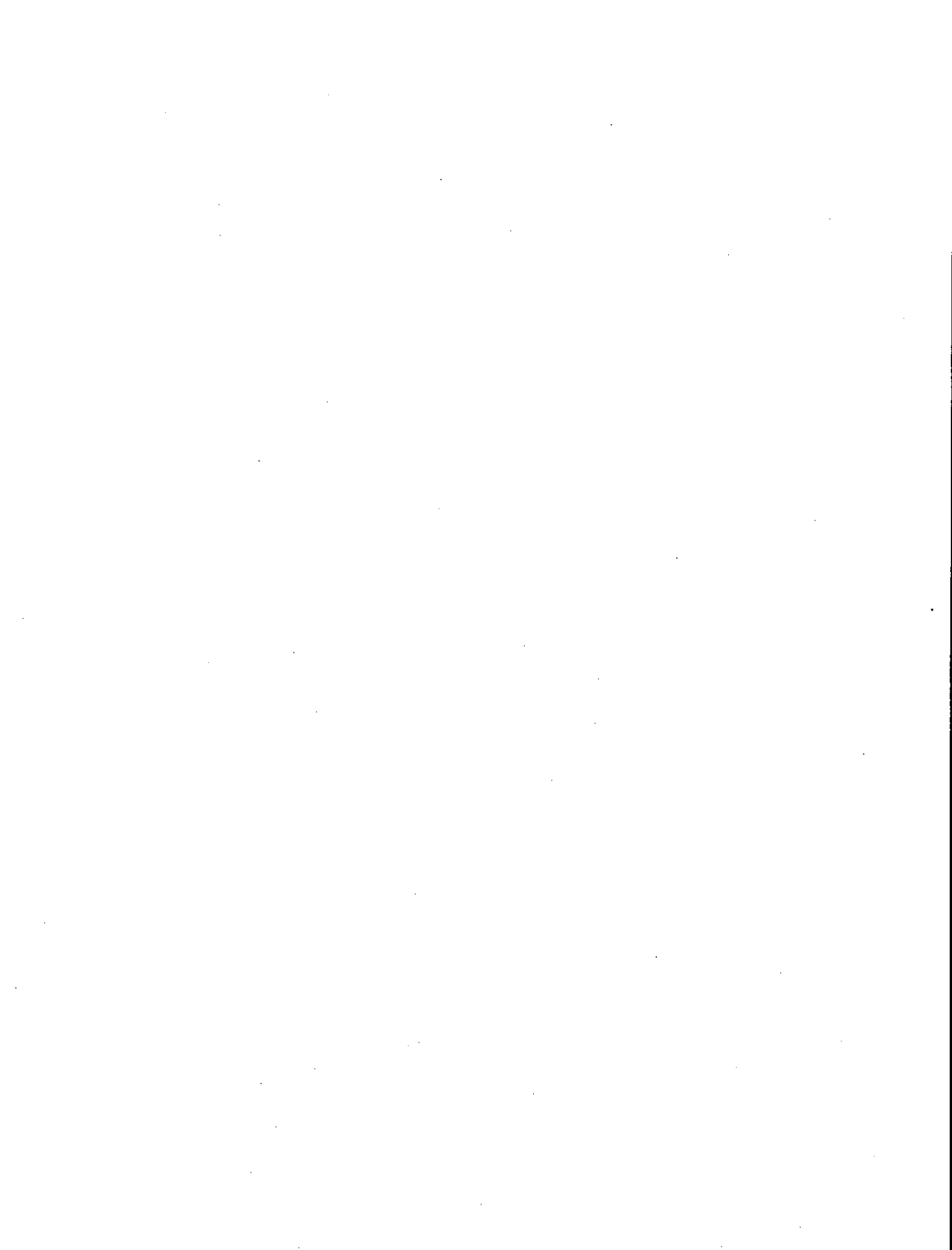
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Please attach additional sheets as necessary.



Received by CMS on 10/12/09

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Medical District Commission

Name of Individual Completing Survey: Mark S. Jamil

Individual's Working Title: Chief Legal Counsel

Individual's Phone Number: (312) 633-3434 X 31

Individual's Mailing Address: 600 S Hoyne Avenue, Chicago IL 60612-3756

Individual's Email Address: mjamil@imdc.org





1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: **Not Applicable**

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

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories: **Not Applicable**

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_ 8 \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:  
**We have no underutilization**

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

The IMDC does not receive a State of Illinois General Revenue Fund appropriation. As such there is no separate budget allocation.

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

See above

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

Not Applicable

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

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

Not Applicable

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

Not Applicable

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- 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:

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

Were there any increases 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.

Not Applicable

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: 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, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  6   Officials and Managers  
 44  Professionals  
 12  Technicians  
 66  Protective Service Workers  
  3  Para-Professionals  
  6  Office and Clerical  
  8  Skilled Craft Workers  
 91  Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

 236 

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

**No budget allocation**

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

**No budget allocation**

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

**DHR Training and internal monitoring for management and staff of State Personnel Office and EEO Training, as applicable for Federal employees through IL National Guard Human Resources Office and State Personnel Office monitoring of procedures.**

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

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

**Plan to meet with CMS Diversity Enrichment Program Director**

- b) 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 completes the appropriate Hiring or Promotion Monitor form which is forwarded to selecting official(s) prior to any interviews being conducted. Asst EEO/AA Officer then ensures all forms are completed thoroughly and accurately and are signed by the Director and EEO/AA Officer prior to any offer of employment.**

- 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.**

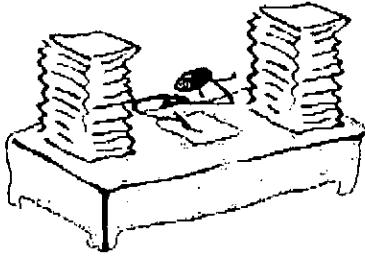
Were there any increases in those levels from the prior year? If so, please provide specific details.

**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.



DEPARTMENT OF MILITARY AFFAIRS  
STATE PERSONNEL DIVISION  
FAX TRANSMITTAL

FAX FOR: Bureau of Personnel / Div. of Statewide Serv.

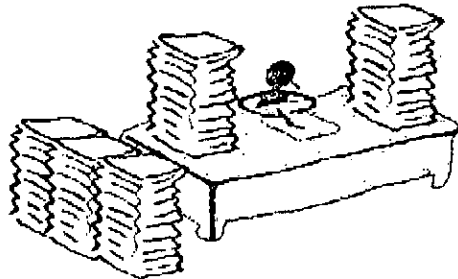
FAX NO. 558-4497

FAX FROM: Ruth Moenck  
FAX NO. (217) 761-3418 or DSN: 555-3418  
TEL NO. (217) 761-3633 or DSN: 555-3633  
EMAIL ruth.moenck@us.army.mil

DATE: 10-21-09

RE: State Hispanic Employment Plan Survey

TOTAL NUMBER OF PAGES INCLUDING THIS PAGE: 6



COMMENTS:

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Received by CMS on

2009 OCT 29 P 1: 37

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

**Agency: Illinois Department of Natural Resources**

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**Name of Individual Completing Survey: Gloria Williams**

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**Individual's Working Title: EEO/AA Officer**

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**Individual's Phone Number: 217-782-2662**

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

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Individual's Email Address: **Gloria.Williams@illinois.gov**

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1. As of June 30, 2009, provide the number of Hispanics employed within Each of the following EEOC categories:

2 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

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within Each of the following EEOC categories:

250 Officials and Managers

391 Professionals

46 Technicians

151 Protective Service Workers

61 Para-Professionals

41 Office and Clerical

15 Skilled Craft Workers

224 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

**1179 Full-Time, 124 Part-Time 25 LOA**

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

1 Officials and Managers

3 Professionals

0 Technicians

5 Protective Service Workers

0 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 09 budget allocation for each of these programs:

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NO

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

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N/A

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

*The Director of DNR encourages compliance with the Hispanic Employment Plan. In conjunction with the Division of Human Resources, the Office of Compliance, Equal Employment Opportunity, and Ethics is committed to recruitment and networking activities conducive to identifying, hiring and promoting qualified Hispanics. The EEO/AA officer will provide an update to the Director and Executive staff of underutilization statistics at monthly meetings.*

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

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): *DNR is striving to exceed its Affirmative Action goals with an increased effort to network with professional minority organizations such as Illinois Association for Hispanic State Employees (IAHSE), Hispanic Alliance for Career Enhancement (HACE), National Association for the Advancement of Colored People (NAACP), Illinois Association of Minorities in Government (IAMG). IDNR is committed to continuing its efforts by participating in associated job-fairs, conferences, and other activities. IDNR continues to inform churches and community based organizations about vacancies regardless of bilingual or non-bilingual status.*
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: *The IDNR has established 3 additional bilingual/Spanish speaking positions which the agency hopes will be*

funded in FY2011 budget allocation. The 3 positions created will help meet the needs of the Spanish-speaking public in various areas of the state.

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- 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 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 accordance with DHR and CMS recommendations, hiring and promotion monitors are kept in the quarterly EEO file maintained in the Office of Compliance, EEO, and Ethics. The number of qualified minorities that apply for a position are noted on the hiring monitors. On occasions where the minority is not hired, documentation is provided detailing the reason(s) the non-minority applicant was selected. On a case by case basis the EEO/AA Officer will request a reach to hire candidate from an underutilized category who is equally qualified.

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

The Office of Compliance, EEO and Ethics has worked closely with our Division of Human Resources to identify and establish the needs of additional

**Spanish-speaking bilingual employees in the relevant EEOC categories and has currently established 3 additional positions which the agency anticipates to fill in FY 2011 budget allocation.**

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

**NONE**

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

**The IDNR will continue to attend job/career fairs, communicate with Hispanic organizations to recruit and address the need to reduce/eliminate underutilization and increase the number of Hispanics in the underutilized EEO category in the specific regions.**

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Please attach additional sheets as necessary.



**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Pollution Control Board

Name of Individual Completing Survey: Kathy Griffin

Individual's Working Title: Chief Fiscal Officer

Individual's Phone Number: (217) 524- 8512

Individual's Mailing Address: 1021 N. Grand Avenue East, PO Box 19274, Springfield, Illinois 62794-9274

Individual's Email Address: [griffink@ipcb.state.il.us](mailto:griffink@ipcb.state.il.us)

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

  12   Officials and Managers

  7   Professionals

  0   Technicians

  0   Protective Service Workers

  2   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's: 21.

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

0/Parity - Officials and Managers

0/Parity - Professionals

N/A - Technicians

N/A - Protective Service Workers

0/Parity - Para-Professionals

N/A - Office and Clerical

N/A - Skilled Craft Workers

N/A - Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs: No.
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): None.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Board has a very small staff that is responsible for the above issues. For coded positions, we attempt to combine the mandates of Veterans Preference in conjunction with the mandates under the Hispanic Employment Plan. For non-coded positions, we strive to select Hispanic candidates when possible.

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): As noted above, the Board is a very small Agency; therefore, we hire a very small amount of employees annually, if any. As such, the Board does not participate in any of the strategies mentioned above. We basically follow the procedures as described in question #8 for increasing the number of Hispanic employees at the Board.
  - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Annually, the Board evaluates the number of public requests for copies of documents from the Board's Clerk's Office. At this time, we have had no requests for bilingual services. Should such services to the public be required, we would reassess our needs.
  - 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 mandatory Hiring and Promotion Monitor requirements: Please see question #8.
  - e) Recommendations provided by DHR, CMS or the Auditor General: None.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: None.

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

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.

No attachments.

Received by CMS on 2009 OCT 27 A 10:57

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Power Agency

Name of Individual Completing Survey: Mark J. Pruitt

Individual's Working Title: Director

Individual's Phone Number: (312) 814-8106

Individual's Mailing Address: 100 West Randolph Street, Ste 3-355, Chicago, IL 60601

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

1. As of June 30, 2009, 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, 2009, 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, 2009, 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, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  1   \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

  0   Officials and Managers

  0   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  0   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance



6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:  
No
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
\$0
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The Agency has not undertaken any positive steps related to hiring, interviewing or recruitment. When the Agency is in a position to do so, it will establish procedures that ensure complete 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):  
Please see response to item 8
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Please see response to item 8
- 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:  
Please see response to item 8
- d) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
Please see response to item 8
- e) Recommendations provided by DHR, CMS or the Auditor General:  
Please see response to item 8
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:  
Please see response to item 8

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

Please see response to item 8

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

Please see response to item 8

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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](mailto:olga.iniguez@illinois.gov).

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

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

Agency: Illinois Prisoner Review Board

Name of Individual Completing Survey: Nichole Damhoff

Individual's Working Title: Administrative Assistant II

Individual's Phone Number: 217-782-7273

Individual's Mailing Address: 319 E. Madison, Suite A, Springfield, IL 62701

Individual's Email Address: Nichole.Damhoff@Illinois.gov

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

                  18                  

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No  
No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Participating in the EEO training, keeping up to date on rule and regulations and attending Personnel Manager's monthly meetings for latest updates.

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

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
Creating of bilingual positions and attending job fair at Universities  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Creating of bilingual positions.  
\_\_\_\_\_  
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- 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, computer training and self development courses offered by Central Management or other state agencies.

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

Proper training and classes offered by CMS.

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

None

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

N/A

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

No

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
To continue to increase the bilingual positions within our agency as budget constraints allow for our agency.

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Please attach additional sheets as necessary.



Received by CMS on 2009 OCT 28 P 12:08

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Property Tax Appeal Board

Name of Individual Completing Survey: Becky Moody

Individual's Working Title: Fiscal Officer

Individual's Phone Number: 217/557-0122

Individual's Mailing Address: 402 Stratton Building, Springfield, IL 62706

Individual's Email Address: [becky.moody@illinois.gov](mailto:becky.moody@illinois.gov)

1. As of June 30, 2009, 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, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

4 Officials and Managers

12 Professionals

         Technicians

         Protective Service Workers

         Para-Professionals

3 Office and Clerical

         Skilled Craft Workers

         Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

19 \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No

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

N/A

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

Staff has been provided with a copy of the Hispanic Employment Plan

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

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

N/A

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

The PTAB has not been allowed to fill any staffing positions since FY07.

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

N/A

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

Yes

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

N/A

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

The PTAB currently has no Hispanic or Spanish-speaking bilingual persons.  
Any requests for bilingual services would be addressed through the CMS  
Translation and Interpretation master contract

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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 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Public Health

Name of Individual Completing Survey: Robin Tucker-Smith

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (312) 814-1041

Individual's Mailing Address: 122 S. Michigan Ave, 20<sup>th</sup> Flr, Chicago, IL 60603

Individual's Email Address: robin.tucker@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  13   Officials and Managers

  15   Professionals

   1   Technicians

   0   Protective Service Workers

   4   Para-Professionals

   9   Office and Clerical

   0   Skilled Craft Workers

   1   Service-Maintenance

2. As of June 30, 2009, 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

  10   Professionals

   0   Technicians

   0   Protective Service Workers

   3   Para-Professionals

  11   Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  341   Officials and Managers

  588   Professionals

   36   Technicians

   0   Protective Service Workers

   53   Para-Professionals

  105   Office and Clerical

   2   Skilled Craft Workers

   11   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  1,136  

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

   0   Officials and Managers

   0   Professionals

   0   Technicians

   0   Protective Service Workers

   0   Para-Professionals

   0   Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

**No. All projects are sufficiently funded through the IDPH Center for Minority Health and Office of Human Resources budget allocation.**

7. Provide FY09 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 allocations.**

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

**The EEO Officer, Office of Human Resources and Center for Minority Health provide information to Director's Senior Staff regarding mandates. 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):
- **Reclassification of additional titles to include the Spanish Speaking Option in underutilized regions**
  - **Participation in job and health fairs marketed to the Hispanic/Latino population**
  - **Increased number of Hispanics in Officials/Managers, Professionals and Office/Clerical EEO job 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:

**Continue to establish linkages w/community-based organizations.**

- 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 meet with CMS Upward Mobility Counselors annually to discuss career advancement and goals.**

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

**Our Human Resources Office guides hiring managers and other appropriate staff to ensure our compliance.**

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

**Central Management Services' Diversity Enrichment Program has provided assistance with the recruitment of underutilized staff.**

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

- **IDPH increased its Hispanic/Latino workforce in FY09:**

	<b><u>FY08</u></b>	<b><u>FY09:</u></b>
Officials/Managers	10	13
Professionals	13	15
Technicians	1	1
Para-professionals	4	4
Office/Clerical	8	9
Skilled Craft Workers	0	0
Service/Maintenance	1	1

- Employees receiving Spanish bilingual pay also increased--from 25 in FY08 to 30 in FY09.
- 
- By the end of FY09 we eliminated Hispanic underutilization at our agency.

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

**Hispanic employment at IDPH continues to climb steadily. Here are the numbers from the past six years:**

FY05 – 21 employees  
FY06 – 28 employees  
FY07 – 29 employees

FY08 – 37 employees  
FY09 – 38 employees 43

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

**IDPH continues to work closely with and enhance relationships with Hispanic professional and community-based organization support from our senior staff has contributed to the increased diversity in our workforce.**

Please attach additional sheets as necessary.

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

2009 OCT 27 A 9:52

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Racing Board

Name of Individual Completing Survey: Jacqueline Clisham

Individual's Working Title: CFO/EEO Officer

Individual's Phone Number: 312-814-5437

Individual's Mailing Address: 100 W Randolph, Suite 7-701, Chicago, IL 60601

Individual's Email Address: jackie.clisham@illinois.gov

1. As of June 30, 2009, 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  
  2   Office and Clerical  
  4   Skilled Craft Workers  
  0   Service-Maintenance

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

  67  \_\_\_\_\_

5. As of June 30, 2009, 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 09 budget allocation for each of these programs:

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

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

**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?

**Up until July 1, 2009, the Racing Board was a part of the Department of Revenue. The Board now works directly with CMS and A&R Shared Services, meeting monthly with Shared Services personnel to discuss personnel-related and other matters of importance to the Board. Shared Services will be guiding the Board in all hiring, interviewing and recruitment matters.**

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 9(b)**

- 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 part of an anticipated study of all Board positions, the Board will assess for need for bilingual staff.**

- 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:

**There is no specific structure outside of the normal CMS programs and process geared exclusively toward Hispanic employees.**



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

**By utilizing Shared Services for hiring and staffing, the Board expects to receive any appropriate training and guidance on Hiring and Promotion Monitor requirements.**

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

**Being recently severed from Revenue, the Board has no recommendations as yet.**

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

**No studies have yet been performed; however, in studying need, as indicated above, the Board will also assess current numbers and bilingual ability.**

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.

**As stated above, the Board is undertaking a study to assess need for bilinguals.**

Please attach additional sheets as necessary.



**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

**Agency:** Illinois 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](mailto:Ruby.Taylor@illinois.gov)



1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

\_\_\_ 7 \_\_\_ Officials and Managers

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

\_\_\_ 7 \_\_\_ Technicians

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

\_\_\_ 3 \_\_\_ Para-Professionals

\_\_\_ 3 \_\_\_ Office and Clerical

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

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

2. As of June 30, 2009, 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

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

\_\_\_ 5 \_\_\_ Technicians

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

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

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

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

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



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

  277   Officials and Managers

 1170  Professionals

  203  Technicians

   2   Protective Service Workers

  118  Para-Professionals

  176  Office and Clerical

   0   Skilled Craft Workers

   0   Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

                                  2138                                  

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

   0   Officials and Managers

  20  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 09 budget allocation for each of these programs:**

There are no specific allocations in the Department of Revenue's budget for Hispanic employment or Spanish-speaking bilingual programs.

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

See Above.

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

The Department of Revenue employment interviews are conducted by Shared Services and Revenue staffs who are (Rutan) certified in the "Interview and Selection Criteria and Techniques" procedures. In addition, Revenue's staff is routinely updated on new legislative mandate (s) and receives the appropriate training in their respective areas of responsibilities.

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):**

Revenue representatives typically attend the Illinois Association of Hispanic State Employees (IAHSE) conference so that they can be available to speak with a large Spanish-speaking audience to further the department's outreach and recruitment efforts.

The Recruitment and Selection staff works the promotional and open-competitive list to identify qualified applicants, and ensure that applications are evaluated on the basis of pre-established criteria.

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



Pay incentives may be available for positions that require Spanish-speaking capabilities.

- 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:**

There is no specific structure outside of the normal CMS programs and processes that are geared exclusively toward Hispanic employees.

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

The Shared Services Recruitment and Selection Staff and the EEO Officers from CMS, IDFPR, and Revenue met to discuss the appropriate process for handling the Hiring and Promotions monitors.

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

The Department of Revenue has received no recommendations from the Department of Human Rights, Central Management Services or the Auditors General in regards to Hispanic Employment Plan.

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 Department of Revenue hired 5 Hispanic persons during the time period of June 30, 2008 through July 1, 2009. Despite these efforts, we still face some challenges with underutilization because of the location and positions in which they were hired.

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

The Department of Revenue Hispanic employee population has increased six percent over fiscal year 2008.



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

The Department of Revenue is interested in working in concert with the State's e Hispanic and Spanish-speaking organizations to encourage their membership to take the appropriate steps to get on the eligibility list.

Please attach additional sheets as necessary.



Received 7/14/09 12:08

**State Hispanic Employment Plan Survey 2009**

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](mailto:olga.iniguez@illinois.gov).

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

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

Agency: Office of the State Fire Marshal

Name of Individual Completing Survey: Joseph August

Individual's Working Title: Deputy Director

Individual's Phone Number: 217.785.1030

Individual's Mailing Address: 1035 Stevenson Dr., Springfield, IL 62703

Individual's Email Address: joseph.august@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_  
145  
\_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No

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

N/A

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

Services provided by Shared Services for Public Safety.

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):

Shared Services of Public Safety provides these services for the Agency.

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

Re-classification of current vacancies of office and field positions in applicable areas as Spanish-Speaking bi-lingual is on-going.

- 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) and 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:

Shared Services of Public Safety provides these services for the Agency.

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 has not performed any studies. Shared Services of Public Safety provides these services for the Agency.

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 OSFM will consider the re-classification of additional positions.

Please attach additional sheets as necessary.

Received by CMS on 10/30/09 J. FR

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois State Police

Name of Individual Completing Survey: Suzanne L.Y. Bond

Individual's Working Title: EEO Program Manager

Individual's Phone Number: (217) 782-1282

Individual's Mailing Address: 801 S. 7<sup>th</sup> Street, Suite 100-S. Springfield, IL 62794-9461

Individual's Email Address: Suzanne\_Yokley-Bond@isp.state.il.us

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

4 Officials and Managers

26 Professionals

51 Technicians

104 Protective Service Workers

3 Para-Professionals

9 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

\_\_\_\_\_ Professionals

\_\_\_\_\_ Technicians

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

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

1 Office and Clerical

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

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

\* Additionally the Illinois State Police employs 105 Spanish-speaking sworn officers who are entitled to a maximum of 2 hours overtime when they are called upon to offer this service to our Spanish-speaking citizens.

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

- 177 Officials and Managers
- 684 Professionals
- 720 Technicians
- 1456 Protective Service Workers
- 122 Para-Professionals
- 280 Office and Clerical
- 8 Skilled Craft Workers
- 29 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,476

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:  
The Illinois State Police Recruitment Section attended 31 career fairs during FY09 to identify and target Hispanic candidates. Although a specific budget allocation was not established, the Illinois State Police spent \$7626 in fees to attend these recruitment events.
  
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):  
A total of \$7626 was spent to recruit Hispanic candidates at a variety of career fairs during FY09.
  
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
The Illinois State Police had conducted internal meetings to ensure compliance with the legislative mandates of the Hispanic Employment Plan. Each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to hiring or promotional action being taken.
  
