



State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS 2011

HISPANIC Employment Plan



Respectfully submitted to the Illinois General Assembly
February 1, 2011, by Central Management Services



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

James P. Sledge, Director

February 1, 2011

Dear General Assembly Member:

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

The law requires CMS to prepare and submit to the General Assembly an annual Hispanic Employment Plan reporting each agency's activities that constitute the plan. Accordingly, the 2011 report is submitted for your review. Outlined in the body of this report you will find information on the status of the Hispanic and Bilingual workforce of individual agencies, as well as their accomplishments in meeting the objectives of this important legislation. We invite your review of this report, as well as your comments or recommendations.

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

Sincerely,



James P. Sledge
Director

Attachment

Table of Contents

- I. Executive Summary
- II. Current Demographics
- III. 2010 Hispanic Employment Plan Objectives Status Report
- IV. Summary of Surveys
 - A. Statewide Hispanic Employment Plan Survey 2010 Highlights
 - B. Bilingual Needs and Bilingual Pay Survey Highlights
- V. 2011 Hispanic Employment Action Plan and Objectives
- VI. Conclusion

I. 2011 Executive Summary

As you will see documented within this **2011** report, the State of Illinois continues to make inroads in the hiring and promotion of Hispanics in state agencies. Since 2006, the Illinois Department of Central Management Services has developed an annual plan to address the under-utilization of Hispanics and bilingual employees in the state workforce. Data used for developing the 2011 report is based on calendar year 2010 a year in which the state workforce was faced with fiscal challenges that saw the code agencies' workforce shrink from 50,437 in December 2009 to 48,060 at the end of December 2010, a loss of 2,377 employees. In contrast, the number of Hispanic employees decreased by 16, the first time since the implementation of the 2006 Hispanic Employment Plan that the number of Hispanics in the state workforce has decreased.

Currently, 2,141 (4.45%) of the state workforce is Hispanic, representing a decrease of 16 Hispanic employees from last year (2,157). The slight decrease in the number of Hispanics reflects a particularly bleak budget year resulting in fewer hiring opportunities, overall. On a positive note, the number of bilingual/Spanish employees has continued to rise from 1,089 the first year of the Plan to its current total of 1,243, an increase of 154 additional bilingual employees available to service the Spanish-speaking public. The current number of bilingual/Spanish employees increased from last year (1,236), adding an additional 7 bilingual employees to the workforce. Also, in 2010, state employees applied for 18,289 promotional grades resulting in 494 promotions. Of those, 22 Hispanics were promoted.

Each year, the State Hispanic Employment Plan reviews eRecruiting, the CMS electronic application process implemented in 2008, to ensure it 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 full year of implementation, there was a marked increase (14,801) in the number of Hispanic applicants. More recently, in 2009 and 2010, there were fewer Hispanics applying overall: 14,584 in 2009 and 13,948 in 2010, but of those who applied, a greater number were receiving "A-Well Qualified" grades and therefore, were more likely to be interviewed and hired.

Throughout this report, U.S. Census data referenced is from the 2000 Census. In seeking to provide a detailed picture on the status of Hispanics in the state workforce, the availability of reliable county by county data is essential. Unfortunately, census county data is not yet fully verified. It is projected that once the data is completed, it will show a surge in the population of Hispanics statewide, making them the largest minority population in the State of Illinois. Further, it is projected that the population growth of Hispanics will include counties where Hispanics previously did not reside. One of the key objectives of the 2011 Hispanic Employment Plan is to work with agencies to review their diversity recruitment and hiring strategies and to revise as may be necessary based on changes resulting from the 2010 Census Report. In reviewing the Hispanic population increase, agencies may have to re-evaluate the number of bilingual employees needed and available to serve the Spanish-speaking public. The CMS Hispanic Employment Plan Coordinator, assisted by the Hispanic Advisory Council, will be available to provide assistance as needed.