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
  - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):  
See Attachment #1
  
  - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:  
The Illinois State Police has not had the opportunity to hire civilian front-line employees where use of the Spanish-speaking option would have increased the services available to our Spanish-speaking public. We hope to increase the use of this option in the future when we are able to hire civilian employees in public service positions. However, we have been able to recruit and increase the number of bi-lingual officers, and specifically Spanish-speaking officers, whom we employ.
  
  - 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 State Police offers a Mentoring Program to all employees, which is designed to enhance their opportunity for career advancement.

- d) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:  
Each work unit within the Illinois State Police must contact the EEO Office for assistance when they are completing Hiring and Promotional Monitors. Additionally, each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to action being taken.
- e) Recommendations provided by DHR, CMS or the Auditor General:  
The Illinois State Police consistently meets and exceeds the statutory goals to recruit, hire, and promote minority employees. We submit an annual plan to the Illinois Department of Human Rights, which contains goals for the recruitment, retention, and promotion of qualified minorities for sworn and civilian positions. These goals for FY10 were approved as submitted and are attached (see Attachment #1). The Auditor General has inquired about our efforts with respect to the State Hispanic Employment Plan and has never issued any negative findings in that regard.
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:  
During FY09, there were 52 opportunities to hire/promote in underutilized categories of African Americans, Hispanics, Females, Asians and Native Americans; 21 or 40 percent addressed underutilization.
- Were there any increases in those levels from the prior year? If so, please provide specific details.  
In FY09, there were 125 less opportunities to hire/promote in underutilized categories than in FY08.
11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.  
The Illinois State Police had developed goals for the FY10 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 2009

## Attachment 1

1. The Recruitment Section Manager will maintain a page on Facebook to disseminate recruitment information and reach additional qualified women candidates.
2. The Recruitment Section Manager will work with the Merit Board to identify and target specific minority applicants' recruitment sources/forums and ensuring adequate resources are allocated toward these efforts.
3. The Recruitment Section Manager will work with the Merit Board to ensure applicant pre-testing, remote site testing, and annual testing is available for interested minority applicants on the Internet.
4. The Recruitment Section Manager will work with the Merit Board to send notification letters to minority applicants for the Pre-testing examination approximately a month prior to the scheduled date.
5. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of minority applicants and the effectiveness of other recruitment strategies.
6. The EEO Program Manager and Recruitment Section Manager will coordinate annual training for Field Recruiters from the other divisions to ensure the Field Recruiters understand their responsibilities with our Recruitment efforts.
7. The Recruitment Section Manager will maintain the ISP website to include our ISP College Student Internship application, so that interested applicants can download the application.
8. The Recruitment Section Manager will maintain a page on Facebook to disseminate recruitment information and reach additional qualified female and minority youth to participate in our Internship Program.
9. The Recruitment Section Manager will coordinate a law enforcement academy camp for at risk youth from central and southern Illinois in an effort to encourage female and minority youth to consider law enforcement as a career option.

**State Hispanic Employment Plan Survey 2010**

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

**DUE:** Friday, October 31st, 2009

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

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

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

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

Agency: Illinois State Police Merit Board

Name of Individual Completing Survey: Melinda G. Gutierrez

Individual's Working Title: Human Resource Officer

Individual's Phone Number: (217) 786-6244

Individual's Mailing Address: 531 Sangamon Avenue East  
Springfield, Illinois 62702

Individual's Email Address: [mgutierrez@ispmeritboard.org](mailto:mgutierrez@ispmeritboard.org)

1. As of June 30, 2009, 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, 2009, 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, 2009, 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, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:
- 

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 10 budget allocation for each of these programs:

no

no

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

none

none

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

We are a very small agency total of 5 employees

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

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

none

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

none

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

none

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

none

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

none

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

none

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

none

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

none

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: STATE EMPLOYEES' RETIREMENT SYSTEM

Name of Individual Completing Survey: Becky Tobias

Individual's Working Title: Human Resources Manager

Individual's Phone Number: 217-785-7018

Individual's Mailing Address: 2101 South Veterans Parkway  
Springfield, IL 62794-9255

Individual's Email Address: [btobias@srs.state.il.us](mailto:btobias@srs.state.il.us)

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

\_\_\_ 0 \_\_\_ Professionals

\_\_\_ 1 \_\_\_ Technicians

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

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

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

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

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

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 15 \_\_\_ Officials and Managers

\_\_\_ 35 \_\_\_ Professionals

\_\_\_ 6 \_\_\_ Technicians

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

\_\_\_ 13 \_\_\_ Para-Professionals

\_\_\_ 11 \_\_\_ Office and Clerical

\_\_\_ 1 \_\_\_ Skilled Craft Workers

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

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_ 81 \_\_\_

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

\_\_\_ 0 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

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

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

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

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

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No – N/A

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

N/A

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

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 mandatory Hiring and Promotion Monitor requirements:

These monitors are completed for each new hire/promotion and reviewed by the Human Resources Manager.

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.

Please attach additional sheets as necessary.

Received by CMS on 12/9/09 01

**State Hispanic Employment Plan Survey  
2010**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: Illinois Department of Transportation

Name of Individual Completing Survey: Mr. Vincent Rangel & Mr. Matthew Hughes

Individual's Working Title: Deputy Director, OBWD & Bureau Chief-Personnel, F & A

Individual's Phone Number: 312-793-2966 (VR) & 217-782-4665 (MH)

Individual's Mailing Address: 100 W. Randolph, ste 6-600, Chicago, IL (VR) &  
2300 S. Dirksen Parkway, Springfield, IL (MH)

Individual's Email Address: Vincent.Rangel@illinois.gov &  
Matthew.Hughes@illinois.gov

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

25 Officials and Managers

40 Professionals

13 Technicians

0 Protective Service Workers

4 Para-Professionals

1 Office and Clerical

80 Skilled Craft Workers

45 Service-Maintenance

2. As of June 30, 2009, 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, 2009, provide the number of funded positions within each of the following EEOC categories:

1,030 Officials and Managers

1,307 Professionals

649 Technicians

0 Protective Service Workers

164 Para-Professionals

65 Office and Clerical

80 Skilled Craft Workers

1,890 Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

5,708

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5. As of June 30, 2009, provide the underutilization for Hispanics by category:

3 Officials and Managers

2 Professionals

5 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

4 Skilled Craft Workers

61 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

\$100.00 per month per employee participating in Spanish-speaking Bilingual Program is the allocation.

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

6 employees at Emergency Traffic Patrol (ETP) are receiving \$100.00 each allocation for being in a Bilingual 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?

- Participate with CMS Personnel HR Monthly meetings to keep abreast of all administrative policy updates.
- Partner with The Office of Business and Workforce Diversity and The Office of Operations and Communications liaisons to increase communication statewide with our legislatures.
- IDOT's Diversity Council has various high ranking members of each agency to increase the speed of how communication is sent and received.
- Internal workforce strategies are developed to deal directly with increasing hiring and retention of Hispanic employee's statewide.

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:

- 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 the IDOT yards, CMS, IDES, and Veterans offices.

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, Pace and the Tollway Authority by sponsoring the Transportation Symposium geared to assisting Disadvantaged Business Enterprise companies.
- IDOT works in partnership with Hispanic organizations which deal with directly assisting communities in establishing businesses with the necessary resources to achieve their respective goals. Hispanic American Construction Industry Association (HACIA) and Illinois Hispanic Chamber of Commerce (IHCC).
- Partnership with the American Association of State Highway and Transportation Officials (AASHTO) to establish the TRAC program which is an educational hands on program that can be used for all K-k12 schools statewide, whether it be a private, charter, or public school.

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

The personnel staff at IDOT attends the CMS HR personnel meetings to ensure IDOT is up to date with any and all changes in the HR policy and procedures. By doing so we are proactively 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) Mr. 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, Mr. Matthew Hughes. In the event of a disagreement the issue will be presented to the Diversity Council and resolved with the committee's input. Final hiring decisions rest on the Chief of Staff.



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

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11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
1. IDOT will continue to work with the different employment agencies to notify our Illinois citizens of IDOT 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 agencies such as IDES to promote the hiring of qualified veterans within the state.

Please attach additional sheets as necessary.

**State Hispanic Employment Plan Survey 2009 received 10/26/09 by OI**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: **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 September 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of September 30, 2009, 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 September 30, 2009, provide the number of funded positions within each of the following EEOC categories:
  - 58 Officials and Managers
  - 220 Professionals
  - 203 Technicians
  - 21 Protective Service Workers
  - 401 Para-Professionals
  - 45 Office and Clerical
  - 27 Skilled Craft Workers
  - 217 Service-Maintenance
  
4. As of September 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's: **1,192**
  
5. As of September 30, 2009, provide the underutilization for Hispanics by category:
  - 0 Officials and Managers
  - 1 Professionals
  - 1 Technicians
  - 0 Protective Service Workers
  - 2 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 09 budget allocation for each of these programs: **NO**
7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): **N/A**
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?  
**The Human Resources Officer is in constant contact with the Agency EEO Officer and consistently discusses the Hispanic 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):  
**The recent Hispanic Hiring strategies include providing vacancy notices to the Hispanic Chamber of Commerce; providing vacancy notices to the Catholic church in the Quincy area, working with Carlos Charneco, IDES with filling vacancies through his association with Hispanic organizations, attended job fairs that catered to Hispanic 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: **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 EEO Officer is involved with the processing of employment documents to include the review of CMS eligibility lists, and Rutan interview scores.**
  - 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.**

Received by CMS on 2009 OCT 23 A 9:48

**State Hispanic Employment Plan Survey 2009**

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

**DUE:** Friday, October 30th, 2009

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

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

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

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

Agency: \_\_\_\_\_ Illinois Workers' Compensation Commission \_\_\_\_\_

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

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

Individual's Phone Number: \_\_\_\_\_ (312) 814-6530 \_\_\_\_\_

Individual's Mailing Address: \_\_\_\_\_ 100 W. Randolph 8-267, Chicago, IL \_\_\_\_\_

Individual's Email Address: \_\_\_\_\_ alma.maxey@illinois.gov \_\_\_\_\_

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

  2   Officials and Managers

  6   Professionals

  0   Technicians

  0   Protective Service Workers

  0   Para-Professionals

  6   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance

2. As of June 30, 2009, 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

  2   Office and Clerical

  0   Skilled Craft Workers

  0   Service-Maintenance



3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

\_\_\_ 25 \_\_\_ Officials and Managers

\_\_\_ 79 \_\_\_ Professionals

\_\_\_ 3 \_\_\_ Technicians

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

\_\_\_ 5 \_\_\_ Para-Professionals

\_\_\_ 62 \_\_\_ Office and Clerical

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

\_\_\_ 2 \_\_\_ Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

\_\_\_\_\_ 176 \_\_\_\_\_

5. As of June 30, 2009, provide the underutilization for Hispanics by category:

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

\_\_\_ 0 \_\_\_ Professionals

\_\_\_ 0 \_\_\_ Technicians

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

\_\_\_ 0 \_\_\_ Para-Professionals

\_\_\_ 0 \_\_\_ Office and Clerical

\_\_\_ 0 \_\_\_ Skilled Craft Workers

\_\_\_ 0 \_\_\_ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 09 budget allocation for each of these programs:

No

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No set budget --- Approximately \$6,000.00 will be paid out during FY10.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Interviewing and hiring staff are kept apprised of the Commission's under-utilization categories.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

None.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Commission has two active bilingual/Spanish Speaking employees and one vacant Insurance Compliance Investigator 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:

Our employees are encouraged to participate in job fairs and career programs, i.e. the Illinois Association of Hispanic State Employees' annual conference.

- d) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The appropriate monitor is included with all promotion and hiring packages sent to CMS for processing. If a packet is found to be non-compliant with mandatory Hiring and Promotion Monitor requirements, the transaction is not processed.

- e) Recommendations provided by DHR, CMS or the Auditor General:

There were no recommendations regarding Hispanic employment received from the Department of Human Rights, 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:

Since the establishment of our Spanish-speaking positions, there has been no need to increase the number of bilingual positions for the Spanish-speaking public, as 96% of injured employees filing workers compensation claims hire English-speaking legal counsel.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Currently we are at parity for Hispanic employees, and there is not a need to increase our Spanish-speaking bilinguals.

Please attach additional sheets as necessary.



# Appendix 4



**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	Percent of Bilingual Cases Involving							Cases Requiring Bilingual Assistance				Interpreting services via Master Contract				Employees Using Bilingual Skills				Number of Vacated Positions with Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacancies Requiring Bilingual Skill	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Positions Requiring Bilingual Skill on Job Description	Incumbents using bilingual skills but not paid bilingual supplement
	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	Did your agency utilize interpreter services provided by the State's Master Contract?	If Yes how many cases?	What languages were used?	Number of Bilingual Positions Needed	Number of Employees Paid Bilingual Supplement	How many used bilingual skills in FY09	Daily	Weekly	Monthly	Yearly									
Aging, Dept on	1,436	65%	35%	0%	0%	100%	No	N/A	N/A	4	4	4	100%	0%	0%	0%	No	11	1	1	0	0			
Agriculture, Dept of	100	94%	5%	1%	0%	0%	Yes	unknown n; not tracked	Sign Language	3	3	3	100%	0%	0%	0%	Yes	6	0	0	0	0			
Arts Council	14	100%	0%	0%	0%	50%	No	N/A	N/A	1	1	1	0%	100%	0%	0%	Yes	1	0	0	0	0			
Central Management Services, Dept of	690	40%	60%	0%	0%	80%	No	N/A	N/A	3	2	2	100%	0%	0%	0%	No	3	0	0	1	0			
Children & Family Services, Dept of	9,473	0%	0%	0%	100%	100%	Yes	1	Spanish, Polish, Vietnamese, Arabic, Hindi	212	165	165	100%	0%	0%	0%	No	165	5	5	5	5			

**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	Cases Requiring Bilingual Assistance								Employees Using Bilingual Skills								Number of Vacated Positions With Bilingual Skill Requirements Deleted				
	Percent of Bilingual Cases Involving				Interpreter services provided by the State's Master Contract?				Interpreter services via Master Contract				Number of Employees Paid Bilingual Supplement					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	
	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	Did your agency utilize Interpreter services provided by the State's Master Contract?	If Yes how many cases?	What languages were used?	Number of Bilingual Positions Needed	Number of Employees Paid Bilingual Supplement	How many used bilingual skills in FY09	Daily	Weekly	Monthly	Yearly					Incumbents using bilingual skills but not paid bilingual supplement
Commerce & Economic Opportunity, Dept of	788	30%	33%	16%	21%	77%	No	N/A	N/A	13	12	11	26%	26%	24%	24%	No	17	1	0	0
Commerce Commission	889	50%	50%	0%	0%	75%	No	N/A	N/A	4	4	4	100%	0%	0%	0%	No	4	0	0	0
Corrections	no answer	0%	0%	100%	0%	100%	Yes	2,040	multiple	194	38	38	0%	100%	0%	0%	No	200	1	1	0
Deaf & Hard Of Hearing Commission	Separate cases are not reported.	-	-	-	-	100%	No	N/A	N/A	7	7	7	100%	0%	0%	0%	No	7	1	0	0
Employment Security, Dept of	70,044	76%	24%	0%	0%	60%	Yes	151,566	no tracking system in place	180	151	150	97%	2%	1%	0%	Yes	11	31	31	24
Environmental Protection Agency	3,650	98%	2%	0%	0%	3%	No	N/A	N/A	2	2	2	100%	0%	0%	0%	Yes	2	0	0	0
Executive Inspector General, Office of the	50	50%	30%	20%	0%	60%	No	N/A	N/A	1	0	1	0%	100%	0%	0%	Yes	0	N/A	N/A	N/A
Financial & Professional Regulation, Dept of	1,800	65%	30%	4%	1%	50%	No	N/A	N/A	39	21	21	65%	30%	4%	1%	No	39	0	0	1
Guardianship & Advocacy Commission	241	20%	40%	15%	25%	75%	No	N/A	N/A	6	6	6	30%	50%	20%	0%	No	6	1	1	2
Healthcare & Family Services, Dept of	131,778	50%	36%	11%	3%	67%	No	N/A	N/A	111	111	98	75%	17%	5%	3%	No	129	15	3	17
Human Rights Commission	100	90%	10%	0%	0%	35%	No	N/A	N/A	0	3	3	0%	100%	0%	0%	No	3	0	0	0



**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	Percent of Bilingual Cases Involving					Cases Requiring Bilingual Assistance			Employees Using Bilingual Skills					Number of Vacant Positions With Bilingual Skill Requirements Deleted							
	Total Number	15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More	Assistance	Did your agency utilize Interpreter services provided by the State's Master Interpreter Contract?	If Yes how many cases?	What languages were used?	Number of Bilingual Positions Needed	Number of Employees Paid Bilingual Supplement	How many used bilingual skills in FY09	Daily		Weekly	Monthly	Yearly	Incumbents using bilingual skills but not paid bilingual supplement	Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancies Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions
Human Rights, Dept of	1,276	29%	24%	17%	30%	100%	No	N/A	N/A	32	26	26	100%	0%	0%	0%	No	32	1	3	3
Human Services, Dept of	81,311	30%	30%	20%	20%	70%	Yes	15,389	Sign Language, Spanish, Polish, Russian, Serbian, Urdu, Hindi, Arabic, Swahili, Chinese, Korean, Bosnian, Gujarati, Assyrlian, Bulgarian, Vietnamese, Amharic, Farsi, Lithuanian, Turkish, French, Tagalog, Bengali	1,016	1,053	1,107	50%	45%	5%	0%	No	1,355	44	35	40
Insurance, Dept of	70	45%	35%	15%	5%	70%	No	N/A	N/A	6	4	4	50%	25%	25%	0%	No	4	N/A	N/A	N/A
Juvenile Justice, Dept of	14	75%	25%	0%	0%	0%	No	N/A	N/A	8	4	4	0%	100%	0%	0%	No	9	0	1	0

**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	Cases Requiring Bilingual Assistance										Employees Using Bilingual Skills						Number of Vacated Positions with Bilingual Skill					
	Percent of Bilingual Cases Involving								Interpreter services via Master Contract		Number of Bilingual Positions Needed	Number of Employees Paid Bilingual Supplement	How many used bilingual skills in FY09	Daily	Weekly	Monthly		Yearly	Incumbents using bilingual skills but not paid bilingual supplement	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
	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	Did your agency utilize Interpreter services provided by the State's Master Contract?	If Yes how many cases?	What languages were used?													
Labor, Dept of	1,300	25%	75%	0%	0%	50%	No	N/A	N/A	11	10	11	0%	80%	20%	0%	Yes	11	2	2	0	
Labor Relations Board, Illinois - State & Local	50	50%	50%	0%	0%	50%	No	N/A	N/A	1	2	1	5%	40%	50%	5%	No	1	0	0	0	
Natural Resources, Dept of	200	50%	40%	0%	10%	0%	No	N/A	N/A	3	1	1	0%	0%	100%	0%	No	4	0	0	0	
Prisoner Review Board	500	35%	45%	20%	0%	100%	Yes	3	Sign Language, Spanish	1	1	1	0%	100%	0%	0%	No	1	0	0	0	
Public Health, Dept of	3,500	60%	37%	3%	0%	30%	Yes	2	French, Arabic	30	30	30	30%	35%	25%	10%	No	47	2	1	1	
Racing Board	no tracking system in place	90%	5%	5%	0%	100%	No	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	Yes	0	0	0	0	
Revenue, Dept of & Gaming Board	11,950	60%	37%	2%	1%	90%	No	N/A	N/A	20	24	24	55%	20%	20%	5%	No	76	2	1	1	
State Fire Marshal, Office of the	20	95%	0%	0%	5%	0%	No	N/A	N/A	5	2	2	0%	0%	50%	50%	No	5	0	0	1	
State Police	600	50%	50%	0%	0%	100%	No	N/A	N/A	1	1	1	0%	100%	0%	0%	No	1	0	0	0	
Transportation, Dept of	15	100%	0%	0%	0%	0%	No	N/A	N/A	6	6	6	0%	0%	100%	0%	No	1	0	0	0	

Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009

State Agencies, Boards & Commissions With Bilingual Service Requirements	How many positions had the language option deleted?	Number of Hispanic Employees Receiving Bilingual Pay excluding Sign Language	Number of non-Hispanic Employees Receiving Bilingual Pay excluding sign language	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How does the agency determine its language and translation needs and the number of bilingual positions needed to render effective services specifically to Spanish-speaking clientele?	How does the agency determine the number of bilingual positions needed to render effective services to clientele that communicate in languages other than English and Spanish, but including Sign Language and Braille?
Aging, Dept on	0	4	0	0	0	In addition to answering the Senior Help-Line, our bilingual staff responds to clients that contact the Department's Circuit Breaker Division with Spanish calls, correspondence and translations. The Senior Help-Line logs all bilingual calls and documents through the Nortel IVR phone system and taxonomy. The Department also uses its bilingual staff to host public speaking, staffing exhibits, and conferences and translating outreach materials and published materials.	The Department utilizes the TDD/TTY and Nextalk/Textnet units to effectively serve clientele with disabilities. The TDD/TTY unit is a physical device that looks like a simple computer terminal and uses graphic communications in the transmission of coded signals. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit. Both of these units log all calls and document transactions. Senior Help-Line staff track the number of callers who require assistance.
Agriculture, Dept of	0	3	0	0	0	The Chicago area consists of predominantly Spanish-speaking state licensed and inspected establishments. Based on the number of plants requiring Spanish-speaking inspectors, IDOA strives to maintain a Spanish-speaking supervisor as well as two Spanish-speaking inspectors. With three full-time staff, the needs of the Spanish-speaking establishments can be met.	At present, there is no need to hire a full-time employee to serve any communication needs other than English and Spanish. During the IL State Fair/DuQuoin State Fair, a temporary sign-language interpreter is hired on contract to perform Sign Language interpretation as needed. In the event the requests for any language other English or Spanish were greater than a temporary employee could serve, IDOA would evaluate the necessity and ensure compliance with the growing need.
Arts Council	0	1	0	0	0	Judgment is made by the agency based on the number of grant applications and phone inquiries received each year. In addition, by the number of grant applications submitted to the agency receiving technical assistance pertaining to their own applications.	Due to the headcount of 20, one person has been assigned this responsibility and has been proven to be sufficient for the agency's current need.
Central Management Services, Dept of	0	2	0	0	0	Tracking the cases for which translation and interpretation skills are required, the historical statistics reported on surveys such as this, evaluations by the individuals in bilingual positions of how much time and effort is spent and whether the agency's efforts are adequate are all factors in determining the bilingual skill requirements and services.	Tracking the cases for which translation and interpretation skills are required, the historical statistics reported on surveys such as this, evaluations by the individuals in bilingual positions of how much time and effort is spent and whether the agency's efforts are adequate are all factors in determining the bilingual skill requirements and services.
Children & Family Services, Dept of	165	162	3	0	0	This area needs work and will be addressed as of now IDCFS relies on the intake worker asking the reporter of a Child Abuse and Neglect investigation if they know the language of the family. Our system does not have a way of automatically identifying Spanish Speaking families. Once a case is open, the investigator or worker has access to interpretation services. As for making the determination of bilingual positions needed as of this year my office is relying on a manual count of investigations with Hispanic surnames. In addition demographic information is evaluated statewide to calculate the number of positions needed.	This area needs work and will be addressed as of now IDCFS relies on the intake worker asking the reporter of a Child Abuse and Neglect investigation if they know the language of the family. Our system does not have a way of automatically identifying Spanish Speaking families. Once a case is open, the investigator or worker has access to interpretation services. As for making the determination of bilingual positions needed as of this year my office is relying on a manual count of investigations with Hispanic surnames. In addition demographic information is evaluated statewide to calculate the number of positions needed.

**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	How many positions had the language option deleted?	Number of Hispanic Employees Receiving Bilingual Pay excluding Sign Language	Number of non-Hispanic Employees Receiving Bilingual Pay excluding sign language	Number of Employees Receiving Bilingual Pay for Signing	Number of Employees Receiving Bilingual Pay for Using Braille	How does the agency determine its language and translation needs and the number of bilingual positions needed to render effective services specifically to Spanish-speaking clientele?	How does the agency determine the number of bilingual positions needed to render effective services to clientele that communicate in languages other than English and Spanish, but including Sign Language and Braille?
Commerce & Economic Opportunity, Dept of	4	9	3	0	0	Through the allocation of Spanish speaking positions in various Agency programmatic and administrative locations, DCEO has been able to adequately serve the Spanish speaking public. Needs are assessed with vacancies or work activity changes requiring bi-lingual skills. The Agency gained two additional Spanish speaking positions through the legislative transfer of the Office of Energy Assistance from HES to DCEO in April, 2009.	Determinations are made by management, based on client needs in the respective Bureau/Office. Other than Spanish, the Agency utilizes positions of various languages in our Office of Trade and Investment, currently including Polish and Chinese. Hindi and Arabic have also been utilized in the past.
Commerce Commission	0	3	1	0	0	Language translation and interpretation needs are determined by the number of requests for such services received by the agency and the trend over time for such requests. Currently, the agency is only equipped to handle consumer inquiries in English and Spanish.	To the best of its knowledge, the agency did not receive requests for communications in spoken languages other than English or Spanish in FY09. There was one request for a Sign Language interpreter, and that request was satisfied by making arrangements with an entity outside the agency.
Corrections	0	25	12	1	0	The number is determined by the number of inmates and parolees that require bilingual assistance.	The number is determined by the number of inmates and parolees that require bilingual assistance with Sign Language and Braille.
Deaf & Hard Of Hearing Commission	0	0	0	7	0	If we do work with Spanish-speaking Deaf consumers, we hire interpreters with Sign Language knowledge.	All positions require the use of Sign Language in order to effectively communicate with the Deaf and Hard-of-Hearing Community.
Employment Security, Dept of	0	134	16	1	0	By the number of claims and determinations issued to LEP claimants; Frequency of telephone interpreter census data.	By the number of claims and determinations issued to LEP claimants; Frequency of telephone interpreter census data.
Environmental Protection Agency	0	2	0	0	0	The Agency uses a sample of calls to determine adequate service is provided to the public and surveys bilingual staff.	The Agency uses a sample of calls to determine adequate service is provided to the public and surveys bilingual staff.
Executive Inspector General, Office of the	N/A	N/A	N/A	N/A	N/A	No determination made. The service is provided as a result of a diverse staff.	No determination made.
Financial & Professional Regulation, Dept of	1	17	4	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	4	2	0	0	Based upon need after determining client requirements.	Based upon need after determining client requirements.
Healthcare & Family Services, Dept of	0	93	18	0	0	The number of bilingual needs/positions required is based on geographical needs.	The number of bilingual needs/positions required is based on geographical needs.
Human Rights Commission	0	3	0	0	0	N/A	N/A

**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	How many positions had the language option deleted?	Number of Hispanic Employees Receiving Bilingual Pay excluding Sign Language	Number of non-Hispanic Employees Receiving Bilingual Pay excluding sign language	Number of Employees Receiving Bilingual Pay for Sign Language	Number of Employees Receiving Bilingual Pay for Using Braille	
Human Rights, Dept of	0	20	6	0	0	
Human Services, Dept of	0	539	129	385	22	
Insurance, Dept of	N/A					
Juvenile Justice, Dept of	0	4	0	0	0	
How does the agency determine its language and translation needs and the number of bilingual positions needed to render effective services specifically to Spanish-speaking clientele?	The Departments' Charge Processing, Fair Housing and Legal Divisions process charges of discrimination. A number of these charges are filed by non-English speaking individuals. The number of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English. Additionally, the Department does have positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English (specifically individuals who are fluent in Spanish). The need is determined by the type of service provided and required such as receptionist, community outreach liaison, etc. The Department also has Polish and Korean bilingual option positions. Currently, the Department has submitted position descriptions to include the Spanish Speaking bilingual option on three (3) additional positions in Fiscal Year 2010.	The Departments' Charge Processing, Fair Housing and Legal Divisions process charges of discrimination. A number of these charges are filed by non-English speaking individuals. The number of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English. Additionally, the Department does have positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English (specifically individuals who are fluent in Spanish). The need is determined by the type of service provided and required such as receptionist, community outreach liaison, etc. The Department also has Polish and Korean bilingual option positions. Currently, the Department has submitted position descriptions to include the Spanish Speaking bilingual option on three (3) additional positions in Fiscal Year 2010.	Translation and interpreting are different than the requirement of bilingual skills to communicate effectively with customers on a day to day basis providing appropriate services. An interpreter would be needed if bilingual staff were not available or if the position was vacant and no other staff were available for temporary assignment to the position. For Sign Language, specific laws govern the requirements for interpreters. For other languages, we would look to the language bank or lists of interpreters available. The need is based on the number of phone calls received from persons requiring bilingual needs; in State Operated Hospitals and Facilities the need is determined during initial intake. Patients are evaluated and screened for language needs. The number of bilingual positions needed in our facilities are based on evaluation of individual patient's language needs, the number of clients served with bilingual needs, length of admission, and position classification within the organizational structure. At the Treatment and Detention Center, residents are received from the Dept of Corrections; their records are relied upon for bilingual needs information. If a need is determined an outside	At this time, DHS has staff receiving bilingual for manual communication and Braille. Braille bilingual is for the educators at ISVI who must use and teach Braille in the classroom. For the Illinois School for the Deaf, all staff having any direct access or interaction with students requires manual communication bilingual skills. For other areas, it depends on the location, customer base and need for the bilingual skills. For the position, they would have to use bilingual skills in the provision of services at least 10% of the time. The number of bilingual positions needed is based on client/patient evaluation of language skill needs, number of clients served with that need, length of admission and position classification within our organizational structure. This information is reviewed on a yearly basis. At the Treatment and Detention Facility the determination is based upon the number of residents that require translation and their participation in therapy and other Facility activities.	The Department reviews the number of callers, walk-in and online contacts (all consumers) who require language translation in order to assist them with the services they need. Bilingual needs of clientele vary based on average commitment of 6 months or less. Contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual needs on an intermittent basis.	The Department reviews the number of callers, walk-in and online contacts (all consumers) who require language translation in order to assist them with the services they need.  N/A

**Bilingual Needs And Bilingual Pay Survey  
for Fiscal Year 2009**

State Agencies, Boards & Commissions With Bilingual Service Requirements	How many positions had the language option deleted?	Number of Hispanic Employees Receiving Bilingual Pay Excluding Sign Language	Number of non-Hispanic Employees Receiving Bilingual Pay Excluding Sign Language	Employees Receiving Bilingual Pay Excluding Sign Language	Number of Employees Receiving Bilingual Pay For Signing	Number of Employees Receiving Bilingual Pay For Using Braille	How does the agency determine its language and translation needs and the number of bilingual positions needed to render effective services specifically to Spanish-speaking clientele?	How does the agency determine the number of bilingual positions needed to render effective services to clientele that communicate in languages other than English and Spanish, but including Sign Language and Braille?
<b>Labor, Dept of</b>	0	8	2	0	0	0	We have determined the need for 8 Spanish-speaking positions in our Chicago Office based on the volume of phone calls, complaints filed and walk-ins from Spanish-speaking clientele in that geographic area.	We have determined the need for 2 Polish-speaking positions in our Chicago Office based on the volume of phone calls, complaints filed and walk-ins from Polish-speaking clientele in that geographic area.
<b>Labor Relations Board, Illinois - State &amp; Local</b>	0	1	0	0	1	0	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.	N/A
<b>Natural Resources, Dept of</b>	0	0	1	0	0	0	The IDNR takes into account the geographic location of the position, as well as programs being offered at that location.	The IDNR does not have a bilingual position that receives bilingual pay for using Sign Language or Braille interpretation skills, it would be determined on a case by case basis.
<b>Prisoner Review Board</b>	0	1	0	0	0	0	The Prisoner Review Board receives a large number of telephone calls from Spanish speaking clientele. Most of the Spanish speaking people calling in are victims registered with our Victim Notification Program. We maintain a database of victims registered with our program. We currently have over 16,000 victims registered with our program, many of them being Spanish speaking individuals.	Currently our agency has one bilingual employee and position and at this time it is adequate for our agency.
<b>Public Health, Dept of</b>	0	25	5	0	0	0	The agency's bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls received from non-English-speaking sector of the public.	Direct-service and mid-level management staff address the issues and service needs of our clients and monitor quality assurance who report to our senior management staff recommendations for staffing.
<b>Racing Board</b>	0	N/A	N/A	N/A	N/A	N/A	In previous years, we did not address issues, personnel was already in place and/or interpreters were readily available.	Up until now, the need for bilingual positions was not great enough to assess.
<b>Revenue, Dept of &amp; Gaming Board</b>	1	16	8	0	0	0	Based upon review of positions in the field and in office locations which have contact with the public and where language translation services are requested.	Based upon review of positions in the field and in office locations which have contact with the public and where translation or specialized communication services are requested.
<b>State Fire Marshal, Office of the</b>	0	2	0	0	0	0	We determine the language translation and interpretation needs of our agency based on requests for phone calls received in our office and from the field staff. WE have Spanish-speaking positions in our Springfield and Chicago offices and in areas of the state where the demand is greater.	At this time, we do not have positions to render services to clientele that communicate in languages other than English or Spanish. If we feel there is a need in the future, we will accommodate that area.
<b>State Police</b>	0	1	0	0	0	0	The Illinois State Police relies on personnel in the field to request the need for bilingual skills and makes a determination based on this information.	The Illinois State Police relies on personnel in the field to request the need for bilingual skills and makes a determination based on this information.
<b>Transportation, Dept of</b>	0	6	0	0	0	0	The organizational entities notify the central office of the need based upon work functions provided by the unit and public interaction needs. The central office reviews the need and works with the entity to establish the appropriate position(s).	The organizational entities or the ADA Coordinator may notify the central office of the need based upon work functions provided by the unit as well as public/staff interaction needs. The central office reviews the need and works with the entity to establish the appropriate position(s).

# Appendix 5





# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department on Aging

**Director:** Charles D. Johnson      **EEO/AA Officer:** John Dietrich

**Agency Workforce:** 162

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

During the fiscal year the agency achieved parity for all affirmative action groups.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: AGING (47)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	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	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	AA	H	F	A	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	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  
Aging

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	28
40070	Senior Public Serv Admin	14

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	3
00501	Admin Assistant 1	8
00502	Administrative Asst 2	8
13851	Executive 1	13
13852	Executive 2	17
19693	Human Resources Spec	1
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	3
35700	Pub Admin Intern	7
38572	Rev Tax Spec II	4
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	4

**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	4
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	4
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:** Thomas Jennings

**EEO/AA Officer:** Brent Eggleston

**Agency Workforce:** 423

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 14 African Americans, 1 Hispanic and 45 Females. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 38 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency's underutilization was 14 African Americans, 1 Hispanic and 45 Females. During this quarter there were 2 opportunities and 2 or 100% (2 African Americans) addressed the minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 38 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 12 African Americans, 1 Hispanic and 44 Females. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 38 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 12 African Americans, 1 Hispanic and 44 Females. During this quarter there were 4 opportunities and none addressed the minority goals. For Females, there was 1 opportunity that did not address this goal. This agency is underutilized by 12 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 14 African Americans, 1 Hispanic and 45 Females. During the year for the minority goal, there were 6 opportunities 2 or 33% (2 African Americans) addressed these goals. For Females, there were 2 opportunities 1 or 50% addressed this goal. This agency is underutilized by 12 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the female goals.

The agency sent a disability survey to all employees and was able to reduce their underutilization of people with disabilities by 68%.

# Underutilization Summary by Region

Name of Agency: AGRICULTURE (11)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1						1						7										
2					1		5					5										
3							1					1										
4											2											
5											3											
6											1											
7	2		1		3					1		3	4									
8											3											
9					1					1		4										
10												3										
11							1															
<b>Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>32</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	AA	H	F	A	NA	
1																						
2																						
3																						
4																						
5																						
6																						
7	1										1											
8																						
9																						
10																						
11																						
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: 13      Total underutilization for Hispanics: 1      Total underutilization for Females: 43

Total underutilization for Asians: 5      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>
00800	Agricultural Executive	2
00811	Ag Land & Water Res Supv	2
15871	For Serv Ec Dev Exec 1	2
32505	Plant & Pest Spec Supv	2
37015	Public Service Adm	39
40070	Senior Public Serv Admin	33
47911	Veterinary Cons Safe Off	3
47915	Veterinary Pathologist	2
47917	Veterinary Supervisor 1	1
47918	Veterinary Supervisor 2	1
48785	Warehouse Examiner Supv	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	12
00502	Administrative Asst 2	13
00805	Agric Mkt Generalist	1
00807	Agric Marketing Reporter	4
00810	Agric Marketing Rep	5
00833	Agr Ld & Watr Res Spec 3	8
01072	Anm And Anm Prod Invtor	23
06941	Chemist 1	3
06942	Chemist 2	4
06943	Chemist 3	1
13792	Envir Prot Eng 2	1
13793	Envir Prot Eng 3	3
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	2
13822	Envir Prot Spec 2	2
13823	Envir Prot Spec 3	7
13851	Executive 1	15
13852	Executive 2	12
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



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>
32501	Plant & Pest Spec I	28
32502	Plant & Pest Spec II	34
35700	Pub Admin Intern	8
45252	Tech Adv 2	1
47901	Veterinarian I	1
47903	Veterinarian 3	3
48780	Warehouse Claims Spec	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	2
01215	Apiary Inspector	5
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
22997	Laboratory Associate 1	13
22998	Laboratory Associate 2	3
26070	Meat & Poultry Insp	98
26073	Meat & Poultry Insp Supv	11
27146	Metrologist Assoc	1
34603	Products & Stds Insp	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
26075	Meat & Poultry Insp Trn	17
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

State of Illinois  
List of Established Job Titles by EEO Category  
Agriculture

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43190	Student Intern	2
43200	Student Worker	8

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1
29992	Office Administrator 2	1
30005	Office Aide	3
30010	Office Assistant	21
30015	Office Associate	19
30020	Office Clerk	5

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	4
30800	Painter	4
32900	Plumber	5
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	6
05601	Building/Grounds Lead 1	4
05602	Building/Grounds Lead 2	1
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	4
09317	Conserv/Hist Preserv Wkr	12
22995	Laboratory Assistant	3
23060	Laborer (Building)	4
23085	Laborer Foreman	1
37551	Race Track Maint 1	2
37552	Race Track Maint 2	2
43051	Storekeeper I	1
43053	Storekeeper III	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Arts Council

**Executive Director:** Terry A. Scrogum      **EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 20      **Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

## FINDINGS

Agency in compliance            Agency in non-compliance     

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: ARTS COUNCIL (50-90)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers			Professionals			Technicians			Protective Service Workers					
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals			Office and Clerical			Skilled Craft Workers			Service-Maintenance					
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Arts Council

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Admin	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	2
00502	Administrative Asst 2	1
01526	Arts Council Prog Coord	6
01527	Arts Council Program Rep	5
13852	Executive 2	1
21160	Information Serv Intern	1
21161	Inf 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:** Jim Riemer

**EEO/AA Officer:** Emily Montgomery

**Agency Workforce:** 125

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 2 African Americans and 20 Females. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 5 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency's underutilization was 2 African Americans and 20 Females. During this quarter there were no opportunities to address the minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 5 people with disabilities.

### **THIRD THROUGH FOURTH QUARTERS (1/1/09 THROUGH 6/30/09)**

As of 1/1/09, agency's underutilization was 2 African Americans and 19 Females. During these quarters there were no opportunities to address the minority and female goals. This agency is underutilized by 5 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 2 African Americans and 20 Females. During the year for the minority goals, there were no opportunities to address these goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 5 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*During the fiscal year the agency had no opportunities to address the minority goals. There was only one opportunity that addressed the female goal.

# Underutilization Summary by Region

Name of Agency: CAPITAL DEVELOPMENT BOARD (50-44)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers					
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	AA	H	F	A	NA
1						1	2											
2																		
3																		
4																		
5																		
6																		
7							17											
8																		
9																		
10																		
11																		
Total	0	0	0	0	0	1	19	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	NA	AA	H	F	A	AA	H	F	A	NA
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2      Total underutilization for Hispanics: 1      Total underutilization for Females: 19

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      Total Underutilization: 22

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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 Admin	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
13851	Executive 1	2
13852	Executive 2	1
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	2
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
30860	Paralegal Assistant	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06515	Cdb Account Technician	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	3
30025	Office Coordinator	2
30080	Office Specialist	10

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06520	Cdb Const Support Anlyst	1
06530	Cdb Project Technician	4
30010	Office Assistant	2
30015	Office Associate	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Central Management Services

**Director:** James P. Sledge

**EEO/AA Officer:** Fred Stewart

**Agency Workforce:** 1,603

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO-Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 8 African Americans, 8 Hispanics, 74 Females and 3 Asians. During this quarter there were 9 opportunities and none addressed the minority goals. For Females, there were 11 opportunities and 8 or 73% addressed this goals. This agency is underutilized by 85 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 8 African Americans, 8 Hispanics, 66 Females and 3 Asians. During this quarter there were 4 opportunities and none addressed the minority goals. For Females, there were 3 opportunities and none addressed this goal. This agency is underutilized by 84 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 8 African Americans, 8 Hispanics, 66 Females and 3 Asians. During this quarter there were 12 opportunities and 2 or 17% (1 African American and 1 Hispanic) addressed minority goals. For Females, there were 6 opportunities and 3 or 50% addressed this goal. This agency is underutilized by 84 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 7 African Americans, 7 Hispanics, 63 Females and 3 Asians. During this quarter there were 11 opportunities and 3 or 27% (1 African American and 2 Asians) addressed the minority goals. For Females there were 15 opportunities and 6 or 40% addressed this goal. This agency is underutilized by 80 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 8 African Americans, 8 Hispanics, 74 Females and 3 Asians. During the year, there were 36 opportunities and 5 or 14% (2 African Americans, 1 Hispanic, and 2 Asians) addressed minority goals. For Females there were 35 opportunities and 17 or 49% addressed this goal. This agency is underutilized by 80 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

The agency failed to meet the Department of Human Rights standard of 20% for minority goal compliance. Of 36 opportunities to hire/promote in regards to minority goals 5 or 14% (2 African Americans, 1 Hispanic and 1 Asian) addressed these goals. In FY10, the agency should focus recruitment efforts in underutilized areas on minorities. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

# Underutilization Summary by Region

Name of Agency: CENTRAL MANAGEMENT SERVICES (37)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1							2															
2																						
3																						
4							1															
5																						
6																						
7		4		2			8														3	
8																						
9																						
10																						
11							1															
<b>Total</b>	6	4	0	2	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	3	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	AA	H	F	A	NA	
1							2		1													
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	0	0	0	0	2	0	1	2	19	0	0	2	18	0	0	0	2	18	0	0

Total underutilization for African Americans: 7      Total underutilization for Hispanics: 8      Total underutilization for Females: 54

Total underutilization for Asians: 2      Total underutilization for Native Americans: 0      **Total Underutilization: 71**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Central Management Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
36750	Public Info Coordinator	5
37004	Public Info Officer 4	2
37015	Public Service Adm	384
40070	Senior Public Serv Admin	194

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	3
00133	Accountant Advanced	3
00501	Admin Assistant 1	50
00502	Administrative Asst 2	29
05900	Buyer	3
08860	Communications Sys Spec	1
13851	Executive 1	39
13852	Executive 2	16
17370	Graphic Arts Designr Adv	9
19692	Human Resources Rep	34
19693	Human Resources Spec	26
21160	Information Serv Intern	13
21161	Inf Svcs Specialist I	24
21162	Inf Svcs Specialist II	35
21165	Inf Systems Analyst I	56
21166	Inf Systems Analyst II	87
21167	Inf Systems Analyst III	13
21216	Info Tech/Com Sys Spec 1	4
21217	Info Tech/Com Sys Spec 2	4
21721	Internal Auditor 1	7
23371	Liab Claims Adjuster 1	2
23372	Liab Claims Adjuster 2	5
25541	Mgmt Operations Anal I	1
25583	Management Systems Spec	1
27131	Meth & Proc Adv 1	3
27132	Meth & Proc Adv 2	4
35700	Pub Admin Intern	14
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

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6

State of Illinois  
List of Established Job Titles by EEO Category  
Central Management Svcs

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	7
11415	Data Proc Admin Spec	28
11430	Data Processing Spec	25
11437	Data Processing Supvr 3	14
11440	Data Processing Tech	16
13732	Engineering Tech II	2
21561	Insurance Analyst I	4
21562	Insurance Analyst II	7
21563	Insurance Analyst 3	11
21564	Insurance Analyst 4	2
32086	Photographer 2	1
32087	Photographer 3	1
45295	Telecom Specialist	2

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	1
39851	Security Guard 1	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05905	Buyer Assistant	3
14031	Executive Secretary 1	9
14032	Executive Secretary 2	10
14033	Executive Secretary 3	5
19690	Human Resources Asst	12
19691	Human Resources Assoc	10
19694	Human Resources Trainee	1
29993	Office Administrator 3	3
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	19
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	5
43200	Student Worker	23

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	4
27181	Microfilm Operator I	1
29992	Office Administrator 2	2
30010	Office Assistant	20

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	14
30020	Office Clerk	5
34792	Prop & Supply Clerk II	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	123
03749	Automotive Shop Supv	15
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	6
30800	Painter	5
32900	Plumber	3
42600	Stationary Engineer	29
42605	Stationary Eng-Asst Chf	10
42610	Stationary Eng-Chief	7

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03697	Automotive Attendant II	1
03730	Auto Parts Warehouse	15
05598	Building/Grounds Laborer	21
05601	Building/Grounds Lead 1	6
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	17
05616	Building Services Worker	5
13500	Elevator Operator	2
21951	Janitor I	19
21952	Janitor II	5
22809	Labor Maint Lead Worker	1
23060	Laborer (Building)	2
25020	Maint Equip Operator	7
25500	Maintenance Worker	14
25510	Maint Worker Power Plant	2
43051	Storekeeper I	3
43052	Storekeeper II	4
43053	Storekeeper III	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Children and Family Services

**Director:** Erwin McEwen

**EEO/AA Officer:** Frank McNeil

**Agency Workforce:** 3,090

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 7 Hispanics, 51 Asians and 1 Native American. During this quarter there were 13 opportunities and 3 or 23% (2 Hispanics and 1 Asian) addressed the minority goals. The agency is at parity for females. This agency is underutilized by 262 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency's underutilization was 5 Hispanics, 50 Asians and 1 Native American. During this quarter there were 3 opportunities and 1 or 33% (1 Hispanic) addressed the minority goals. There were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 262 people with disabilities.



### **THIRD THROUGH FOURTH QUARTERS (1/1/09 THROUGH 6/30/09)**

As of 1/1/09, agency underutilization was 4 Hispanics, 50 Asians and 1 Native American. During these quarters there were no opportunities to address the minority goals. This agency is underutilized by 262 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 7 Hispanics, 51 Asians and 1 Native American. During the year, there were 16 opportunities and 4 or 25% (3 Hispanics and 1 Asian) addressed the minority goals. This agency is underutilized by 262 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

The agency is at parity for females. The agency has made a good faith effort during the fiscal year to address their minority goals. The agency should continue to address the high underutilization of Asians by continuing to work with Asian organizations for employment opportunities. The agency may discontinue with the monthly affirmative action reports.