II. Current Demographics

Based on 2000 U.S. Census data and state employment workforce statistics as of December 31, 2010, approximately 2,141 (4.45%) of the State's 48,060 employees in coded state positions are Hispanic. This represents 16 fewer employees from last year (2,157). The five Illinois counties with the highest Hispanic population are listed below with the corresponding number of Hispanic state employees. Of these, Sangamon (+4) and Lake (+1) counties showed an increase in the number of Hispanics in the state workforce from last year, while the remaining 3 counties showed a combined loss of 33 Hispanics from the state workforce. Of the five counties, Cook County lost the greatest number (25) of Hispanics from the state workforce. A review of the Population vs. Workforce data demonstrates that higher population numbers do not necessarily result in representative numbers in the state workforce. For example, there are only 2,000 (1.1%) Hispanics in Sangamon County; yet they comprise the second largest number of Hispanics (119) in the state workforce.

COUNTY	% HISPANIC POPULATION	% HISPANIC STATE WORKFORCE
Cook	(1,071,740) 19.9%	(1,201) 11.9%
Sangamon	(2,000) 1.1%	(119) 1.4%
Will	(43,766) 8.7%	(113) 7.0%
Kane	(95,924) 23.7%	(112) 7.9%
Lake	(92,716) 14.4%	(68) 9.1%

There are 2,141 Hispanic employees statewide in coded positions. The five state agencies with the largest number of Hispanic employees in coded state positions are indicated below.

AGENCY	COUNT OF HISPANIC EMPLOYEES
Department of Human Services	826
Department of Corrections	248
Department of Employment Security	239
Department of Children & Family Services	209
Department of Healthcare & Family Services	122

Of the above agencies, IDHS (+12), the Department of Corrections (+7) and the Department of Healthcare and Family Services (+7) showed an increase in the number of Hispanics hired.

DHS showed a loss of 4 Hispanics from last year; DCFS had 3 fewer Hispanic employees from the previous year. For the past 2 years, both DHS' and DCFS' Hispanic numbers have decreased. DHS decreased from 861 Hispanic employees in December 2008 to the current total of 826, a loss of 35 Hispanics. DCFS decreased from 215 Hispanic employees in December 2008 to the current total of 209, a loss of 6 Hispanics.

Of the 2,141 coded Hispanic state employees, 1,243 are currently receiving bilingual pay for the use of the Spanish language – this represents approximately 58% of Hispanics in the state workforce. The five state agencies that have the highest number of employees receiving bilingual pay for the use of the Spanish language are shown below.

AGENCY	EMPLOYEES RECEIVING BILINGUAL PAY FOR SPANISH LANGUAGE
Department of Human Services	633
Department of Children & Family Services	168
Department of Employment Security	158
Department of Healthcare & Family Services	109
Department of Corrections	33

Of the 5 agencies listed above, both IDHS (+11) and IDHFS (+4) showed an increase from last year. DHS numbers showed no change from last year, while IDOC (-2) and DCFS (-4) both showed a decrease from the previous year. In reviewing the past 2 years, from December 2008 (181) to date, DCFS' number of bilingual/Spanish employees has decreased by 13; DHS' (652) bilingual/Spanish employees decreased by 19; HFS bilingual/Spanish employees decreased by 3; and IDOC bilingual/Spanish employees decreased by 5. IDHS has added 29 more bilingual/Spanish employees during the same reporting period.

When this year's combined numbers (1,243) are compared to last year's (1,236), there was a net gain of 7 bilingual employees in 2010 as compared to 2009 across all state agencies.

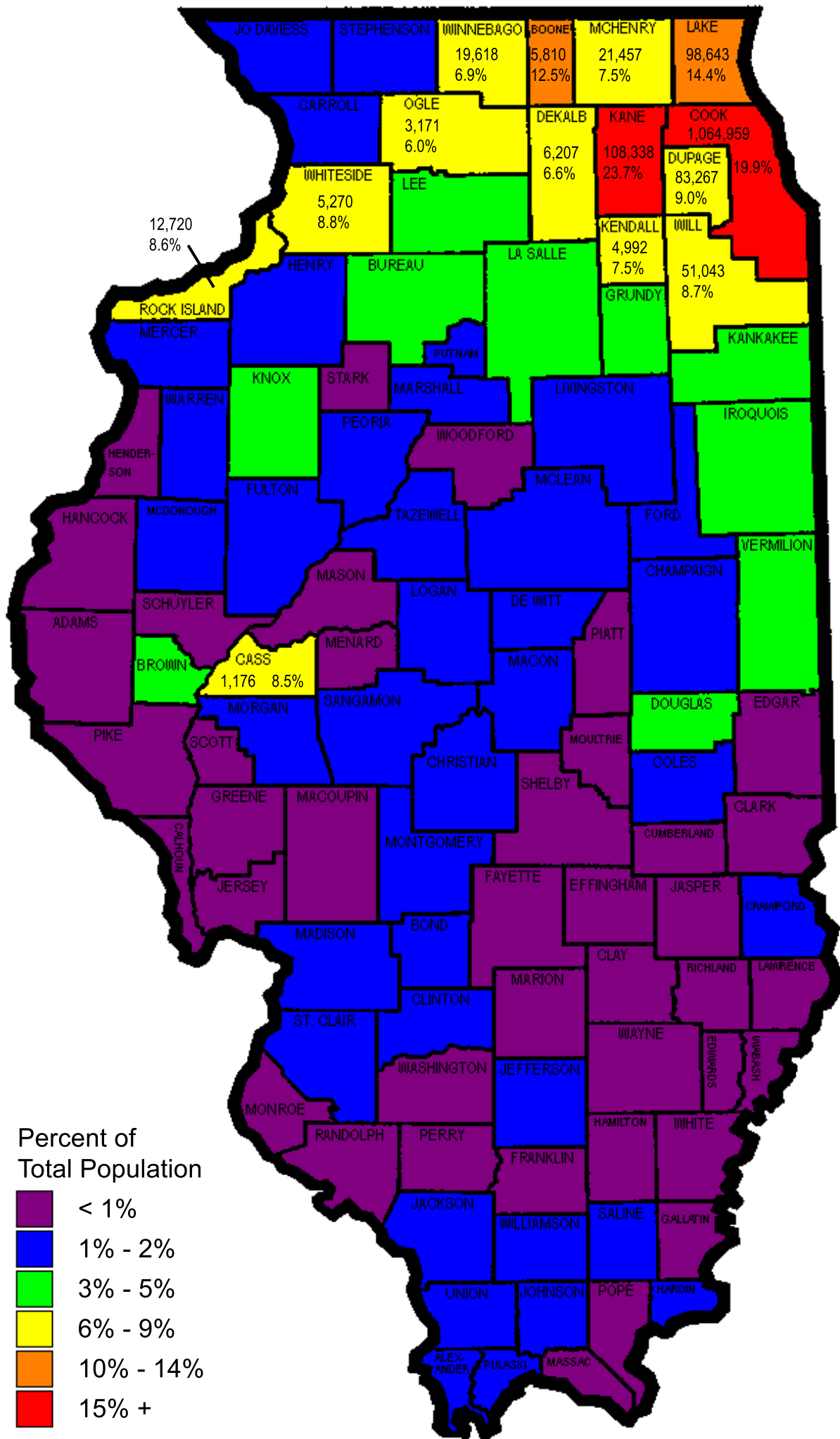
In calendar year 2010, 138,072 open competitive exams were administered. Of those, 13,948 were administered to Hispanics. The graph below illustrates how Hispanics fared when compared to all applicants.

CY 2010	HISPANICS	NON- HISPANICS	TOTAL
Open Competitive Total Grades	13,948	124,124	138,072
A Grade	2,976	42,307	45,283
B Grade	3,769	30,181	33,950
C Grade	2,957	14,678	17,635
Failed Grade	4,246	36,958	41,204