# Underutilization Summary by Region

Name of Agency: CHILDREN & FAMILY SERVICES (16)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers						
	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	4		5					21											
2																			
3																			
4						1		1											
5																			
6						1		3											
7								1											
8																			
9																			
10					1														
11						1		1											
<b>Total</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance						
	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			2					4											
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: 1      Total underutilization for Hispanics: 8      Total underutilization for Females: 0

Total underutilization for Asians: 38      Total underutilization for Native Americans: 0      Total Underutilization: 47

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Children & Family Svcs

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07204	Cd Wf Stf Devlpmt Co Iv	6
07241	C & F S Intern Opt 1	72
07242	C & F S Intern Opt 2	72
26404	Medical Administrator 3	1
37015	Public Service Adm	797
40070	Senior Public Serv Admin	102

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	22
00133	Accountant Advanced	4
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	47
00502	Administrative Asst 2	39
05815	Business Manager	1
07161	Child Prot Advanced Spec	171
07162	Child Prot Assoc Spec	36
07163	Child Protection Spec	197
07190	Child Welf Adm Case Rev	32
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	402
07216	Child Welfare Assoc Spec	19
07217	Child Welf Senior Spec	54
07218	Child Welfare Specialist	462
11471	Day Care Lic Rep 1	1
11472	Day Care Lic Rep 2	54
13851	Executive 1	38
13852	Executive 2	31
19692	Human Resources Rep	7
19693	Human Resources Spec	10
19775	Human Rights Inv II	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	9
21166	Inf Systems Analyst II	36
21731	Internal Security Inv 1	1
21732	Internal Security Inv 2	4
25542	Mgmt Operations Anal 2	33
25583	Management Systems Spec	15
27132	Meth & Proc Adv 2	1

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>
30860	Paralegal Assistant	24
32225	Physician Spec Opt E	2
35700	Pub Admin Intern	14
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	44
42742	Stat Research Spec 2	2
42745	Stat Research Supv	2
45252	Tech Adv 2	12
45253	Tech Adv 3	6
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	6
02424	Asst Reimburse Officer	2
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	4
11440	Data Processing Tech	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	9
14031	Executive Secretary 1	22
14032	Executive Secretary 2	14
14033	Executive Secretary 3	20
19690	Human Resources Asst	1
19691	Human Resources Assoc	4
29993	Office Administrator 3	13
29994	Office Administrator 4	11
30025	Office Coordinator	88
30080	Office Specialist	22
34202	Private Secretary 2	2
41295	Social Serv Comm Planner	13
43190	Student Intern	7
43200	Student Worker	4

**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	359
30020	Office Clerk	8

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	3
43051	Storekeeper I	3
43052	Storekeeper II	2
43053	Storekeeper III	1

<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	359
30020	Office Clerk	8
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	2
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:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance



Agency in non-compliance



## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: CIVIL SERVICE COMMISSION (30)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A		
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A		
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00502	Administrative Asst 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Commerce and Economic Opportunity

**Director:** Warren Ribley

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 438

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 1 African American and 2 Asians. During this quarter there was 1 opportunity and 1 or 100% (1 African American) addressed minority goals. This agency is at parity for females. This agency is underutilized by 16 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 2 Asians. During this quarter there were no opportunities to address minority goals. This agency is underutilized by 9 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 2 Asians. During this quarter there were no opportunities to address minority goals. This agency is underutilized by 9 people with disabilities.

**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 2 Asians. During this quarter there were no opportunities to address minority goals. This agency is underutilized by 4 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 African American and 2 Asians. During the year, there was 1 opportunity and 1 or 100% (1 African American ) addressed minority goals. This agency is underutilized by 4 people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*During the fiscal year there were too few opportunities to address the minority goal.

# Underutilization Summary by Region

Name of Agency: **COMMERCE & ECONOMIC OPPORTUNITY (42)**

Report Date: **End of First Qtr. FY '10**

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers						
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance						
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: **0**      Total underutilization for Hispanics: **1**      Total underutilization for Females: **0**

Total underutilization for Asians: **1**      Total underutilization for Native Americans: **0**      **Total Underutilization: 2**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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	5
37015	Public Service Adm	193
40070	Senior Public Serv Admin	111

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	12
00133	Accountant Advanced	19
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	28
00502	Administrative Asst 2	37
07603	Civil Engineer 3	1
08902	Community Planner 2	1
08903	Community Planner 3	2
12931	Economic Dev Rep 1	8
12932	Economic Dev Rep 2	14
13711	Energy/Natur Res Spec 1	3
13712	Energy/Natur Res Spec 2	10
13713	Energy/Natur Res Spec 3	9
13851	Executive 1	20
13852	Executive 2	25
17272	Geographic Info Spec 2	1
19692	Human Resources Rep	2
19693	Human Resources Spec	5
19791	Human Serv Grant Coord 1	5
19792	Human Serv Grant Coord 2	10
19793	Human Serv Grant Coord 3	5
19796	Human Srv Grants Cord Tr	3
21051	Ind & Com Devlpmt Rep I	34
21052	Ind & Com Devlpmt Rep 2	52
21121	Ind Serv Consultant 1	3
21122	Ind Serv Consultant 2	5
21127	Ind Serv Hygienist	2
21130	Ind Serv Hygienist Tech	2
21160	Information Serv Intern	2
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	10
21761	Intl Marketing Rep 1	3
24031	Local Housing Advisor 1	1
24032	Local Housing Adv 2	1
24033	Local Housing Adv 3	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>
24103	Local Rev & Fisc Adv 3	2
25542	Mgmt Operations Anal 2	3
25591	Manpower Planner 1	1
25592	Manpower Planner 2	7
25593	Manpower Planner 3	31
25597	Manpower Planner Tr	1
26202	Mechanical Engineer 2	1
26203	Mechanical Engineer 3	3
27132	Meth & Proc Adv 2	1
35700	Pub Admin Intern	42
37003	Public Info Officer 3	1
42745	Stat Research Supv	1
49101	Weatherization Spec 1	2
49102	Weatherization Spec 2	4
49103	Weatherization Spec 3	2
49105	Weatherization Spec Tr.	4

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	3
42748	Stat Research Technician	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
14033	Executive Secretary 3	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	24
30080	Office Specialist	2
34202	Private Secretary 2	2
43190	Student Intern	7
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
30010	Office Assistant	11
30015	Office Associate	10

State of Illinois  
List of Established Job Titles by EEO Category  
Comm & Econ Opportunity

**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:** 277

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 1 African American and 11 Females. During this quarter there were no opportunities to address minority goals. For Females, there were 4 opportunities and 1 or 25% addressed this goal. This agency is underutilized by 21 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 1 African American and 10 Females. During this quarter there were no opportunities to address minority goals. For Females, there was 1 opportunity which failed to address this goal. This agency is underutilized by 21 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 1 African American and 10 Females. During this quarter there were no opportunities to address minority goals. For Females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is underutilized by 21 people with disabilities.

**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 1 African American and 9 Females. During this quarter there were no opportunities to address minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 21 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 African American and 11 Females. During the year, there were no opportunities to address minority goals. For Females, there were 9 opportunities and 3 or 33% addressed this goal. This agency is underutilized by 21 people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*Although the agency failed to meet the Department of Human Rights' standard for female goals (37%) its' performance (33%) was near the standard and it demonstrated good faith effort in this area. During the year there were no opportunities to address the minority goals.



# Underutilization Summary by Region

Name of Agency: COMMERCE COMMISSION (31)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	
1						1											1				
2																					
3																					
4																					
5																					
6																					
7			3					11	1												
8																					
9																					
10																					
11																					
Total	0	0	3	0	0	1	11	1	0	0	0	0	0	0	0	0	1	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance								
	AA	H	F	A	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	0	0	0	0	0

Total underutilization for African Americans: 1      Total underutilization for Hispanics: 1      Total underutilization for Females: 14

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      Total Underutilization: 17

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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 Ofr 1	2
08452	Commerce Comm Pol Ofr 2	3
08455	Commerce Comm Pol Ofr Tr	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	4
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	5

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1
38207	Commerce Comm Police Sgt	3
38208	Commerce Comm Police Sgt	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Corrections

**Director:** Michael P. Randle

**EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 11,521

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 60 African Americans, 91 Hispanics, 1,222 Females and 47 Asians. During this quarter there were 53 opportunities and 13 or 25% (2 African Americans, 8 Hispanics and 3 Asians) addressed the minority goals. For Females, there were 69 opportunities and 34 or 49% addressed this goal. This agency is underutilized by 1,012 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency's underutilization was 58 African Americans, 83 Hispanics, 1,188 Females and 44 Asians. During this quarter there were 22 opportunities and 8 or 36% (8 African Americans) addressed the minority goals. For Females, there were 52 opportunities and 44 or 86% addressed this goal. This agency is underutilized by 1,012 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 50 African Americans, 83 Hispanics, 1,144 Females and 44 Asians. During this quarter there were 3 opportunities that did not address the minority goals. For Females, the 1 opportunity did not address this goal. This agency is underutilized by 1,012 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 50 African Americans, 83 Hispanics, 1,144 Females and 44 Asians. During this quarter there were 59 opportunities and 6 or 10% (4 Hispanics and 2 Asians) addressed the minority goals. For Females, there were 84 opportunities and 33 or 39% addressed this goal. This agency is underutilized by 1,012 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 60 African Americans, 91 Hispanics, 1,222 Females and 47 Asians. During the year, there were 137 opportunities and 27 or 20% (10 African Americans, 12 Hispanics and 5 Asians) addressed the minority goals. For Females, there were 206 opportunities and 111 or 54% addressed the goal. This agency is underutilized by 1,012 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: CORRECTIONS (29)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1			5	1		13		9		5		1					12					
2			2		1		1															
3			4																			
4					2	1		1	2													
5																						
6																						
7				1				2									4					
8			2																			
9			1																			
10																						
11					4																	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>2</b>	<b>8</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>45</b>	<b>971</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	AA	H	F	A	NA	
1						1		1		4	2	5					2					
2					1							1										
3												4										
4					1							1										
5	1				1			2		1		2					2	1		4		
6												1										
7	1				1					2		2					4	2		26		
8												2						1		9		
9												1					2			6		
10	1											5						1		12		
11	1				1	1						8					5	1		35		1
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>8</b>	<b>115</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: 66

Total underutilization for Hispanics: 76

Total underutilization for Females: 1,132

Total underutilization for Asians: 39

Total underutilization for Native Americans: 0

Total Underutilization: 1,313

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Corrections

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26404	Medical Administrator 3	1
26405	Medical Administrator 4	1
37015	Public Service Adm	580
40070	Senior Public Serv Admin	159

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	51
00133	Accountant Advanced	16
00135	Accountant Supervisor	19
00501	Admin Assistant 1	57
00502	Administrative Asst 2	42
01440	Architect	2
01530	Assignment Coordinator	2
05810	Business Admin Spec	9
05815	Business Manager	25
06901	Chaplain 1	17
06902	Chaplain II	28
08220	Clinical Lab Technolog 1	1
08250	Clinical Psychologist	3
09655	Corr Casework Supv	70
09661	Corr Couns I	69
09662	Corr Couns II	102
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	140
09844	Corr Senior Parole Agnt	142
10232	Crim Justice Spec 2	6
11751	Dentist I	2
11752	Dentist II	3
13100	Educator	108
13851	Executive 1	30
13852	Executive 2	68
18041	Health Information Adm	5
19692	Human Resources Rep	44
19693	Human Resources Spec	13
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	5
21162	Inf Svcs Specialist II	8

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>
21165	Inf Systems Analyst I	11
21166	Inf Systems Analyst II	16
21167	Inf Systems Analyst III	1
21217	Info Tech/Com Sys Spec 2	1
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	17
23401	Librarian 1	17
23430	Library Associate	15
25542	Mgmt Operations Anal 2	2
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	17
32200	Physician	1
33003	Polygraph Exam 3	2
35612	Psychologist 2	5
35613	Psychologist 3	13
35700	Pub Admin Intern	23
38231	Research Scientist 1	3
38233	Research Scientist 3	1
41412	Social Worker 2	2
41413	Social Worker 3	7
41414	Social Worker 4	1
41771	Staff Develop Spec I	6
42742	Stat Research Spec 2	2
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	130
00116	Account Technician II	60
06500	Canine Specialist	7
08831	Comm Equip Tech I	4
08832	Comm Equipment Tech 2	3
08833	Comm Equipment Tech 3	2
09800	Corr Identification Supv	25
09801	Corr Identification Tech	30
09803	Corr Ind Marketing Rep	6
09805	Corr Industry Lead Wkr	19
09807	Corr Industry Supv	28
09808	Corr Laundry Mgr 1	27
09837	Corr Residence Coun I	8
09838	Corr Residence Coun II	7

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>
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	54
09676	Correctional Officer Tr	32
09717	Correctional Sergeant	34
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	48
14032	Executive Secretary 2	6
14033	Executive Secretary 3	36
18047	Health Information Tech	3
19690	Human Resources Asst	10
19691	Human Resources Assoc	15
29990	Office Admin Specialist	31
29993	Office Administrator 3	45
29994	Office Administrator 4	1
29995	Office Administrator 5	1
30025	Office Coordinator	97
30080	Office Specialist	6
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>
00111	Account Clerk I	1
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	193
30015	Office Associate	243
30020	Office Clerk	8
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	17
32900	Plumber	30
38205	Reproduc Serv Tech 3	1
38600	Roofer	1
42600	Stationary Engineer	22
42605	Stationary Eng-Asst Chf	23
42610	Stationary Eng-Chief	30
42800	Steamfitter	16
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
09795	Corrcnts Food Serv Sup 3	41

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>
09796	Corr Grounds Supv	13
09809	Corr Laundry Mgr 2	3
09823	Corrections Maint Worker	8
09824	Corr Medical Technician	9
09861	Corr Supply Supv I	36
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	3
42650	Stationary Fireman	8
43051	Storekeeper I	1
43052	Storekeeper II	1
45700	Trades Tender	1
49050	Water Plant Operator	2

09002	Corr Supply Supv I	36
09002	Corr Supply Supv I	38
09003	Corr Supply Supv II	29
09004	Corr Supply Supv III	4

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano, Ed. D. **EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 10

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance



Agency in non-compliance



## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: COUNCIL ON DEVELOPMENTAL DISABILITIES (50-41)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA			
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A	NA			
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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)

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Criminal Justice Information Authority

**Acting Executive Director:** Jack Cutrone      **EEO/AA Officer:** Edith Feliciano

**Agency Workforce:** 56

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups, except for people with disabilities.

## FINDINGS

Agency in compliance       Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY (50-05)

Report Date: End of First Qtr. FY 10

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	AA	H	F	A	NA	
1			1																			
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance									
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A	NA	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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

State of Illinois  
List of Established Job Titles by EEO Category  
Criminal Justice Auth

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Admin	9

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
05810	Business Admin Spec	1
10231	Crim Justice Spec 1	7
10232	Crim Justice Spec 2	7
10236	Crim Justice Spec Trn	6
13851	Executive 1	2
19693	Human Resources Spec	1
21160	Information Serv Intern	3
21162	Inf Svcs Specialist II	4
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
21721	Internal Auditor 1	1
35700	Pub Admin Intern	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
19690	Human Resources Asst	1
19694	Human Resources Trainee	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Deaf and Hard of Hearing Commission

**Director:** John Miller

**EEO/AA Officer:** Tonia Bogener

**Agency Workforce:** 7

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS



# Underutilization Summary by Region

Name of Agency: DEAF AND HARD OF HEARING COMMISSION (50-11)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers			Professionals			Technicians			Protective Service Workers			
	H	F	A	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

Region	Para-Professionals			Office and Clerical			Skilled Craft Workers			Service-Maintenance			
	H	F	A	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

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
 List of Established Job Titles by EEO Category  
 Deaf&Hard Of Hearing Com

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
43190	Student Intern	1

13851	Executive 1	1
13852	Executive 2	2

**Para-Professionals**

14033	Executive Secretary 3	1
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# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Educational Labor Relations Board

**Chairman:** Lynne Sered

**EEO/AA Officer:** Eileen Brennan

**Agency Workforce:** 11

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. Agency is underutilized by one person with a disability.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: EDUCATIONAL LABOR RELATIONS BOARD (50-14)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA			
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A	NA			
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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)

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Emergency Management Agency

**Director:** Andrew Velasquez

**EEO/AA Officer:** Kevin Sledge

**Agency Workforce:** 214

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST QUARTER (7/1/08 THROUGH 9/30/08)

Agency underutilization at the beginning of FY09 was 1 Hispanic, 5 Females and 2 Asians. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 3 people with disabilities.

### SECOND QUARTER (10/1/08 THROUGH 12/31/08)

As of 10/1/08 there was one opportunity which did not address minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 3 people with disabilities.

### THIRD QUARTER (1/1/09 THROUGH 3/31/09)

As of 1/1/09, agency underutilization was 1 Hispanic, 5 Females and 2 Asians. During this quarter there were no opportunities to address minority goals. For Females, there was 1 opportunity and 1 or 100% addressed these goals. This agency is underutilized by 3 people with disabilities.

**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 1 Hispanic, 4 Females and 2 Asians. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 3 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 Hispanic, 5 Females and 2 Asians. During the year there was 1 opportunity which did not address minority goals. For Females, there was 1 opportunity and 1 or 100% addressed these goals. This agency is underutilized by 3 people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

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**CONCLUSION**

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# Underutilization Summary by Region

Name of Agency: EMERGENCY MANAGEMENT AGENCY (50-17)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1								2														
2																						
3																						
4																						
5																						
6																						
7			3																			
8																						
9																						
10																						
11																						
Total	0	0	3	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	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A	NA	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8			2																			
9																						
10																						
11																						
Total	0	0	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: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 5

Total underutilization for Asians: 2      Total underutilization for Native Americans: 0      Total Underutilization: 7

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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	25
40070	Senior Public Serv Admin	7

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	2
00501	Admin Assistant 1	8
00502	Administrative Asst 2	2
08860	Communications Sys Spec	1
12585	Disaster Serv Planner	3
13851	Executive 1	9
13852	Executive 2	5
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
21162	Inf Srvcs Specialist II	2
41771	Staff Develop Spec I	10

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08831	Comm Equip Tech I	1
13340	Elec Equip Instal/Repair	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	7
14032	Executive Secretary 2	1
29994	Office Administrator 4	1
30025	Office Coordinator	9
30080	Office Specialist	1
43190	Student Intern	2
43200	Student Worker	11

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13540	Emer Response Ld Telecom	1
13543	Emer Response Telecom	1
30010	Office Assistant	1
30015	Office Associate	3

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Employment Security

**Director:** Maureen T. O'Donnell

**EEO/AA Officer:** Carlos Charneco

**Agency Workforce:** 1,542

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 2 African Americans, 1 Hispanic, 3 Females and 3 Asians. During this quarter there were 2 opportunities and 2 or 100% (2 Asians) addressed the minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 2 African Americans, 1 Hispanic, 2 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 2 African Americans, 1 Hispanic, 1 Female and 1 Asian. During this quarter there were no opportunities to address the minority and Female goals.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 2 African Americans, 1 Hispanic, 1 Female and 1 Asian. During this quarter there were no opportunities to address the minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 2 African Americans, 1 Hispanic, 3 Females and 3 Asians. During the year, there were 3 opportunities and 2 or 67% (2 Asians) addressed the minority goals. For Females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

During the fiscal year the agency achieved parity for females:

\*There were too few opportunities to address the minority goals.

# Underutilization Summary by Region

Name of Agency: EMPLOYMENT SECURITY (44)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1																						
2																						
3																						
4					1																	
5																						
6									1													
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	1	0	0	1	0	1	1	0	0	0	0	0	4	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance									
	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A	AA	H	F	A	NA	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	1	0	1	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: 1      Total underutilization for Females: 6

Total underutilization for Asians: 2      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  
Employment Security

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	313
40070	Senior Public Serv Admin	102

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	12
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	23
00501	Admin Assistant 1	12
00502	Administrative Asst 2	30
13600	Emp Secur Fld Office Sup	120
13650	Empl Security Program Rep	169
13651	Emp Sec Pgm Rep-Intrmtnt	143
13667	Empl Security Service Rep	184
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
17370	Graphic Arts Designr Adv	1
18300	Hearings Referee	18
18301	Hearings Referee-Intrmit	6
19692	Human Resources Rep	4
19693	Human Resources Spec	9
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	11
21162	Inf Srvcs 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	56

**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	54

**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	4
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
29992	Office Administrator 2	2
30010	Office Assistant	12
30015	Office Associate	93
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:** 967

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 15 African Americans, 4 Hispanics and 114 Females. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 59 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 15 African Americans, 4 Hispanics and 114 Females. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there was 1 opportunity that did not address the female goal. This agency is underutilized by 59 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 15 African Americans, 4 Hispanics and 114 Females. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 56 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 15 African Americans, 4 Hispanics and 114 Females. During this quarter there were 2 opportunities that did not address the minority goals. For Females, there were 3 opportunities that did not address the female goal. This agency is underutilized by 56 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 15 African Americans, 4 Hispanics and 114 Females. During the year, there were 3 opportunities that did not address the minority goals. For Females, there were 4 opportunities that did not address the female goal. This agency is underutilized by 56 people with disabilities.

### **FINDINGS**

Agency in compliance



Agency in non-compliance



### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.



# Underutilization Summary by Region

Name of Agency: ENVIRONMENTAL PROTECTION AGENCY (46)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A
1			4		3		13				5									
2																				
3																				
4							5													
5																				
6							3	1												
7	2		17		6	4	53													
8																				
9					2		1													
10																				
11					1		5													
<b>Total</b>	2	0	21	0	12	4	80	1	0	0	0	5	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	AA	H	F	A
1																				
2																				
3																				
4																				
5																				
6																				
7	1															1				
8																				
9																				
10																				
11																				
<b>Total</b>	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

Total underutilization for African Americans: 15      Total underutilization for Hispanics: 4      Total underutilization for Females: 107

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      Total Underutilization: 127

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	112
40070	Senior Public Serv Admin	103

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	5
00135	Accountant Supervisor	3
00140	Acctg Fiscl Admin Car Tr	7
00501	Admin Assistant 1	8
00502	Administrative Asst 2	7
06941	Chemist 1	2
06942	Chemist 2	3
13791	Envir Prot Eng 1	47
13792	Envir Prot Eng 2	37
13793	Envir Prot Eng 3	60
13794	Envir Prot Eng Iv	17
13801	Envir Prot Geo I	10
13802	Envir Prot Geo II	12
13803	Envir Prot Geo III	12
13821	Envir Prot Spec 1	62
13822	Envir Prot Spec 2	48
13823	Envir Prot Spec 3	99
13824	Envir Prot Spec Iv	50
13851	Executive 1	21
13852	Executive 2	9
17271	Geographic Info Sepc 1	1
17272	Geographic Info.Spec 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21127	Ind Serv Hygienist	1
21160	Information Serv Intern	2
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	6
22990	Lab Equip Spec	4
23022	Lab Quality Spec 2	2
23402	Librarian 2	1
23430	Library Associate	1
23600	Life Sci Career Trainee	25
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	5

State of Illinois  
List of Established Job Titles by EEO Category  
Environmental Protection

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27133	Meth & Proc Adv III	1
27151	Microbiologist 1	1
35700	Pub Admin Intern	5
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	7
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	3
47583	Veh Emission Compli Supv	4
47584	Veh Emis Qual Asur Audr	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	3
14033	Executive Secretary 3	3
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	6
27136	Meth & Proc Car Assoc 2	3
27137	Meth & Proc Car Assoc Tr	1
29993	Office Administrator 3	25
29994	Office Administrator 4	1
29995	Office Administrator 5	5
30025	Office Coordinator	39
30080	Office Specialist	4
34202	Private Secretary 2	1
43190	Student Intern	6

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>
43200	Student Worker	3

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
28490	Motorist Assistance Spec	2
30010	Office Assistant	41
30015	Office Associate	39
30020	Office Clerk	2
30075	Office Occupations Tr	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
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	2
43052	Storekeeper II	3
43053	Storekeeper III	1
43060	Stores Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Financial and Professional Regulation

**Acting Secretary:** Brent E. Adams

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 513

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 1 African American, 6 Hispanics, 20 Females and 4 Asians. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there were 5 opportunities and 4 or 80% addressed this goal. This agency is underutilized by 11 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, gency underutilization was 1 African American, 6 Hispanics, 16 Females and 4 Asians. During this quarter there were 3 opportunities and 1 or 33% (1 Hispanic) addressed the minority goals. For Females, there were 4 opportunities and 4 or 100% addressed this goal. This agency is underutilized by 11 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 1 African American, 5 Hispanics, 12 Females and 4 Asians. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there were 5 opportunities and 4 or 80% addressed this goal. This agency is underutilized by 10 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 1 African American, 5 Hispanics, 8 Females and 4 Asians. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 10 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 African American, 6 Hispanics, 20 Females and 4 Asians. During the year, there were 5 opportunities and 1 or 20% (1 Hispanic) addressed the minority goals. For Females, there were 14 opportunities and 12 or 80% addressed this goal. This agency is underutilized by 10 people with disabilities.

### **FINDINGS**

Agency in compliance



Agency in non-compliance



### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: FINANCIAL & PROFESSIONAL REGULATION (13) Report Date: End of First Qtr. FY '10

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	AA	H	F	A	
1	1					8	7	5													
2																					
3																					
4																					
5																					
6																					
7			1																		
8																					
9																					
10							2														
11																					
Total	1	0	1	0	0	8	9	5	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	AA	H	F	A	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 2 Total underutilization for Hispanics: 8 Total underutilization for Females: 10

Total underutilization for Asians: 5 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  
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	90
40070	Senior Public Serv Admin	62

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	3
00501	Admin Assistant 1	44
00502	Administrative Asst 2	15
04131	Bank Examiner 1	16
04132	Bank Examiner 2	16
04133	Bank Examiner 3	18
10162	Crim Intelligence Anal 2	1
12778	Drug Compliance Invest	7
13851	Executive 1	27
13852	Executive 2	11
14971	Fin Inst Exam 1	16
14972	Fin Inst Exam 2	15
14973	Fin Inst Exam 3	17
14978	Fin Inst Exam Tr	27
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	4
21161	Inf Svcs Specialist I	5
21162	Inf Svcs Specialist II	6
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	5
29731	Nursing Act Asst Coord	1
30860	Paralegal Assistant	1
37730	Real Estate Inv	15
37760	Real Estate Prof-Examr	15
41771	Staff Develop Spec I	1
45252	Tech Adv 2	11
45256	Tech Advsr Advcd Prg Sp	8

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1
11440	Data Processing Tech	1
23571	Licensing Inv 1	2
23572	Licensing Inv 2	2
23573	Licensing Inv 3	4



23571	Licensing Inv 1	2
23572	Licensing Inv 2	2
23573	Licensing Inv 3	4

State of Illinois  
List of Established Job Titles by EEO Category  
Fin & Prof Reg

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23574	Licensing Inv 4	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	9
14032	Executive Secretary 2	2
29994	Office Administrator 4	4
30025	Office Coordinator	14
34202	Private Secretary 2	6
43200	Student Worker	14

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	26
30020	Office Clerk	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43053	Storekeeper III	1
43060	Stores Clerk	1

30010	Office Assistant	2
30015	Office Associate	26
30020	Office Clerk	2

30010	Office Assistant	2
30015	Office Associate	26
30020	Office Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Office of the State Fire Marshal

**Acting Fire Marshal:** Dave DeFraties

**EEO/AA Officer:** John J. Fennell, Jr.

**Agency Workforce:** 145

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.	<b>X</b>		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 6/30/09)**

Agency underutilization at the beginning of FY09 was 6 African Americans, 3 Hispanics and 11 Females. During the year there were no opportunities to address the minority and female goals. This agency is underutilized by 14 people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

\*There were no opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: FIRE MARSHAL (50-50)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA					
1							2						4	2	4											
2																										
3																										
4																										
5																										
6																										
7			2		1																					
8																										
9																										
10																										
11																										
<b>Total</b>	0	0	2	0	0	0	2	0	0	1	0	2	0	0	4	2	4	0	0	0	0	0	2	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	AA	H	F	A	NA						
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											
11																											
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 5      Total underutilization for Hispanics: 2      Total underutilization for Females: 10

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 17**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
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 Admin	10

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	8
01481	Arson Investigator 1	10
01482	Arson Investigator 2	12
01485	Arson Investigations Tr	2
13495	Elevator Inspector	6
13851	Executive 1	8
13852	Executive 2	4
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	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
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	21
15320	Fire Prevention Insp Trn	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
29993	Office Administrator 3	1
29995	Office Administrator 5	1
30025	Office Coordinator	3

**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>
30080	Office Specialist	2
34202	Private Secretary 2	2
43190	Student Intern	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	5
30015	Office Associate	8
30020	Office Clerk	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	1

**State of Illinois**  
**List of Established Job Titles by EEO Category**  
**State Fire Marshal**

43190	Student Intern	1
<b>Office / Clerical</b>		
30010	Office Assistant	5
30015	Office Associate	8
30020	Office Clerk	1
<b>Service / Maintenance</b>		
43051	Storekeeper I	2
43052	Storekeeper II	1

# Underutilization Summary by Region

Name of Agency: GAMING BOARD (50-69)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers						
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1					3	1											
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9							3												
10																			
11																			
Total	0	1	0	0	0	0	6	1	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance						
	AA	H	F	A	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

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 1      Total underutilization for Females: 6

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      Total Underutilization: 8

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
DHR 11-AAP (Rev 12-03)

State of Illinois  
List of Established Job Titles by EEO Category  
Gaming Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	38
40070	Senior Public Serv Admin	28

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
00502	Administrative Asst 2	4
13851	Executive 1	1
13852	Executive 2	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	3
21721	Internal Auditor 1	2
21726	Internal Auditor Trn	2
38557	Rev Sr Special Agent	13
38558	Rev Special Agent	12
38565	Rev Special Agent Trn	13
45252	Tech Adv 2	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
30025	Office Coordinator	11
34202	Private Secretary 2	1
13861	Executive 1	1
13862	Executive 2	1

**Office/Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1
30020	Office Clerk	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Guardianship and Advocacy Commission

**Executive Director:** Dr. Mary L. Milano      **EEO/AA Officer:** Tedd Ward, Jr.

**Agency Workforce:** 113      **Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 6/30/09)**

Agency underutilization at the beginning of FY09 was 1 Asian. During the year there were no opportunities to address the minority goals. The agency is at parity for females and also for people with disabilities.

## FINDINGS

Agency in compliance       Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

\*There were no opportunities to address the minority goals.



# Underutilization Summary by Region

Name of Agency: GUARDIANSHIP & ADVOCACY COMMISSION (50-70)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA				
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A	NA				
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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  
 Guardianship & Advocacy

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	24
40070	Senior Public Serv Admin	8
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	19

**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
30700	Pub Admin Intern	1
45252	Tech Adv 2	19

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Healthcare and Family Services

**Director:** Barry S. Maram

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,411

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 5 African Americans, 1 Hispanic and 6 Asians. During this quarter there were 5 opportunities that did not address the minority goals. This agency is at parity for females and also for people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 5 African Americans, 1 Hispanic and 6 Asians. During this quarter there was one opportunity to address the minority goals.

### **THIRD THROUGH FOURTH QUARTERS (1/1/09 THROUGH 6/30/09)**

As of 1/1/09, agency underutilization was 5 African Americans, 1 Hispanic and 6 Asians. During these quarters there were no opportunities to address the minority goals.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 5 African Americans, 1 Hispanic and 6 Asians. During the year, there were 6 opportunities that did not address the minority goals. This agency is at parity for females and also for people with disabilities.

## **FINDINGS**

Agency in compliance

Agency in non-compliance

## **RECOMMENDATIONS/COMMENTS**

\*During the year the agency only had 6 opportunities to address the minority goals, none addressed the goals. The EEO/AA officer has met with Asian employees within the agency to form a committee to get the word out in the Asian community about the employment opportunities with DHFS. However, these opportunities happened in the paraprofessional category where the only underutilization is Asians and the majority of those opportunities were in region seven (Springfield) where the Asian labor force is 0.6%. The agency's Asian workforce for region seven is at 2%, which exceeds the civilian labor force in that region. The agency did achieve their program goals, worked with CMS to recruit minorities and attended job fairs. The agency performed a good faith effort to try to address their goals.

# Underutilization Summary by Region

Name of Agency: HEALTHCARE & FAMILY SERVICES (33)

Report Date: End of First Qtr. FY 10

Region	Officials and Managers			Professionals			Technicians			Protective Service Workers									
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	
1		1																	
2																			
3																			
4																			
5				1															
6							1												
7	3																		
8																			
9																			
10																			
11																			
<b>Total</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Region	Para-Professionals			Office and Clerical			Skilled Craft Workers			Service-Maintenance					
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F
1			5												
2															
3															
4															
5															
6															
7															
8			1												
9															
10															
11															
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: 4

Total underutilization for Hispanics: 1

Total underutilization for Females: 0

Total underutilization for Asians: 7

Total underutilization for Native Americans: 0

Total Underutilization: 12

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

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>
37015	Public Service Adm	402
40070	Senior Public Serv Admin	193

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	24
00133	Accountant Advanced	21
00135	Accountant Supervisor	13
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	110
00502	Administrative Asst 2	54
07198	Child Support Spec 1	115
07199	Child Support Spec 2	94
07200	Child Support Spec Trnee	114
13851	Executive 1	209
13852	Executive 2	191
18150	Health Fac Surv Nurse	55
19692	Human Resources Rep	10
19693	Human Resources Spec	7
19785	Human Serv Caseworker	38
21160	Information Serv Intern	5
21161	Inf Svcs Specialist I	26
21162	Inf Svcs Specialist II	41
21165	Inf Systems Analyst I	51
21166	Inf Systems Analyst II	43
21167	Inf Systems Analyst III	5
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	5
22003	Kidcare Supervisor	18
25541	Mgmt Operations Anal I	29
25542	Mgmt Operations Anal 2	32
25583	Management Systems Spec	7
26501	Medical Asst Cons 1	1
26502	Medical Asst Cons 2	19
26503	Medical Asst Cons 3	14
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	6
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	1
34631	Program Integ Auditor I	5
34632	Program Integ Auditor II	5
34635	Program Integ Auditor Tr	5
35700	Pub Admin Intern	37
35870	Public Aid Investigator	24

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>
35874	P A Investigator Trn	19
35880	P A Lead Casework Spec	21
35892	P A Qual Contr Reviewer	10
35900	P A Quality Control Supv	4
41313	Soc Serv Pro Planner 3	1
41314	Soc Serv Prog Planner 4	9
41320	Soc Servs Career Tr	6
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	1
42745	Stat Research Supv	1
45251	Technical Advisor 1	3
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	14
00116	Account Technician II	10
11415	Data Proc Admin Spec	3
11430	Data Processing Spec	6
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	6
11440	Data Processing Tech	8
45312	Telecom Systems Tech 1	1
45313	Telecom Systems Tech 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	34
14032	Executive Secretary 2	13
14033	Executive Secretary 3	10
19690	Human Resources Asst	3
19691	Human Resources Assoc	8
19694	Human Resources Trainee	2
29993	Office Administrator 3	19
29994	Office Administrator 4	62
29995	Office Administrator 5	7
30025	Office Coordinator	207
30080	Office Specialist	30
34201	Private Secretary 1	1
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	14
43200	Student Worker	1

State of Illinois  
**List of Established Job Titles by EEO Category**  
 Healthcare & Family Srv

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
00112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	1
30010	Office Assistant	53
30015	Office Associate	155
30020	Office Clerk	30
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
30111	Account Clerk I	2
30112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	1
30010	Office Assistant	53
30015	Office Associate	155
30020	Office Clerk	30
38203	Reproduc Serv Tech 1	1
38204	Reproduc Serv Tech 2	1
43051	Storekeeper I	2
43052	Storekeeper II	2
43053	Storekeeper III	1
43060	Stores Clerk	3
30111	Account Clerk I	2
30112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	1
30010	Office Assistant	53
30015	Office Associate	155
30020	Office Clerk	30
38203	Reproduc Serv Tech 1	1
38204	Reproduc Serv Tech 2	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Historic Preservation Agency

**Director:** Janet Grimes

**EEO/AA Officer:** Tad Allen

**Agency Workforce:** 200

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.		<b>X</b>	
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 9/30/08)

Agency underutilization at the beginning of FY09 was 1 African American and 9 Females. During these quarters there were no opportunities to address minority and female goals. This agency is underutilized by 22 people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

This agency should attempt to meet report deadlines.

Agency employing fewer than 1,000 employees designate an EEO Officer.

\*During the year there were no opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: HISTORIC PRESERVATION AGENCY (48)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers			Professionals			Technicians			Protective Service Workers									
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11							3												
<b>Total</b>	0	0	0	0	0	0	3	0	0	0	0	2	0	0	0	0	0	0	0

Region	Para-Professionals			Office and Clerical			Skilled Craft Workers			Service-Maintenance									
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	
1																			
2																			
3																			
4																			
5																			
6																			
7	1											1							
8																			
9																			
10																			
11																			
<b>Total</b>	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	5	0

Total underutilization for African Americans: 1      Total underutilization for Hispanics: 0      Total underutilization for Females: 11

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 12**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
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	20
40070	Senior Public Serv Admin	15
41211	Site Superintendent 1	3
41212	Site Superintendent 2	11
41213	Site Superintendent 3	9

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	2
00502	Administrative Asst 2	4
01440	Architect	2
13851	Executive 1	13
13852	Executive 2	14
18981	Hist Docum Conservator 1	1
18985	Hist Exhibits Designer	1
18987	Hist Lib Chf Of Acquisit	1
19002	Hist Research Editor 2	1
19008	Hist Research Spec	3
19692	Human Resources Rep	2
19880	Iconographer	1
21162	Inf 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
41771	Staff Develop Spec I	5
48481	Vol Services Coord I	6
48482	Vol Services Coord II	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	1

**State of Illinois**  
**List of Established Job Titles by EEO Category**  
**Historic Preservation**

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13360	Electronics Technician	1
32086	Photographer 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17681	Guard 1	1
41115	Site Security Officer	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	2
19690	Human Resources Asst	2
23421	Library Aide I	4
23450	Library Technical Asst	1
29990	Office Admin Specialist	1
30025	Office Coordinator	4
30080	Office Specialist	1
34201	Private Secretary 1	1
41090	Site Interpreter	12
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
30010	Office Assistant	4
30015	Office Associate	1
30020	Office Clerk	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06650	Carpenter	2
13200	Electrician	1
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	2
05601	Building/Grounds Lead 1	3
09317	Conserv/Hist Preserv Wkr	44
41132	Site Technician 2	30

State of Illinois  
List of Established Job Titles by EEO Category  
Historic Preservation

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Human Rights Commission

**Executive Director:** N. Keith Chambers **EEO/AA Officer:** Dr. Ewa I. Ewa

**Agency Workforce:** 21

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups except for people with disabilities.

## FINDINGS

Agency in compliance  Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS COMMISSION (50-01)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	AA	H	F	A		
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	AA	H	F	A	AA	H	F	A			
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											
11																											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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 II-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 Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	3
00502	Administrative Asst 2	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
34201	Private Secretary 1	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	3
30015	Office Associate	4
30020	Office Clerk	1
30025	Office Clerk II	1
30030	Office Clerk III	1
30035	Office Clerk IV	1
30040	Office Clerk V	1
30045	Office Clerk VI	1
30050	Office Clerk VII	1
30055	Office Clerk VIII	1
30060	Office Clerk IX	1
30065	Office Clerk X	1
30070	Office Clerk XI	1
30075	Office Clerk XII	1
30080	Office Clerk XIII	1
30085	Office Clerk XIV	1
30090	Office Clerk XV	1
30095	Office Clerk XVI	1
30100	Office Clerk XVII	1
30105	Office Clerk XVIII	1
30110	Office Clerk XIX	1
30115	Office Clerk XX	1
30120	Office Clerk XXI	1
30125	Office Clerk XXII	1
30130	Office Clerk XXIII	1
30135	Office Clerk XXIV	1
30140	Office Clerk XXV	1
30145	Office Clerk XXVI	1
30150	Office Clerk XXVII	1
30155	Office Clerk XXVIII	1
30160	Office Clerk XXIX	1
30165	Office Clerk XXX	1



**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:** 152

**Fiscal Year:** 2009

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	<b>X</b>		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.	<b>X</b>		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 6/30/09)**

Agency underutilization at the beginning of FY09 was 1 Asian. During these quarters there were no opportunities to address the minority goal. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*During the year there were no opportunities to address the minority goal.

# Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS DEPARTMENT (49)

Report Date: End of First Qtr. FY 10

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	NA
1				1													
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
Total	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

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	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

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  
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	31
40070	Senior Public Serv Admin	13

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	5
19771	Human Rights Mediator	2
19774	Human Rights Inv I	14
19775	Human Rights Inv II	13
19776	Human Rights Inv III	9
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	6
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:** Kimberly Foy

**Agency Workforce:** 14,085

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 26 African Americans, 117 Hispanics, 75 Females, 30 Asians and 3 Native Americans. During this quarter there were 51 opportunities and 3 or 6% (1 African American and 2 Hispanics) addressed underutilization. For Females, there were 16 opportunities and 16 or 100% addressed this goal. This agency is underutilized by 679 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 25 African Americans, 115 Hispanics, 59 Females, 30 Asians and 3 Native Americans. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 674 people with disabilities.

### THIRD QUARTER (1/1/09 THROUGH 3/31/09)

As of 1/1/09, agency underutilization was 25 African Americans, 115 Hispanics, 59 Females, 30 Asians and 3 Native Americans. During this quarter there were 16 opportunities and 2 or 12.3% (2 Hispanics) addressed minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 674 people with disabilities.

### FOURTH QUARTER (4/1/09 THROUGH 6/30/09)

As of 4/1/09, agency underutilization was 25 African Americans, 113 Hispanics, 59 Females, 30 Asians and 3 Native Americans. During this quarter there were 5 opportunities to address minority goals, and none addressed the minority goals. This agency is at parity for people with disabilities.

### SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY09 was 26 African Americans, 117 Hispanics, 75 Females, 30 Asians and 3 Native Americans. During the year, there were 72 opportunities and 5 or 7% (1 African American and 4 Hispanics) addressed minority goals. For Females, there were 16 opportunities and 16 or 100% addressed this goal. This agency is at parity for people with disabilities.

### FINDINGS

Agency in compliance

Agency in non-compliance

### RECOMMENDATIONS/COMMENTS

This agency failed to meet Department of Human Rights' standard for minority goal compliance (20%). Only 7% of the agency's hires and promotions in underutilized areas addressed minority goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

# Underutilization Summary by Region

Name of Agency: HUMAN SERVICES (10)

Report Date: End of First Qtr. FY '10

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												70						13		
2		1									1							1		
3									1											
4																				
5	1										8			9				1		
6									4											
7		1					1													
8							2				2			2				2		
9											1			2	1			1		
10							1													
11							1				1	25						1		
Total	1	2	0	0	0	0	5	0	5	0	83	25	13	3	0	0	19	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									6			4	8	8	1			14		
2																				
3																				
4																				
5	1					1					1	1	2				4			
6																				
7	2											1						1		
8												6								
9	2											1				8				
10																				
11												2					1			
Total	5	0	0	0	0	1	0	0	6	0	5	9	22	1	0	8	19	1	1	0

Total underutilization for African Americans: 20      Total underutilization for Hispanics: 118      Total underutilization for Females: 67

Total underutilization for Asians: 26      Total underutilization for Native Americans: 3      Total Underutilization: 234

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>
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	1193
40070	Senior Public Serv Admin	379
48483	Vol Services Coord III	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	31
00133	Accountant Advanced	23
00135	Accountant Supervisor	17
00140	Acctg/Fiscl/Admin/Car Tr	1
00157	Activity Therapist	48
00160	Activity Therapist Coord	21
00163	Activity Therapist Supv	9
00501	Admin Assistant 1	163
00502	Administrative Asst 2	75
04351	Behavioral Analyst 1	7
04352	Behavioral Analyst II	6
04355	Behavioral Analyst Assoc	8
05810	Business Admin Spec	3
05815	Business Manager	16
06902	Chaplain II	5
08235	Clinical Pharmacist	16
08250	Clinical Psychologist	40
08255	Clin Psychology Assoc	2
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	43
12538	Disabil Claims Adjud 2	44
12539	Disabil Claims Adjud Trn	2
12540	Disab Claims Analyst	6
12558	Disability Claims Spec	9
12980	Educ Media Prog Spec	2
13100	Educator	115

13105	13105	115
13851	13851	2
13852	13852	2
17366	17366	115

**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	252
13852	Executive 2	187
17366	Graphic Arts Designer	2
17960	Habilitation Prog Coord	112
18041	Health Information Adm	14
18150	Health Fac Surv Nurse	6
18227	Hearng & Speech Adv Spec	10
18231	Hearing And Speech Assoc	8
18233	Hearing & Speech Spec	24
19670	Human Relations Rep	9
19692	Human Resources Rep	29
19693	Human Resources Spec	39
19785	Human Serv Caseworker	319
19788	Human Serv Casework Mgr	335
19810	H S Sign Lang Interpretr	1
21160	Information Serv Intern	9
21161	Inf Svcs Specialist I	29
21162	Inf Svcs Specialist II	49
21165	Inf Systems Analyst I	70
21166	Inf Systems Analyst II	71
21167	Inf Systems Analyst III	3
21731	Internal Security Inv 1	8
21732	Internal Security Inv 2	37
23401	Librarian,1	5
23430	Library Associate	1
25541	Mgmt Operations Anal I	9
25542	Mgmt Operations Anal 2	36
26811	Mental Health Adm I	88
26812	Mental Health Adm II	12
26817	Mental Health Adm Tr	8
26921	M H Recovery Support Sp1	11
26922	M H Recovery Support Sp2	8
26924	M H Specialist 1	21
26925	M H Specialist 2	17
26926	M H Specialist 3	3
26928	M H Specialist Tr	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	7
27133	Meth & Proc Adv III	5
29820	Nutritionist	10
29900	Occupational Therapist	9
29908	Occuptnl Ther Prog Coord	2
29910	Occup Therapist Supv	3



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>
32145	Physical Therapist	3
32200	Physician	29
32221	Physician Spec Opt A	18
32222	Physician Spec Opt B	24
32223	Physician Spec Opt C	37
32224	Physician Spec Opt D	38
32225	Physician Spec Opt E	4
34900	Property Consultant	8
35611	Psychologist 1	12
35612	Psychologist 2	36
35613	Psychologist 3	56
35626	Psychologist Associate	6
35660	Psychology Intern	4
35700	Pub Admin Intern	77
35880	P A Lead Casework Spec	20
35892	P A Qual Contr Reviewer	29
35900	P A Quality Control Supv	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	4
38001	Recreation Worker 1	4
38002	Recreation Worker 2	2
38131	Registered Nurse 1	170
38132	Registered Nurse 2	242
38135	Regis Nurse-Adv Practice	4
38145	Rehabilitation Counselor	163
38158	Rehab Counselor Senior	182
38159	Rehabilitatn Counslr Trn	151
38163	Rehab/Mobility Instruc	51
38167	Rehab/Mobility Instru Tr	25
38176	Rehab Serv Advisor I	58
38194	Rehab Workshop Supv 1	2
38195	Rehab Workshop Supv 2	2
38196	Rehab Wksh Supv III	2
38199	Reimbursement Officer 1	13
38200	Reimbursement Officer 2	8
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	72
41314	Soc Serv Prog Planner 4	36
41320	Soc Servs Career Tr	203
41411	Social Worker 1	9
41412	Social Worker 2	84