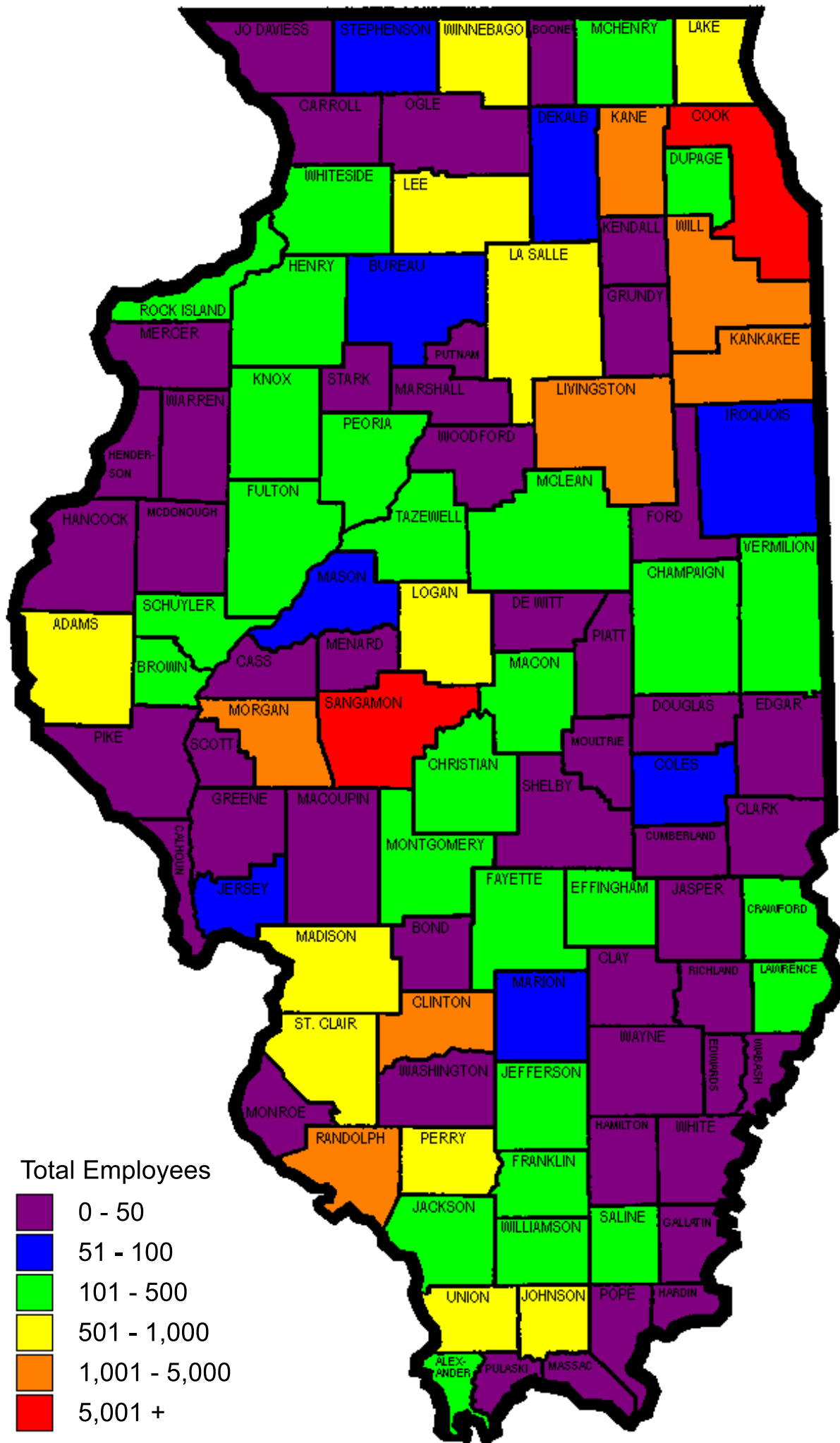
Although, there were fewer Hispanics tested in 2010 (13,948) than in 2009 (14,584), more qualified with an "A" grade in 2010 (2,976) than in 2009 (2,846).

Promotional transactions inclusive of all venues (Upward Mobility Program, promotion, Merit System Transfer with promotion and Promotion to Term) indicate a total of 494 employees were promoted in calendar year 2010; of that total, 22 (4.4%) are Hispanic.