**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>
41413	Social Worker 3	63
41414	Social Worker 4	23
41430	Social Worker Intern	10
41771	Staff Develop Spec I	75
41787	Staff Pharmacist	9
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	4
42745	Stat Research Supv	2
45251	Technical Advisor 1	7
45252	Tech Adv 2	4
45308	Telecom Systems Analyst	2
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	69
00116	Account Technician II	21
02424	Asst Reimburse Officer	4
08200	Clinical Lab Associate	2
08213	Clinical Lab Phlebotomist	8
08215	Clinical Lab Tech 1	3
08216	Clinical Lab Tech 2	3
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	40
23552	Licensed Prac Nurse II	105
27011	Mental Health Tech I	139
27012	Mental Health Tech II	208
27013	Mental Health Tech III	123
27014	Mental Health Tech Iv	73
27015	Mental Health Tech V	24
27021	Mental Health Tech Tr I	26
32007	Pharmacist Lead Tech	6
32008	Pharmacist Technician	17
37500	Radiologic Technologist	5
37505	Radiologic Tech Chief	1
37507	Radio Tech Prog Coord	4
38192	Rehab Workshop Inst I	2

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>
38193	Rehab Workshop Inst II	10
38280	Residential Serv Supv	139
39901	Sec Therapy Aide I	90
39902	Sec Therapy Aide II	50
39903	Sec Therapy Aide III	6
39904	Sec Therapy Aide Iv	21
39905	Sec Therapy Aide Tr	7
42748	Stat Research Technician	2
48200	Vocational Instructor	12

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14435	Facil Fire Safety Coord	1
17682	Guard 2	2
17683	Guard 3	1
39870	Security Officer	33
39875	Security Officer Chief	10
39876	Secur Officer Lieutenant	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>
07184	Child Development Aide	2
11650	Dental Assistant	99
11700	Dental Hygienist	8
13130	Educator Aide	8
14031	Executive Secretary 1	88
14032	Executive Secretary 2	35
14033	Executive Secretary 3	20
18047	Health Information Tech	8
18262	Hearing & Spch Tech II	3
19690	Human Resources Asst	4
19691	Human Resources Assoc	17
23450	Library Technical Asst	2
27135	Meth & Proc Car Assoc 1	2
27136	Meth & Proc Car Assoc 2	1
29993	Office Administrator 3	60
29994	Office Administrator 4	26
29995	Office Administrator 5	7
30025	Office Coordinator	158
30080	Office Specialist	11
32192	Physical Ther Aide II	5
32193	Physical Ther Aide III	5
07184	Child Development Aide	2

List of Established Job Titles by EEO Category

01/20/2010

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>
34202	Private Secretary 2	2
35825	Pub Aid Eligibility Asst	112
38277	Residential Care Worker	20
38279	Residential Care Wkr Trn	4
43190	Student Intern	47
43200	Student Worker	78

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	32
08050	Clerical Trainee	2
08815	Comm Dispatcher	1
18045	Health Information Assoc	15
29991	Office Administrator 1	5
29992	Office Administrator 2	35
30005	Office Aide	7
30010	Office Assistant	289
30015	Office Associate	332
30020	Office Clerk	107
34792	Prop & Supply Clerk II	4
34793	Prop & Supply Clerk III	4
38141	Rehab Case Coord 1	125
38142	Rehab Case Coord 2	136
38203	Reproduc Serv Tech 1	3
44411	Switchboard Operator 1	55
44412	Switchboard Operator 2	6
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	1
04100	Baker	1
04250	Barber	5
04350	Beautician	4
06650	Carpenter	17
13200	Electrician	14
24300	Locksmith	1
24750	Machinist	2
30800	Painter	18
32900	Plumber	13
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	4
38205	Reproduc Serv Tech 3	5

50219	Reproductive Supv 3	1
58204	Reproductive Supv 2	4
58205	Reproductive Supv 1	5

**State of Illinois**  
**List of Established Job Titles by EEO Category**  
**Human Services**

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42600	Stationary Engineer	20
42605	Stationary Eng-Asst Chf	8
42610	Stationary Eng-Chief	20
42800	Steamfitter	6
45550	Tinsmith	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	13
05601	Building/Grounds Lead 1	2
09601	Cook I	18
09602	Cook II	16
17549	Grounds Supv	1
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	35
43052	Storekeeper II	13
43053	Storekeeper III	16
43060	Stores Clerk	11
44221	Support Service Coord 1	59
44222	Support Service Coord 2	15
44225	Support Service Lead	33
44238	Support Service Wkr	169

# Underutilization Summary by Region

Name of Agency: INSURANCE (14)

Report Date: End of First Qtr. FY '10

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	NA
1			1		2		2										
2																	
3																	
4																	
5																	
6																	
7			1						2								
8																	
9																	
10																	
11																	
<b>Total</b>	0	0	2	0	2	0	2	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	AA	H	F	A	AA	H	F	A	AA	H	F	A	NA
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 4

Total underutilization for Hispanics: 0

Total underutilization for Females: 4

Total underutilization for Asians: 0

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  
Insurance

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	75
40070	Senior Public Serv Admin	21

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	6
00135	Accountant Supervisor	1
00187	Actuarial Asst	3
00195	Actuarial Examiner	2
00196	Actuarial Examiner Trn	1
00197	Actuarial Sr Examiner	2
00201	Actuary 1	3
00202	Actuary 2	4
00203	Actuary 3	3
00501	Admin Assistant 1	10
00502	Administrative Asst 2	9
13851	Executive 1	2
13852	Executive 2	1
19692	Human Resources Rep	1
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	5
21601	Ins Co Claims Examiner 1	1
21602	Ins Co Claims Examiner 2	1
21608	Ins Co Fld Staff Exam	6
21610	Ins Co Fin Examiner Trn	5
21671	Ins Performance Exam 1	3
21672	Ins Performance Exam II	2
21673	Ins Performance Exam III	3
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
11440	Data Processing Tech	1
21561	Insurance Analyst I	10
21562	Insurance Analyst II	12
21563	Insurance Analyst 3	12
21564	Insurance Analyst 4	17
23572	Licensing Inv 2	2

State of Illinois  
List of Established Job Titles by EEO Category  
Insurance

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	3
14033	Executive Secretary 3	2
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	1
34202	Private Secretary 2	2
43200	Student Worker	4

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	9



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood      **EEO/AA Officer:** Katherine A. Spinato

**Agency Workforce:** 11

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.	<b>X</b>		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval, of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

Agency is in compliance with all requirements of the Act and the Department's Rules. The EEO Officer is a full-time position and reports directly to the chief executive officer.

Agency is in compliance with the 1,000 employee requirement for EEO Officer. The EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.

Agency is in compliance with the requirement for the EEO Officer to be a full-time position and report directly to the chief executive officer.

# Underutilization Summary by Region

Name of Agency: INVESTMENT, STATE BOARD OF (50-95)

Report Date: End of First Qtr. FY '10

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																
<b>Total</b>	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																
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 0

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
 List of Established Job Titles by EEO Category  
 Investment Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Admin	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:** Department of Juvenile Justice

**Director:** Kurt Friedenauer      **Acting EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 1,177      **Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.		*	
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 3 African Americans, 3 Hispanics, 259 Females and 32 Asians. During this quarter there were no opportunities to address the minority goals. For Females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is underutilized by 127 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 3 African Americans, 3 Hispanics, 259 Females and 32 Asians. During this quarter there were 6 opportunities and 2 or 33% (2 Asians) addressed minority goals. For Females, there were 7 opportunities and 6 or 86% addressed this goal. This agency is underutilized by 127 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 3 African Americans, 3 Hispanics, 251 Females and 30 Asians. During this quarter there were no opportunities to address the minority and female goals. This agency is underutilized by 127 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 3 African Americans, 3 Hispanics, 251 Females and 30 Asians. During this quarter there were 20 opportunities and 1 or 5% (1 Asian) addressed the minority goals. For Females, there were 42 opportunities and 21 or 50% addressed this goal. This agency is underutilized by 126 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 3 African Americans, 3 Hispanics, 259 Females and 32 Asians. During the year, there were 26 opportunities and 3 or 12% (3 Asians) addressed the minority goals. For Females, there were 51 opportunities and 29 or 57% addressed this goal. This agency is underutilized by 126 people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

agency is underutilized by 127 people with disabilities.  
\*The agency uses an EEO/AA Officer from another agency. Per the Human Rights Act, Section 2-105 (B)(4) and DHR rules, Section 2520.780, agencies with 1,000 or more employees must appoint a full-time EEO/AA officer, subject to DHR's approval. The agency should designate an individual as EEO/AA officer as indicated in the Act and Rules.

The Department recommends that the agency establish a training program in accordance with Section 7-105.(H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which would enhance the ability to address the affirmative action needs of the agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

# Underutilization Summary by Region

Name of Agency: JUVENILE JUSTICE (27)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A	NA	
1							80	23					3									
2																						
3							60															
4																						
5																						
6																						
7																						
8							9															
9																						
10									2													
11									2	2	26	3										
Total	0	0	0	0	0	0	241	26	3	0	0	3	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	AA	H	F	A	NA	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11										1												
Total	0	0	0	0	0	1	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: 3 Total underutilization for Females: 252

Total underutilization for Asians: 27 Total underutilization for Native Americans: 0 Total Underutilization: 286

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 11-001 (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	62
40070	Senior Public Serv Admin	32

**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	3
00502	Administrative Asst 2	4
05810	Business Admin Spec	2
05815	Business Manager	2
06901	Chaplain 1	2
06902	Chaplain II	4
09662	Corr Couns II	2
09811	Cor Leisure Activ Spec 1	7
09812	Cor Leisure Act-Spec 2	10
09814	Cor Leisure Act Spec 4	6
09825	Corrections Nurse 1	5
09826	Corrections Nurse 2	4
09880	Corr Voc School Supv	1
11752	Dentist II	1
13100	Educator	42
13852	Executive 2	6
18227	Hearng & Speech Adv Spec	1
19692	Human Resources Rep	5
21971	Juv Justice Specialist	10
21976	Juv Justice Spec Intern	8
21980	Juv Justice Supervisor	9
21991	J J Youth & Fam Spec Op1	17
21992	J J Youth & Fam Spec Op2	16
21995	J J Youth & Fam Spec Sup	15
23430	Library Associate	7
35612	Psychologist 2	2
35613	Psychologist 3	3
35700	Pub Admin Intern	5
39200	School Psychologist	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	15

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>
00116	Account Technician II	7
09801	Corr Identification Tech	2
09808	Corr Laundry Mgr 1	3
09879	Corr Vocational Instr	21
13360	Electronics Technician	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09871	Corr Trans Officer I	1
09872	Corr Trans Officer II	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11650	Dental Assistant	1
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
14033	Executive Secretary 3	9
19691	Human Resources Assoc	1
29990	Office Admin Specialist	4
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	10
30015	Office Associate	33
30020	Office Clerk	1
44411	Switchboard Operator 1	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
05200	Brickmason	1
06650	Carpenter	4
09818	Corrections Locksmith	1
09821	Corr Maint Craftsman	6
13200	Electrician	5
30800	Painter	3
32900	Plumber	4
42600	Stationary Engineer	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>
42605	Stationary Eng-Asst Chf	4
42610	Stationary Eng-Chief	3
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	8
09794	Corrctns Food Serv Sup 2	8
09795	Corrctns Food Serv Sup 3	5
09796	Corr Grounds Supv	1
09823	Corrections Maint Worker	6
09824	Corr Medical Technician	1
09861	Corr Supply Supv I	8
09862	Corr Supply Supv II	8
09863	Corr Supply Supv III	2
23060	Laborer (Building)	1
25020	Maint Equip Operator	1
25510	Maint Worker Power Plant	1
42650	Stationary Fireman	2
45700	Trades Tender	1

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	8
09794	Corrctns Food Serv Sup 2	8
09795	Corrctns Food Serv Sup 3	5
09796	Corr Grounds Supv	1
09823	Corrections Maint Worker	6
09824	Corr Medical Technician	1
09861	Corr Supply Supv I	8
09862	Corr Supply Supv II	8
09863	Corr Supply Supv III	2
23060	Laborer (Building)	1
25020	Maint Equip Operator	1
25510	Maint Worker Power Plant	1
42650	Stationary Fireman	2
45700	Trades Tender	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Labor

**Director:** Catherine Shannon

**EEO/AA Officer:** Melissa Lange

**Agency Workforce:** 81

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 6/30/09)**

Agency underutilization at the beginning of FY09 was 3 Females. During these quarters there were no opportunities to address the female goals. This agency is underutilized by 4 people with disabilities.

## FINDINGS

Agency in compliance  Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

\*There were no opportunities to address the female goals.

# Underutilization Summary by Region

Name of Agency: LABOR (15)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers					
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	AA	H	F	A	NA
1																		
2																		
3																		
4																		
5																		
6																		
7								1										
8																		
9																		
10																		
11																		
<b>Total</b>	0	0	0	0	0	0	0	1	0	0	0	2	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	NA	AA	H	F	A	AA	H	F	A	NA
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0      Total underutilization for Hispanics: 0      Total underutilization for Females: 3

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      Total Underutilization: 3

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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	11
40070	Senior Public Serv Admin	7

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	11
13851	Executive 1	3
13852	Executive 2	3
18300	Hearings Referee	1
19692	Human Resources Rep	1
21122	Ind Serv Consultant 2	2
21127	Ind Serv Hygienist	3
21160	Information Serv Intern	1
22750	Labor Conciliator	11
35700	Pub Admin Intern	4
42743	Stat Research Spec 3	1
45253	Tech Adv 3	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	2
08919	Compliance Officer	5
13837	Equal Pay Specialist	1
37007	Public Safety Inspector	8

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	3
48770	Wage Claims Spec	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	9
30020	Office Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Labor Relations Board

**Executive Director:** John Brosnan

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 19

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups except for people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

Agency is in compliance with all requirements of the Act and the Department's Rules. The EEO Officer is a full-time EEO Officer who is responsible for other duties within the agency beyond those of an EEO Officer. The EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.

# Underutilization Summary by Region

Name of Agency: LABOR RELATIONS BOARD (50-18)

Report Date: End of First Qtr. FY 10

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	AA	H	F	A	AA	H	F	A	AA	H	F	A				
1																																
2																																
3																																
4																																
5																																
6																																
7																																
8																																
9																																
10																																
11																																
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	AA	H	F	A	AA	H	F	A	AA	H	F	A					
1																																	
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
9																																	
10																																	
11																																	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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 Rel Bd Educational

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Admin	3

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30025	Office Coordinator	1
43200	Student Worker	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	2
30015	Office Associate	2

00130	Accountant	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

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	9
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	1
45252	Tech Adv 2	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30080	Office Specialist	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1
30015	Office Associate	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Kevin McClain

**EEO/AA Officer:** Luann Hickman

**Agency Workforce:** 20

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

## FINDINGS

Agency in compliance  Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

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.

# Underutilization Summary by Region

Name of Agency: LAW ENFORCEMENT TRAINING & STANDARDS BOARD (50-88)

Report Date: End of First Qtr. FY 10

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  
 Law Enf Trng&Standard Bd

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	5
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	4
13852	Executive 2	2
32990	Police Training Spec	4
35700	Pub Admin Intern	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	1
44411	Switchboard Operator 1	1

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
34202	Private Secretary 2	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Medical District Commission

**Executive Director:** Samuel W. Pruet

**EEO/AA Officer:** Mark S. Jamil

**Agency Workforce:** 8

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

Agency Director's performance and that of the EEO Officer are in compliance with the Act and the Department's Rules.

# Underutilization Summary by Region

Name of Agency: MEDICAL DISTRICT COMMISSION (50-54)

Report Date: End of First Qtr. FY 10

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance						
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA		
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 Admin	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13852	Executive 2	3
35700	Pub Admin Intern	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11000	Senior Public Serv Admin	1
12000	Senior Public Serv Admin	1
13000	Senior Public Serv Admin	1
14000	Senior Public Serv Admin	1
15000	Senior Public Serv Admin	1
16000	Senior Public Serv Admin	1
17000	Senior Public Serv Admin	1
18000	Senior Public Serv Admin	1
19000	Senior Public Serv Admin	1
20000	Senior Public Serv Admin	1
21000	Senior Public Serv Admin	1
22000	Senior Public Serv Admin	1
23000	Senior Public Serv Admin	1
24000	Senior Public Serv Admin	1
25000	Senior Public Serv Admin	1
26000	Senior Public Serv Admin	1
27000	Senior Public Serv Admin	1
28000	Senior Public Serv Admin	1
29000	Senior Public Serv Admin	1
30000	Senior Public Serv Admin	1
31000	Senior Public Serv Admin	1
32000	Senior Public Serv Admin	1
33000	Senior Public Serv Admin	1
34000	Senior Public Serv Admin	1
35000	Senior Public Serv Admin	1
36000	Senior Public Serv Admin	1
37000	Senior Public Serv Admin	1
38000	Senior Public Serv Admin	1
39000	Senior Public Serv Admin	1
40000	Senior Public Serv Admin	1
41000	Senior Public Serv Admin	1
42000	Senior Public Serv Admin	1
43000	Senior Public Serv Admin	1
44000	Senior Public Serv Admin	1
45000	Senior Public Serv Admin	1
46000	Senior Public Serv Admin	1
47000	Senior Public Serv Admin	1
48000	Senior Public Serv Admin	1
49000	Senior Public Serv Admin	1
50000	Senior Public Serv Admin	1
51000	Senior Public Serv Admin	1
52000	Senior Public Serv Admin	1
53000	Senior Public Serv Admin	1
54000	Senior Public Serv Admin	1
55000	Senior Public Serv Admin	1
56000	Senior Public Serv Admin	1
57000	Senior Public Serv Admin	1
58000	Senior Public Serv Admin	1
59000	Senior Public Serv Admin	1
60000	Senior Public Serv Admin	1
61000	Senior Public Serv Admin	1
62000	Senior Public Serv Admin	1
63000	Senior Public Serv Admin	1
64000	Senior Public Serv Admin	1
65000	Senior Public Serv Admin	1
66000	Senior Public Serv Admin	1
67000	Senior Public Serv Admin	1
68000	Senior Public Serv Admin	1
69000	Senior Public Serv Admin	1
70000	Senior Public Serv Admin	1
71000	Senior Public Serv Admin	1
72000	Senior Public Serv Admin	1
73000	Senior Public Serv Admin	1
74000	Senior Public Serv Admin	1
75000	Senior Public Serv Admin	1
76000	Senior Public Serv Admin	1
77000	Senior Public Serv Admin	1
78000	Senior Public Serv Admin	1
79000	Senior Public Serv Admin	1
80000	Senior Public Serv Admin	1
81000	Senior Public Serv Admin	1
82000	Senior Public Serv Admin	1
83000	Senior Public Serv Admin	1
84000	Senior Public Serv Admin	1
85000	Senior Public Serv Admin	1
86000	Senior Public Serv Admin	1
87000	Senior Public Serv Admin	1
88000	Senior Public Serv Admin	1
89000	Senior Public Serv Admin	1
90000	Senior Public Serv Admin	1
91000	Senior Public Serv Admin	1
92000	Senior Public Serv Admin	1
93000	Senior Public Serv Admin	1
94000	Senior Public Serv Admin	1
95000	Senior Public Serv Admin	1
96000	Senior Public Serv Admin	1
97000	Senior Public Serv Admin	1
98000	Senior Public Serv Admin	1
99000	Senior Public Serv Admin	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:** 236

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 1 African American and 36 Females. During this quarter there were no opportunities to address minority goals. For Females there were 3 opportunities and 1 or 33% addressed this goal. This agency is underutilized by 13 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 1 African American and 35 Females. During this quarter there were no opportunities to address minority goals. For Females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is underutilized by 11 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 1 African American and 34 females. During this quarter there were no opportunities to address minority goals. For Females, there were 2 opportunities which did not address this goal. This agency is underutilized by 11 for people with disabilities.



**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 1 African American and 34 Females. During this quarter there were no opportunities to address minority or female goals. This agency is underutilized by 11 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 African American and 36 Females. During the year, there were 8 opportunities and 2 or 25% addressed the female goal. There were no opportunities to address minority goals. This agency is underutilized by 11 people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*Although this agency failed to meet the Department of Human Rights' standard of 37% for female goals, it met the availability rate for females in the Guard, which the vacancies filled this year require.

# Underutilization Summary by Region

Name of Agency: **MILITARY AFFAIRS (35)**

Report Date: **End of First Qtr. FY '10**

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																		
2																		
3																		
4												8						
5																		
6																		
7			1					2										
8																		
9																		
10																		
11																		
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>

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																			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>

Total underutilization for African Americans: **1**      Total underutilization for Hispanics: **0**      Total underutilization for Females: **36**

Total underutilization for Asians: **0**      Total underutilization for Native Americans: **0**      **Total Underutilization: 37**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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	3
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21165	Inf Systems Analyst I	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13732	Engineering Tech II	1
13733	Engineering Tech III	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
30015	Office Associate	1

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
13200	Electrician	3
32900	Plumber	2
38119	Ref & Air Cond Repairer	1
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	43
05601	Building/Grounds Lead 1	9
05605	Building/Grounds Supv	4
05613	Bldg/Grounds Maint Wkr	22
43052	Storekeeper II	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Natural Resources

**Director:** Marc Miller

**EEO/AA Officer:** Gloria Williams

**Agency Workforce:** 1,204

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 41 African Americans, 16 Hispanics, 200 Females and 2 Asians. During this quarter there was 1 opportunity which did not address minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 86 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 41 African Americans, 16 Hispanics, 199 Females and 2 Asians. During this quarter there was 1 opportunity which did not address minority goals. For Females, there was 1 opportunity which did not address this goal. This agency is underutilized by 86 people with disabilities.

5. 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.
6. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 41 African Americans, 16 Hispanics, 199 Females and 2 Asians. During this quarter there was 1 opportunity which did not address minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 41 African Americans, 16 Hispanics, 199 Females and 2 Asians. During this quarter there was 1 opportunity and 1 or 100% ,(1 African American) addressed minority goals. For Females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 86 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 41 African Americans, 16 Hispanics, 200 Females and 2 Asians. During the year, there were 4 opportunities to address minority goals and 1 or 25% (1 African American) addressed these goals. For Females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 86 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

# Underutilization Summary by Region

Name of Agency: NATURAL RESOURCES (12)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers					
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	AA	H	F	A	NA
1		1			3	3	8	1						8	4	8	1	
2			4				5							1	1	5		
3							3											
4			3		1		7				1							
5			2				2											
6							3											
7	1		16		2				1							3		
8			1				6											
9					1		7							3		5		
10			3				12											
11	1		7		2		12				1			1		5		
Total	2	1	36	0	9	3	65	1	0	1	0	2	0	13	5	26	1	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	NA
1													6	4	8		
2													1	1	7		
3																	
4													1		3		
5															3		
6																	
7	1														5		
8															5		
9															3		
10															6		
11													2		13		
Total	1	0	0	0	0	0	0	0	0	0	0	0	10	5	55	0	0

Total underutilization for African Americans: 36

Total underutilization for Hispanics: 14

Total underutilization for Females: 184

Total underutilization for Asians: 2

Total underutilization for Native Americans: 0

Total Underutilization: 236

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
28834	Nat Res Educ Prog Coord	3
28835	Nat Res Grant Coord	1
28836	Nat Res Manager 1	23
28837	Nat Res Manager 2	32
28838	Nat Res Manager 3	6
28841	Nat Res Site Manager 1	5
28842	Nat Res Site Manager 2	9
37004	Public Info Officer 4	5
37015	Public Service Adm	109
40070	Senior Public Serv Admin	91
41211	Site Superintendent 1	14
41212	Site Superintendent 2	46
41213	Site Superintendent 3	33

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	10
00133	Accountant Advanced	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	6
07607	Civil Engineer Trn	5
09300	Conserv Educ Rep	17
09311	Conserv Grant Admin 1	4
09312	Conserv Grant Admin 2	7
09313	Conserv Grant Admin 3	6
09347	Conserv Police Sergeant	25
13793	Envir Prot Eng 3	1
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	1
13822	Envir Prot Spec 2	1
13823	Envir Prot Spec 3	9
13824	Envir Prot Spec Iv	5
13851	Executive 1	29
13852	Executive 2	23
17271	Geographic Info Sepc 1	5
17272	Geographic Info Spec 2	8
33942	Chief of Police	1
37002	Public Info Officer 2	5
37003	Public Info Officer 3	5
37004	Public Info Officer 4	5
37005	Public Info Officer 5	5
37006	Public Info Officer 6	5
37007	Public Info Officer 7	5
37008	Public Info Officer 8	5
37009	Public Info Officer 9	5
37010	Public Info Officer 10	5
37011	Public Info Officer 11	5
37012	Public Info Officer 12	5
37013	Public Info Officer 13	5
37014	Public Info Officer 14	5
37015	Public Info Officer 15	5
37016	Public Info Officer 16	5
37017	Public Info Officer 17	5
37018	Public Info Officer 18	5
37019	Public Info Officer 19	5
37020	Public Info Officer 20	5
37021	Public Info Officer 21	5
37022	Public Info Officer 22	5
37023	Public Info Officer 23	5
37024	Public Info Officer 24	5
37025	Public Info Officer 25	5
37026	Public Info Officer 26	5
37027	Public Info Officer 27	5
37028	Public Info Officer 28	5
37029	Public Info Officer 29	5
37030	Public Info Officer 30	5
37031	Public Info Officer 31	5
37032	Public Info Officer 32	5
37033	Public Info Officer 33	5
37034	Public Info Officer 34	5
37035	Public Info Officer 35	5
37036	Public Info Officer 36	5
37037	Public Info Officer 37	5
37038	Public Info Officer 38	5
37039	Public Info Officer 39	5
37040	Public Info Officer 40	5
37041	Public Info Officer 41	5
37042	Public Info Officer 42	5
37043	Public Info Officer 43	5
37044	Public Info Officer 44	5
37045	Public Info Officer 45	5
37046	Public Info Officer 46	5
37047	Public Info Officer 47	5
37048	Public Info Officer 48	5
37049	Public Info Officer 49	5
37050	Public Info Officer 50	5
37051	Public Info Officer 51	5
37052	Public Info Officer 52	5
37053	Public Info Officer 53	5
37054	Public Info Officer 54	5
37055	Public Info Officer 55	5
37056	Public Info Officer 56	5
37057	Public Info Officer 57	5
37058	Public Info Officer 58	5
37059	Public Info Officer 59	5
37060	Public Info Officer 60	5
37061	Public Info Officer 61	5
37062	Public Info Officer 62	5
37063	Public Info Officer 63	5
37064	Public Info Officer 64	5
37065	Public Info Officer 65	5
37066	Public Info Officer 66	5
37067	Public Info Officer 67	5
37068	Public Info Officer 68	5
37069	Public Info Officer 69	5
37070	Public Info Officer 70	5
37071	Public Info Officer 71	5
37072	Public Info Officer 72	5
37073	Public Info Officer 73	5
37074	Public Info Officer 74	5
37075	Public Info Officer 75	5
37076	Public Info Officer 76	5
37077	Public Info Officer 77	5
37078	Public Info Officer 78	5
37079	Public Info Officer 79	5
37080	Public Info Officer 80	5
37081	Public Info Officer 81	5
37082	Public Info Officer 82	5
37083	Public Info Officer 83	5
37084	Public Info Officer 84	5
37085	Public Info Officer 85	5
37086	Public Info Officer 86	5
37087	Public Info Officer 87	5
37088	Public Info Officer 88	5
37089	Public Info Officer 89	5
37090	Public Info Officer 90	5
37091	Public Info Officer 91	5
37092	Public Info Officer 92	5
37093	Public Info Officer 93	5
37094	Public Info Officer 94	5
37095	Public Info Officer 95	5
37096	Public Info Officer 96	5
37097	Public Info Officer 97	5
37098	Public Info Officer 98	5
37099	Public Info Officer 99	5
37100	Public Info Officer 100	5

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>
19692	Human Resources Rep	4
19693	Human Resources Spec	5
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	6
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	1
23092	Land Acquis Agent 2	1
23093	Land Acquis Agent 3	11
23131	Land Reclamation Spec 1	1
23132	Land Reclamation Spec 2	3
23145	Landscape Architect	10
23150	Landscape Planner	1
23402	Librarian 2	1
23430	Library Associate	1
26203	Mechanical Engineer 3	1
27152	Microbiologist 2	1
28831	Natural Resources Coord	28
28832	Natural Resources Spec	112
28833	Natural Resour Adv Spec	48
34725	Project Designer	1
35700	Pub Admin Intern	8
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
41771	Staff Develop Spec	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	1
00116	Account Technician II	8
13340	Elec Equip Instal/Repair	1
13345	El Eq Inst/Repair Ld Wkr	1



30110	Account Technician I	1
30116	Account Technician II	6
13140	Elect Equip Inst/Repair	1
13111	El Eq Inst/Repair Ld MA	1

**State of Illinois**  
**List of Established Job Titles by EEO Category**  
**Natural Resources**

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13731	Engineering Tech 1	4
13732	Engineering Tech II	4
13733	Engineering Tech III	10
13734	Engineering Tech IV	6
13785	Envir Protection Assoc	1
13811	Envir Prot Legal Inv I	2
22997	Laboratory Associate 1	1
28852	Natural Resource Tech 2	27
32086	Photographer 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09341	Conserv Police Officer 1	18
09342	Conserv Police Officer 2	29
09345	Conserv Pol Officer Tr	1
17681	Guard 1	2
41115	Site Security Officer	11
42230	State Mine Inspector	14
42240	State Mine Insp-At-Large	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	10
14032	Executive Secretary 2	11
14033	Executive Secretary 3	14
19690	Human Resources Asst	4
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	26
43200	Student Worker	51
35345	Conserv Pol Officer Tr	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	1
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
30010	Office Assistant	32

State of Illinois  
List of Established Job Titles by EEO Category  
Natural Resources

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	83
30075	Office Occupations Tr	2
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	1
09561	Construction Supv I	1
09562	Construction Supv II	1
13200	Electrician	1
32900	Plumber	1
33360	Power Shovel Opr (Maint)	2
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
49061	Waterways Const Supv I	5
49062	Waterways Const Supv II	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	5
05601	Building/Grounds Lead 1	3
05605	Building/Grounds Supv	1
05613	Blgd/Grounds Maint Wkr	2
09317	Conserv/Hist Preserv Wkr	140
21687	Intermit Laborer Maint	5
24290	Lock And Dam Tender	1
28851	Natural Resource Tech 1	8
41131	Site Technician 1	12
41132	Site Technician 2	203
43051	Storekeeper I	5
43052	Storekeeper II	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Pollution Control Board

**Acting Chairman:** G. Tanner Girard

**EEO/AA Officer:** Jim Lippson

**Agency Workforce:** 21

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### FIRST THROUGH FOURTH QUARTERS (7/1/08 THROUGH 6/30/09)

Agency underutilization at the beginning of FY09 was 1 African American. During these quarters there were no opportunities to address the minority goal. This agency is underutilized by 1 person with a disability.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

\*During the fiscal year there were no opportunities to address the minority goal.

- Agency is underutilized by 1 person with a disability. During these quarters there were no opportunities to address the minority goal.
- EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.

# Underutilization Summary by Region

Name of Agency: POLLUTION CONTROL BOARD (50-80)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers			Professionals			Technicians			Protective Service Workers										
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F		
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals			Office and Clerical			Skilled Craft Workers			Service-Maintenance					
	AA	H	F	AA	H	F	AA	H	F	AA	H	F	AA	H	F
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: 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  
 Pollution Control Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	18
40070	Senior Public Serv Admin	4

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	3
13852	Executive 2	1
21160	Information Serv Intern	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
30860	Paralegal Assistant	1
35700	Pub Admin Intern	3

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
34201	Private Secretary 1	5
34202	Private Secretary 2	2

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Prisoner Review Board

**Chairman:** Jorge Montes

**EEO/AA Officer:** Nicole Damhoff

**Agency Workforce:** 18

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

## FINDINGS

Agency in compliance

Agency in non-compliance

## RECOMMENDATIONS/COMMENTS

6. Timely submission of required reports.

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.

9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.

# Underutilization Summary by Region

Name of Agency: PRISONER REVIEW BOARD (50-78)

Report Date: End of First Qtr. FY '10

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	NA
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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	NA
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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	9
30020	Office Clerk	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1
43052	Storekeeper II	1



# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Property Tax Appeal Board

**Executive Director:** Louis Apostol

**EEO/AA Officer:** Becky Moody

**Agency Workforce:** 20

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

This agency calculated at parity for all affirmative action groups except people with disabilities. This agency is underutilized by 2 people with disabilities.

## FINDINGS

Agency in compliance



Agency in non-compliance



## RECOMMENDATIONS/COMMENTS

# Underutilization Summary by Region

Name of Agency: PROPERTY TAX APPEAL BOARD (50-48)

Report Date:

#REF!

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	AA	H	F	A				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	2
00502	Administrative Asst 2	3
01252	Appraisal Specialist 2	1
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	2
34202	Private Secretary 2	1
43200	Student Worker	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	4
30502	Administrative Support	3
30503	Administrative Support	1
30504	Administrative Support	1

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30505	Administrative Support	1
30506	Administrative Support	1
30507	Administrative Support	2
30508	Administrative Support	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Public Health

**Director:** Damon T. Arnold, M.D., M.P.H.

**EEO/AA Officer:** Robin A. Tucker-Smith

**Agency Workforce:** 1,136

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 7 African Americans, 4 Hispanics, 2 Females and 1 Asian. During this quarter there were 11 opportunities and 2 or 18% (2 Hispanics) addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 88 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 7 African Americans, 2 Hispanics, 2 Females and 1 Asian. During this quarter there were 4 opportunities that did not address the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 87 people with disabilities.

### THIRD QUARTER (1/1/09 THROUGH 3/31/09)

As of 1/1/09, agency underutilization was 7 African Americans, 2 Hispanics, 2 Females and 1 Asian. During this quarter there were 2 opportunities and 2 or 100% (2 Hispanics) addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 87 people with disabilities.

### FOURTH QUARTER (4/1/09 THROUGH 6/30/09)

As of 4/1/09, agency underutilization was 7 African Americans, 2 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

### SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY09 was 7 African Americans, 4 Hispanics, 2 Females and 1 Asian. During the year, there were 18 opportunities and 4 or 22% (4 Hispanics) addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

### FINDINGS

Agency in compliance



Agency in non-compliance



### RECOMMENDATIONS/COMMENTS

Agency achieved parity for Hispanics.

\*During the fiscal year there were no opportunities to address the female goals.

As of 4/1/09, agency underutilization was 7 African Americans, 2 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

Underutilization at the beginning of FY09 was 7 African Americans, 4 Hispanics, 2 Females and 1 Asian. During the year, there were 18 opportunities and 4 or 22% (4 Hispanics) addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

Agency achieved parity for Hispanics. During the year, there were 18 opportunities and 4 or 22% (4 Hispanics) addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 86 people with disabilities.

### FINDINGS

Agency in compliance



Agency in non-compliance



# Underutilization Summary by Region

Name of Agency: PUBLIC HEALTH (20)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers						
	AA	H	F	A	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																			
2					1	2													
3																			
4					2														
5																			
6					1		1												
7																			
8																			
9																			
10																			
11																			
<b>Total</b>	0	0	0	0	4	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	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																			
<b>Total</b>	0	0	0	0	1	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: 0

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      **Total Underutilization: 8**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Public Health

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26400	Medical Adm 1 Opt C	2
26401	Medical Adm 1 Opt D	2
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	8
37015	Public Service Adm	366
40070	Senior Public Serv Admin	116
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 Fiscl Admin Car Tr	3
00501	Admin Assistant 1	71
00502	Administrative Asst 2	26
01440	Architect	14
05541	Bldg Construction Insp I	2
05815	Business Manager	1
06941	Chemist 1	2
06942	Chemist 2	3
06943	Chemist 3	5
08220	Clinical Lab Technolog 1	26
08221	Clinical Lab Technol 2	15
08229	Clinical Lab Tech Trn	6
13180	Electrical Engineer	1
13751	Environmental Eng 1	2
13753	Environmental Eng 3	6
13754	Environmental Eng 4	6
13768	Environmntl Hlth Spec 1	15
13769	Environmntl Hlth Spec 2	18
13770	Environmntl Hlth Spec 3	45
13851	Executive 1	24
13852	Executive 2	32
17271	Geographic Info Spec 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
18011	Hlth Facil Surveyor 1	6
18012	Hlth Facil Surveyor 2	27
18013	Hlth Facil Surveyor 3	8

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>
18150	Health Fac Surv Nurse	43
19692	Human Resources Rep	1
19693	Human Resources Spec	5
21160	Information Serv Intern	12
21161	Inf Srvcs Specialist I	15
21162	Inf Srvcs Specialist II	11
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	10
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
23401	Librarian 1	1
23600	Life Sci Career Trainee	2
25542	Mgmt Operations Anal 2	2
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	16
27133	Meth & Proc Adv III	7
27151	Microbiologist 1	2
27152	Microbiologist 2	3
30317	Oral Health Consultant	4
34725	Project Designer	3
35700	Pub Admin Intern	17
36434	P H Educator Assoc	3
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	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	1
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
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	2
01017	Oral Health Consultant	4
02321	Project Designer	3
02700	Pub Admin Intern	17
03011	P H Educator Assoc	3
03611	P H Program Spec 1	11
03612	P H Program Spec 2	12
03613	P H Program Spec 3	18
03812	Registered Nurse 2	1
03822	Research Scientist 2	2
03823	Research Scientist 3	1
04131	Soc Serv Pro Planner II	1
04132	Soc Serv Pro Planner 3	2
04133	Soc Serv Prog Planner 4	1
04171	Staff Develop Spec I	1
04272	Stat Research Spec 2	1
04273	Stat Research Spec 3	1
04522	Tech Adv 2	2
04793	Vision/Hearing Cons III	1



State of Illinois

List of Established Job Titles by EEO Category  
Public Health

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
00118	Account Technician Tr	1
08200	Clinical Lab Associate	3
08215	Clinical Lab Tech 1	1
08216	Clinical Lab Tech 2	7
13733	Engineering Tech III	1
13734	Engineering Tech Iv	4
22997	Laboratory Associate 1	3
22998	Laboratory Associate 2	2
32915	Plumbing Inspector	6
48000	Vit Rec Qual Cont Insp	6

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	2
14031	Executive Secretary 1	3
14032	Executive Secretary 2	6
14033	Executive Secretary 3	3
19690	Human Resources Asst	1
19691	Human Resources Assoc	2
27135	Meth & Proc Car Assoc 1	8
27136	Meth & Proc Car Assoc 2	2
29993	Office Administrator 3	25
29994	Office Administrator 4	2
29995	Office Administrator 5	2
30025	Office Coordinator	35
30080	Office Specialist	5
34202	Private Secretary 2	1
43190	Student Intern	3
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
27182	Microfilm Operator II	1
30010	Office Assistant	27
30015	Office Associate	84
30020	Office Clerk	9
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

State of Illinois  
 List of Established Job Titles by EEO Category  
 Public Health

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	4
43052	Storekeeper II	2
43053	Storekeeper III	3
43060	Stores Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	4
43052	Storekeeper II	2
43053	Storekeeper III	3
43060	Stores Clerk	2

# Underutilization Summary by Region

Name of Agency: RACING BOARD (50-68)

Report Date: End of First Qtr. FY '10

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	1	0	2	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	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  
 Racing Board

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34201	Private Secretary 1	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30020	Office Clerk	1

List of Established Job Titles by EEO Category  
 Racing Board

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 2,003

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 5 African Americans, 20 Hispanics, 12 Females and 4 Asians. During this quarter there were 7 opportunities and 1 or 14% (1 Asian) addressed minority goals. For Females, there were 2 opportunities and 2 or 100% address this goal. This agency is underutilized by 44 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 5 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 7 opportunities and 1 or 14% (1 African American) addressed minority goals. For Females, there were no opportunities to address these goals. This agency is underutilized by 43 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 4 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 8 opportunities to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address these goals. This agency is underutilized by 41 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 4 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 6 opportunities and 1 or 17% (1 Hispanic) addressed minority goals. For Females there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 41 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 5 African Americans, 20 Hispanics, 12 Females and 4 Asians. During the year, there were 28 opportunities and 3 or 11% (1 African American, 1 Hispanic and 1 Asian) addressed the minority goals. For Females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 41 people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet the Department of Human Rights' standard of 20% for minority goals. Eleven percent of the agency's hiring/promotion opportunities addressed minority goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

As of 1/1/09, agency underutilization was 4 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 8 opportunities to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address these goals. This agency is underutilized by 41 people with disabilities.

As of 4/1/09, agency underutilization was 4 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 6 opportunities and 1 or 17% (1 Hispanic) addressed minority goals. For Females there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 41 people with disabilities.

Underutilization at the beginning of FY09 was 5 African Americans, 20 Hispanics, 12 Females and 4 Asians. During the year, there were 28 opportunities and 3 or 11% (1 African American, 1 Hispanic and 1 Asian) addressed the minority goals. For Females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 41 people with disabilities.

This agency failed to meet the Department of Human Rights' standard of 20% for minority goals. Eleven percent of the agency's hiring/promotion opportunities addressed minority goals. The agency will be referred to training under Section 7-105(H) of the Human Rights Act.

As of 1/1/09, agency underutilization was 4 African Americans, 20 Hispanics, 10 Females and 3 Asians. During this quarter there were 8 opportunities to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address these goals. This agency is underutilized by 41 people with disabilities.

# Underutilization Summary by Region

Name of Agency: REVENUE (25)

Report Date: End of First Qtr. FY '10

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			16			1				1						
2						1														
3																				
4																				
5																				
6																				
7	1			2		1	4				2									
8																				
9																				
10																				
11																				
<b>Total</b>	1	0	0	4	0	2	20	1	0	1	2	0	0	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1												1					2		
8																				
9																				
10																				
11																				
<b>Total</b>	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0

Total underutilization for African Americans: 6      Total underutilization for Hispanics: 20      Total underutilization for Females: 4

Total underutilization for Asians: 5      Total underutilization for Native Americans: 1      **Total Underutilization: 36**

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	273
40070	Senior Public Serv Admin	122

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	12
00133	Accountant Advanced	6
00135	Accountant Supervisor	5
00501	Admin Assistant 1	49
00502	Administrative Asst 2	27
01251	Appraisal Specialist 1	2
01255	Appraisal Specialist Trn	1
13851	Executive 1	14
13852	Executive 2	13
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19692	Human Resources Rep	12
19693	Human Resources Spec	10
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	19
21162	Inf Svcs Specialist II	21
21165	Inf Systems Analyst I	24
21166	Inf Systems Analyst II	52
21167	Inf Systems Analyst III	13
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	21
30860	Paralegal Assistant	2
35700	Pub Admin Intern	4
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	56
38371	Rev Auditor 1	68
38372	Rev Auditor 2	68
38373	Rev Auditor 3	70
38375	Revenue Auditor Trainee	55
38401	Rev Collection Ofr 1	10
38402	Rev Collection Ofr 2	11
38403	Rev Collection Ofr 3	11
38405	Rev Collection Ofr Trn	9
21161	Inf Svcs Specialist I	19
21162	Inf Svcs Specialist II	21
21165	Inf Systems Analyst I	24
21166	Inf Systems Analyst II	52
21167	Inf Systems Analyst III	13
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	21
30860	Paralegal Assistant	2
35700	Pub Admin Intern	4
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	56
38371	Rev Auditor 1	68
38372	Rev Auditor 2	68
38373	Rev Auditor 3	70
38375	Revenue Auditor Trainee	55
38401	Rev Collection Ofr 1	10
38402	Rev Collection Ofr 2	11
38403	Rev Collection Ofr 3	11
38405	Rev Collection Ofr Trn	9



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>
38425	Rev Computer Audit Spec	8
38557	Rev Sr Special Agent	5
38558	Rev Special Agent	4
38565	Rev Special Agent Trn	4
38572	Rev Tax Spec II	39
38573	Rev Tax Spec III	25
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
42745	Stat Research Supv	2
45251	Technical Advisor 1	3
45252	Tech Adv 2	7
45253	Tech Adv 3	3
45256	Tech Advsr Advcd Prg Sp	38
45308	Telecom Systems Analyst	2

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	12
00116	Account Technician II	12
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	10
11443	Data Processing Tech Trn	1
12749	Drafting Worker	1
23568	Licensing Asst	3
23751	Liq Cont Sp Agent I	19
23752	Liq Cont Sp Agent II	6
27176	Micro Lab Technician II	1
38571	Rev Tax Spec I	37
45313	Telecom Systems Tech 2	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	6
17683	Guard 3	1
17685	Guard Supervisor	3

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	26
14032	Executive Secretary 2	4
14033	Executive Secretary 3	6

14001	Executive Secretary 1	20
14002	Executive Secretary 2	4
14003	Executive Secretary 3	6

State of Illinois  
List of Established Job Titles by EEO Category  
Revenue

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	6
24520	Lottery Telemarketing Rep	4
29993	Office Administrator 3	3
29994	Office Administrator 4	19
29995	Office Administrator 5	4
30025	Office Coordinator	26
30080	Office Specialist	6
34201	Private Secretary 1	2
34202	Private Secretary 2	2
38575	Rev Tax Spec Tr	20
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	7
08050	Clerical Trainee	3
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
30010	Office Assistant	40
30015	Office Associate	50
30020	Office Clerk	19
29993	Office Administrator 3	3
34540	Procurement Rep	2
29994	Office Administrator 4	19
38203	Reproduc Serv Tech 1	1
29995	Office Administrator 5	4

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06650	Carpenter	1
13200	Electrician	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1
24402	Lottery Commod Dist II	1
43051	Storekeeper I	5
43052	Storekeeper II	2
43060	Stores Clerk	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** State Police

**Acting Director:** Jonathan E. Monken    **EEO/AA Officer:** Suzanne L. Y. Bond

**Agency Workforce:** 3,476

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During this quarter there were 4 opportunities to address minority goals; 1 or 25% (1 African American) addressed these goals. This agency is underutilized by 263 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 57 African Americans, 18 Hispanics, 265 Females and 19 Asians. During this quarter there were 39 opportunities, and 11, or 28%, (7 African Americans and 4 Hispanics) addressed minority goals. For Females, there were 103 opportunities; 20 or 19% addressed this goal. This agency is underutilized by 263 people with disabilities.

... of the Department's Rules.

**THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 50 African Americans, 14 Hispanics, 245 Females and 19 Asians. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 263 people with disabilities.

**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 50 African Americans, 14 Hispanics, 245 Females and 19 Asians. During this quarter there were 9 opportunities to address minority goals and 9 or 100% ( 6 African Americans, 1 Hispanic and 2 Asians) addressed these goals. For Females, there were 7 opportunities and 7 or 100% addressed these goals. This agency is underutilized by 263 people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During the year, there were 52 opportunities and 21 or 40% (14 African Americans, 5 Hispanics and 2 Asians) addressed minority goals. For Females, there were 110 opportunities and 27 or 25% addressed these goals. This agency is underutilized by 263 people with disabilities.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

Although the agency failed to meet the Department of Human Rights' standard of 37% performance for female goals, it demonstrated a good faith effort in recruitment of women and surpassed the availability rate for female law enforcement personnel in the state.

Underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During the year, there were 52 opportunities and 21 or 40% (14 African Americans, 5 Hispanics and 2 Asians) addressed minority goals. For Females, there were 110 opportunities and 27 or 25% addressed these goals. This agency is underutilized by 263 people with disabilities.

Underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During the year, there were 52 opportunities and 21 or 40% (14 African Americans, 5 Hispanics and 2 Asians) addressed minority goals. For Females, there were 110 opportunities and 27 or 25% addressed these goals. This agency is underutilized by 263 people with disabilities.

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Underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During the year, there were 52 opportunities and 21 or 40% (14 African Americans, 5 Hispanics and 2 Asians) addressed minority goals. For Females, there were 110 opportunities and 27 or 25% addressed these goals. This agency is underutilized by 263 people with disabilities.

Underutilization at the beginning of FY09 was 58 African Americans, 18 Hispanics, 265 Females and 19 Asians. During the year, there were 52 opportunities and 21 or 40% (14 African Americans, 5 Hispanics and 2 Asians) addressed minority goals. For Females, there were 110 opportunities and 27 or 25% addressed these goals. This agency is underutilized by 263 people with disabilities.

# Underutilization Summary by Region

Name of Agency: STATE POLICE (21)

Report Date:

#REF!

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						17	2		9		6		2	2		2	2			1	1
2								1								2	2				
3																4	5				
4						1					2		2	1		3	1	1			
5											1		1	1		1	2	1			
6													2	2		3	2				
7	2	1				3	1		1	1		2	7	1	2	2		1			1
8											1					5		3			
9						1							3			3	8		1		1
10											1		1			3	3	4			
11									1			1	1		10	3	7				
Total	2	1	0	0	0	22	3	3	10	1	11	3	19	3	0	33	16	32	3	3	3

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance								
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1							1		1												
2																					
3						1															
4																					
5																					
6																					
7	1					3												4			
8																					
9						1															
10																					
11																					
Total	1	0	0	0	0	5	2	0	1	0	0	0	0	0	0	0	1	6	0	0	0

Total underutilization for African Americans: 74      Total underutilization for Hispanics: 26      Total underutilization for Females: 60

Total underutilization for Asians: 17      Total underutilization for Native Americans: 4      Total Underutilization: 181

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

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41771	Staff Develop Spec I	1
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	15
03502	Audio Visual Tech II	1
05170	Breath Alcohol Anal Tech	6
08831	Comm Equip Tech I	20
08832	Comm Equipment Tech 2	10
08833	Comm Equipment Tech 3	28
09980	Crime Scene Inv	1
11430	Data Processing Spec	6
11440	Data Processing Tech	6
11443	Data Processing Tech Trn	2
13340	Elec Equip Instal/Repair	1
15204	Fingerprint Technician	3
15208	Fingerprint Tech Supv	3
32086	Photographer 2	1
45305	Telecommunication Supv	21
45312	Telecom Systems Tech 1	1
46100	Truck Weighing Insp	21

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	2
32977	Police Lieutenant	5
32981	Police Officer I	26
32982	Police Officer II	2
32983	Police Officer III	4
08032	Community Development T	10
08032	Community Development T	23

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	21

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>
14032	Executive Secretary 2	5
14033	Executive Secretary 3	5
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	1
29993	Office Administrator 3	21
29994	Office Administrator 4	24
29995	Office Administrator 5	5
30025	Office Coordinator	62
30080	Office Specialist	22
33005	Polygraph Examininer 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
45325	Telecommunicator Trn	20
45326	Telecumunicator Spec	23
45327	Telecumunicator 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	4
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	2
42610	Stationary Eng-Chief	2

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	6
05601	Building/Grounds Lead 1	4



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	7
43052	Storekeeper II	2
43053	Storekeeper III	2

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	7
43052	Storekeeper II	2
43053	Storekeeper III	2

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** State Police Merit Board

**Executive Director:** Robert P. Cooley      **EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 5      **Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

\*This agency was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable. This agency is at parity for people with disabilities.

## FINDINGS

Agency in compliance



Agency in non-compliance



## RECOMMENDATIONS/COMMENTS

- Agency is in compliance with all requirements of the Act and the Department's Rules.
- Agency is in compliance with all requirements of the Act and the Department's Rules.
- Agency is in compliance with all requirements of the Act and the Department's Rules.
- Agency is in compliance with all requirements of the Act and the Department's Rules.
- Agency is in compliance with all requirements of the Act and the Department's Rules.

# Underutilization Summary by Region

Name of Agency: STATE POLICE MERIT BOARD (50-33)

Report Date: End of First Qtr. FY '10

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	AA	H	F	A				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	AA	H	F	A				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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  
 State Police Merit Boardd

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Admin	1

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19693	Human Resources Spec	2
21160	Information Serv Intern	1
21165	Inf Systems Analyst I	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
43190	Student Intern	1
43200	Student Worker	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** State Retirement Systems

**Acting Executive Secretary:** Timothy B. Blair    **EEO/AA Officer:** Becky Tobias

**Agency Workforce:** 81

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST THROUGH THIRD QUARTERS (7/1/08 THROUGH 3/31/09)**

Agency underutilization at the beginning of FY09 was 1 African American. During these quarters there were no opportunities to address the minority goal. This agency is at parity for people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 1 African American. During this quarter there was 1 opportunity which did not address the minority goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 1 African American. During the year, there was 1 opportunity that did not address the minority goal. 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 address the minority goal.

It is recommended that the agency...

It is recommended that the agency...

# Underutilization Summary by Region

Name of Agency: STATE RETIREMENT SYSTEMS (50-74)

Report Date: End of First Qtr. FY '10

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																		
<b>Total</b>	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	AA	H	F	A	AA	H	F	A	AA	H	F	A		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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  
State Retirement Systems

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	13
40070	Senior Public Serv Admin	6

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	8
00133	Accountant Advanced	5
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
13851	Executive 1	3
13852	Executive 2	5
19692	Human Resources Rep	2
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	3
27133	Meth & Proc Adv III	1
38310	Ret Sys Disabil Spec	4

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	4
00116	Account Technician II	4
11430	Data Processing Spec	1
11440	Data Processing Tech	1
21562	Insurance Analyst II	2

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	4
30961	Pen & Death Benft Tech 1	1
30962	Pen & Death Benft Tech 2	1

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
30010	Office Assistant	6
30015	Office Associate	8
00115	Account Technician I	4
00116	Account Technician II	4
11430	Data Processing Spec	1



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

List of Established Job Titles by EEO Category  
State Retirement Systems

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Transportation

**Acting Secretary:** Gary Hannig

**EEO/AA Officer:** Elbert Simon

**Agency Workforce:** 5,185

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

Agency underutilization at the beginning of FY09 was 116 African Americans, 84 Hispanics, 1,059 Females and 37 Asians. During this quarter there were 12 opportunities and 6 or 50% (3 African Americans and 3 Hispanics) addressed minority goals. For Females, there were 24 opportunities and 14 or 58% addressed this goal. This agency is underutilized by 425 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 113 African Americans, 81 Hispanics, 1,045 Females and 37 Asians. During this quarter there were 13 opportunities and 6 or 46% (3 African Americans and 3 Hispanics) addressed minority goals. For Females, there were 15 opportunities and 11 or 73% addressed these goals. This agency is underutilized by 425 people with disabilities.

### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

As of 1/1/09, agency underutilization was 110 African Americans, 78 Hispanics, 1,034 Females and 37 Asians. During this quarter there were no opportunities to address minority goals. For Females, there were 16 opportunities and 11 or 75% addressed this goal. This agency is underutilized by 425 people with disabilities.

### **FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 110 African Americans, 78 Hispanics, 1,023 Females and 37 Asians. During this quarter there were 4 opportunities to address minority goals and none addressed minority goals. For Females, there 14 opportunities and 8 or 57% addressed this goal. This agency is underutilized by 425 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 116 African Americans, 84 Hispanics, 1,059 Females and 37 Asians. During the year, there were 29 opportunities and 12 or 41% (6 African Americans and 6 Hispanics) addressed minority goals. For Females, there were 69 opportunities and 45 or 65% addressed this goal. This agency is underutilized by 425 people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

# Underutilization Summary by Region

Name of Agency: TRANSPORTATION (23)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers						Professionals						Technicians						Protective Service Workers					
	AA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	
1	6	2	19						54						27									
2	1		9						14	1		3			17									
3			7						13						8									
4																								
5	1		9			4			12			4		1	19									
6			9	2					3	4				1	14	2								
7			16						2					2	44									
8																								
9			1						17					1	16									
10			4						15		1				10									
11									10						9									
<b>Total</b>	<b>8</b>	<b>2</b>	<b>74</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>5</b>	<b>0</b>	<b>8</b>	<b>5</b>	<b>164</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Region	Para-Professionals						Office and Clerical						Skilled Craft Workers						Service-Maintenance					
	AA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	
1	2													4	6	1				11	31	170	15	
2	1																	7		8	50	1		
3																				6	49	1		
4																								
5	1																	10		4	49	1		
6																		8		2	41	3		
7		1																5		3	63	1		
8																								
9																		23		3	82	1		
10																		2		2	51			
11																		2		2	45			
<b>Total</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>61</b>	<b>600</b>	<b>23</b>	<b>0</b>		

Total underutilization for African Americans: 92      Total underutilization for Hispanics: 73      Total underutilization for Females: 984

Total underutilization for Asians: 33      Total underutilization for Native Americans: 0      Total Underutilization: 1,182

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American

State of Illinois  
List of Established Job Titles by EEO Category  
Transportation

**Officials / Administrators**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Admin	2

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	20
00133	Accountant Advanced	12
00135	Accountant Supervisor	2
00501	Admin Assistant 1	12
00502	Administrative Asst 2	3
00956	Aircraft Pilot 2	1
00957	Aircraft Pilot 2-Dual Rt	1
13851	Executive 1	1
13852	Executive 2	3
15640	Flight Safety Coord	1
19692	Human Resources Rep	1
21162	Inf Svcs Specialist II	2
21165	Inf Systems Analyst I	3
21721	Internal Auditor 1	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	4
00951	Aircraft Dispatcher	1
00952	Aircraft Lead Dispatcher	1
00955	Aircraft Pilot 1	1
11440	Data Processing Tech	1
18525	Hwy Construction Supv I	3
18526	Highway Const Supv 2	2
27176	Micro Lab Technician II	1
32092	Photographic Technicn 2	1
32093	Photographic Technicn 3	1
38910	Safety Respons Analyst	2
47570	Vehicle Compliance Insp	7

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	96
14032	Executive Secretary 2	27
14033	Executive Secretary 3	21
19691	Human Resources Assoc	9
29993	Office Administrator 3	7
29994	Office Administrator 4	5

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>
29995	Office Administrator 5	1
30025	Office Coordinator	61
30080	Office Specialist	7

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	4
08050	Clerical Trainee	1
08815	Comm Dispatcher	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	2
29992	Office Administrator 2	2
30010	Office Assistant	26
30015	Office Associate	19
30020	Office Clerk	1
30075	Office Occupations Tr	55
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	1
38915	Saf Respon Analyst Supv	1
44411	Switchboard Operator 1	4
47585	Vehicle Permit Evaluator	2

**Skilled Craft**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	18
03749	Automotive Shop Supv	1
05310	Bridge Mechanic	2
06650	Carpenter	1
18465	Heavy Const Equip Opr	19
21500	Instrument Designer	1
33360	Power Shovel Opr (Maint)	4
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	2
38205	Reproduc Serv Tech 3	1
40960	Sign Painter	1
41000	Sign Shop Foreman	1
42600	Stationary Engineer	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05320	Bridge Tender	3
11500	Deck Hand Operator	2
14801	Ferry Operator	2

14802	Ferry Operator II	2
14801	Ferry Operator I	2

State of Illinois  
 List of Established Job Titles by EEO Category  
 Transportation

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14802	Ferry Operator II	2
18639	Highway Maintainer	205
18659	Highway Maint Lead Wkr	248
23080	Laborer (Maintenance)	9
25500	Maintenance Worker	7
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	9
43051	Storekeeper I	19
43052	Storekeeper II	11
43053	Storekeeper III	1

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>
14802	Ferry Operator II	2
18639	Highway Maintainer	205
18659	Highway Maint Lead Wkr	248
23080	Laborer (Maintenance)	9
25500	Maintenance Worker	7
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	9
43051	Storekeeper I	19
43052	Storekeeper II	11
43053	Storekeeper III	1

# ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

**Agency:** Department of Veterans' Affairs

**Director:** Dan Grant

**EEO/AA Officer:** Jimmie Miller

**Agency Workforce:** 1,133

**Fiscal Year:** 2009

## COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

## AFFIRMATIVE ACTION PERFORMANCE

### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

At the beginning of the year, agency underutilization was 4 African Americans, 8 Hispanics, 8 Females and 1 Asian. During this quarter there were 2 opportunities to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 45 people with disabilities.

### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 10/1/08, agency underutilization was 4 African Americans, 8 Hispanics, 8 Females and 1 Asian. During this quarter there was 1 opportunity to address minority goals and none addressed the minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 45 people with disabilities.



### THIRD QUARTER (1/1/09 THROUGH 3/31/09)

As of 1/1/09, agency underutilization was 4 African Americans, 8 Hispanics, 8 Females and 1 Asian. During this quarter there were no opportunities to address minority and female goals. This agency is underutilized by 44 people with disabilities.

### FOURTH QUARTER (4/1/09 THROUGH 6/30/09)

As of 4/1/09, agency underutilization was 4 African Americans, 8 Hispanics, 8 Females and 1 Asian. During this quarter there were 19 opportunities and 4 or 21% (3 Hispanics and 1 Asian) addressed minority goals. For Females, there were no opportunities to address this goal. This agency is underutilized by 43 people with disabilities.

### SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY09 was 4 African Americans, 8 Hispanics, 8 Females and 1 Asian. During the year, there were 22 opportunities and 4 or 18% (3 Hispanics and 1 Asian) addressed minority goals. For Females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 43 people with disabilities.

### FINDINGS

Agency in compliance



Agency in non-compliance



### RECOMMENDATIONS/COMMENTS

This agency failed to meet the Department of Human Rights standard for minority goals (20%). However, it came close to the standard (18%) and demonstrated a good faith effort in recruiting.

## ILLINOIS DEPARTMENT OF HUMAN RIGHTS AGENCY EEO/AA PROFILE

# Underutilization Summary by Region

Name of Agency: VETERANS' AFFAIRS (34)

Report Date: End of First Qtr. FY '10

Region	Officials and Managers				Professionals				Technicians				Protective Service Workers								
	H	F	A	NA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	
1		1																			
2																					
3																					
4																					
5																					
6																					
7																					
8					1																
9																					
10											2										
11								1													
<b>Total</b>	0	0	1	0	0	1	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0

Region	Para-Professionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance								
	H	F	A	NA	H	F	A	NA	AA	AA	H	F	A	NA	AA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
<b>Total</b>	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

Total underutilization for African Americans: 3      Total underutilization for Hispanics: 5      Total underutilization for Females: 3

Total underutilization for Asians: 0      Total underutilization for Native Americans: 0      **Total Underutilization: 11**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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	51
40070	Senior Public Serv Admin	17

**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	8
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	2
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	14
38132	Registered Nurse 2	29
38135	Regis Nurse-Adv Practice	1
38145	Rehabilitation Counselor	1
38199	Reimbursement Officer 1	6
38200	Reimbursement Officer 2	1
41311	Soc Serv Pro Planner I	4
41312	Soc Serv Pro Planner II	3

41313	Soc Serv Pro Planner 3	1
41412	Social Worker 2	3
41413	Social Worker 3	1
41787	Staff Pharmacist	2
47683	Vet Educational Spec III	2
48481	Vol Services Coord I	1

**State of Illinois**  
**List of Established Job Titles by EEO Category**  
**Veterans Affairs**

**Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41313	Soc Serv Pro Planner 3	1
41412	Social Worker 2	3
41413	Social Worker 3	1
41787	Staff Pharmacist	2
47683	Vet Educational Spec III	2
48481	Vol Services Coord I	1

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	10
00118	Account Technician Tr	2
00151	Activity Program Aide I	1
00152	Activity Program Aide II	4
02424	Asst Reimburse Officer	1
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	2
23551	Licensed Prac Nurse I	12
23552	Licensed Prac Nurse II	16
32007	Pharmacist Lead Tech	2
32008	Pharmacist Technician	2
37007	Public Safety Inspector	1
37507	Radio Tech Prog Coord	2
47800	Vet Serv Officer	54
41413	Social Worker 3	1

**Protective Service**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	6
39875	Security Officer Chief	2
39877	Security Officer Sgt	4

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
19690	Human Resources Asst	5
19691	Human Resources Assoc	5
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	2
32192	Physical Ther Aide II	3

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32193	Physical Ther Aide III	4
38156	Rehab Counselor Aide II	3
41281	Social Service Aide I	2
41282	Social Service Aide II	2
41285	Social Service Aide Tr	1
43200	Student Worker	4
47750	Vet Nurs Asst-Certified	14

**Office / Clerical**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	4
11425	Data Processing Oper	1
18045	Health Information Assoc	2
30010	Office Assistant	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
30800	Painter	2
32900	Plumber	1
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	2
42800	Steamfitter	1

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	1
05613	Bldg/Grounds Maint Wkr	6
09601	Cook I	4
09602	Cook II	5
23191	Laundry Manager I	1
25020	Maint Equip Operator	4

State of Illinois  
List of Established Job Titles by EEO Category  
Veterans Affairs

**Service / Maintenance**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25510	Maint Worker Power Plant	2
42650	Stationary Fireman	1
43051	Storekeeper I	6
43052	Storekeeper II	3
43053	Storekeeper III	2
43060	Stores Clerk	2
44221	Support Service Coord 1	6
44225	Support Service Lead	4
44238	Support Service Wkr	18

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25510	Maint Worker Power Plant	2
42650	Stationary Fireman	1
43051	Storekeeper I	6
43052	Storekeeper II	3
43053	Storekeeper III	2
43060	Stores Clerk	2
44221	Support Service Coord 1	6
44225	Support Service Lead	4
44238	Support Service Wkr	18

**Agency:** Workers' Compensation Commission

**Acting Chairman:** Amy Masters

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 176

**Fiscal Year:** 2009

### COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

### AFFIRMATIVE ACTION PERFORMANCE

#### **FIRST QUARTER (7/1/08 THROUGH 9/30/08)**

2. Met minimum compliance criteria

Agency underutilization at the beginning of FY09 was 6 Females and 1 Asian. During this quarter there were no opportunities to address the minority goals. For Females, there was 1 opportunity that did not address this goal. This agency is underutilized by 2 people with disabilities.

#### **SECOND QUARTER (10/1/08 THROUGH 12/31/08)**

As of 1/1/09, agency underutilization was 6 females and 1 Asian. During this quarter there were 2 opportunities that did not address the minority goals. For Females, there was 1 opportunity and 1 or 100% that addressed this goal. This agency is at parity for people with disabilities.

#### **THIRD QUARTER (1/1/09 THROUGH 3/31/09)**

4. Agency with 1,000 employees appoints an EEO Officer

As of 1/1/09, agency underutilization was 5 Females and 1 Asian. During this quarter there were no opportunities to address the minority goals. For Females, there were 2 opportunities that did not address this goal.

**FOURTH QUARTER (4/1/09 THROUGH 6/30/09)**

As of 4/1/09, agency underutilization was 5 Females and 1 Asian. During this quarter there was 1 opportunity that did not address the minority goals. For Females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY09 was 6 Females and 1 Asian. During the year, there were 5 opportunities that did not address the minority goals. For Females, there were 6 opportunities and 3 or 50% address this goal. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*During the fiscal year there were too few opportunities to address the minority goals.

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**UNFINISHED**

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# Underutilization Summary by Region

Name of Agency: WORKERS' COMPENSATION COMMISSION (50-37)

Report Date: End of First Qtr. FY '10

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	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	6	0	0	0	0	0	0	0	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	AA	H	F	A	AA	H	F	A	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	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: 6

Total underutilization for Asians: 1      Total underutilization for Native Americans: 0      Total Underutilization: 7

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.  
 AA = African American    H = Hispanic    F = Female    A = Asian    NA = Native American  
 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 Admin	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	13
00502	Administrative Asst 2	7
01401	Arbitrator	18
13851	Executive 1	3
13852	Executive 2	2
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	2
21601	Ins Co Claims Examiner 1	1
23372	Liab Claims Adjuster 2	1
25541	Mgmt Operations Anal I	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	3
42743	Stat Research Spec 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	6
49640	Worker Comp Ins Comp Inv	7

**Technicians**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1

**Para-Professionals**

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	2
29993	Office Administrator 3	2
29994	Office Administrator 4	2
30025	Office Coordinator	7
34202	Private Secretary 2	1
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

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
43053	Storekeeper III	1
43060	Stores Clerk	2

# Underutilization Summary by Region

Name of Agency: ALL CODE AGENCIES

Report Date: End of First Qtr. FY '10

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		AA	H	F	A	NA	
1	10	9	33	9	0	0	25	47	179	72	1	0	15	77	52	5	2	0	9	31	39	9	1	0	9	31	39	9	1	0
2	1	1	13	0	0	0	4	0	26	2	0	0	4	1	22	0	0	0	15	3	62	0	0	0	4	0	59	0	0	0
3	0	0	9	0	0	0	1	0	77	1	0	0	0	0	11	0	0	0	4	0	0	0	0	0	4	0	0	0	0	0
4	0	0	7	0	0	0	5	1	13	1	0	0	2	0	3	0	0	0	12	3	35	2	0	0	12	3	35	2	0	0
5	2	0	11	0	0	0	7	1	14	1	0	0	7	9	23	9	0	0	1	2	105	4	0	0	1	2	105	4	0	0
6	0	0	9	2	0	0	1	1	9	16	0	0	0	1	17	2	0	0	3	5	44	5	0	0	3	5	44	5	0	0
7	16	7	62	5	0	0	16	10	95	5	1	0	6	4	59	5	0	0	6	0	149	0	1	0	6	0	149	0	1	0
8	0	0	3	0	0	0	0	3	16	0	0	0	1	3	3	2	0	0	5	5	110	0	0	0	5	5	110	0	0	0
9	0	0	2	0	0	0	5	0	28	0	0	0	1	2	23	2	1	0	3	3	56	1	1	0	3	3	56	1	1	0
10	0	0	7	0	0	0	1	1	29	0	0	0	2	0	16	0	0	0	3	6	111	1	1	0	3	6	111	1	1	0
11	1	0	7	0	0	0	8	4	125	4	0	0	0	2	36	0	0	0	11	8	298	1	1	0	11	8	298	1	1	0
Total	30	17	163	16	0	0	73	68	611	102	2	0	38	99	265	25	3	0	72	66	1,068	23	3	0	72	66	1,068	23	3	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	0	8	0	0	1	3	2	13	0	0	9	16	25	2	0	0	17	55	191	18	0	0
2	1	0	0	0	0	0	2	1	0	0	0	0	0	0	4	0	0	0	10	9	64	1	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	6	57	1	0	0
4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	1	0	10	0	0	0
5	3	0	0	0	0	0	2	0	0	0	0	0	2	1	5	0	0	0	13	9	61	1	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	8	2	45	3	0	0
7	12	1	2	1	0	0	5	0	0	0	0	0	2	0	12	0	0	0	9	5	123	1	0	0
8	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	2	14	0	0	0
9	2	0	0	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	33	3	92	1	0	0
10	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	2	3	71	0	0	0
11	3	1	0	0	0	0	1	1	0	0	0	0	0	0	13	0	0	0	10	4	98	1	0	0
Total	24	4	2	9	0	0	13	5	2	13	0	0	13	17	86	2	0	0	103	98	826	27	0	0

Total underutilization for African Americans: 366

Total underutilization for Hispanics: 374

Total underutilization for Females: 3,023

Total underutilization for Asians: 217

Total underutilization for Native Americans: 8

Total Underutilization: 3,988

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)