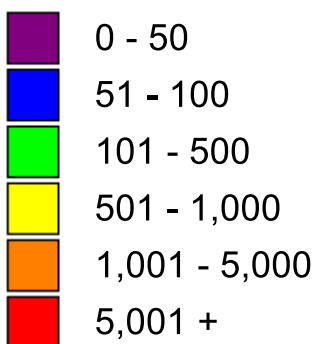
Illinois Hispanic Population 2000 Census Data



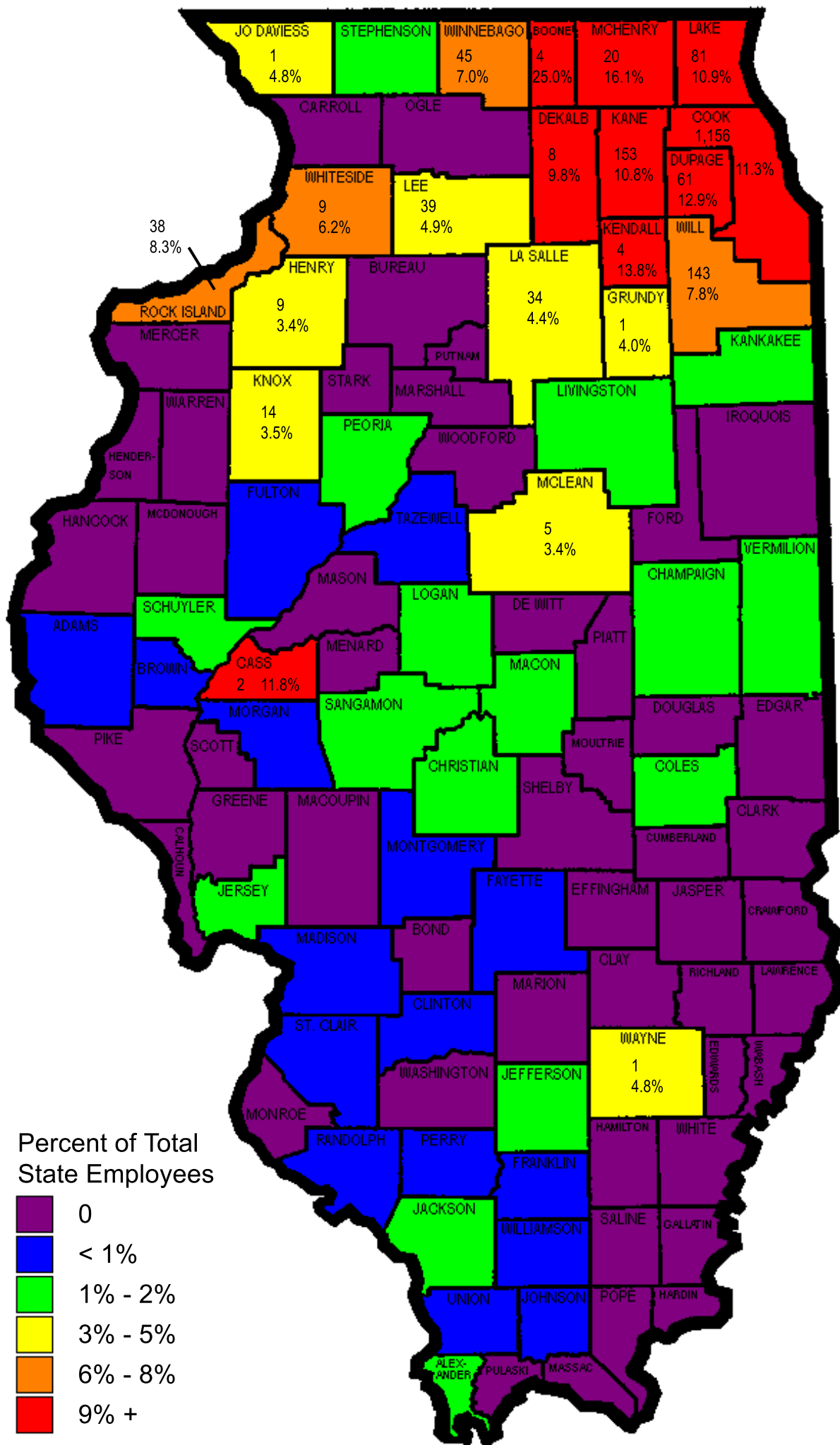
Coded State Employees as of 1/3/2011



Total Employees



Coded Hispanic State Employees as of 1/3/2011



Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% HISPANIC	TOTAL HISPANIC	STATE EMPLOYEES		
				ALL	% HISPANIC	TOTAL HISPANIC
Adams	68,277	0.8%	567	625	0.2%	1
Alexander	9,590	1.4%	138	125	0.0%	0
Bond	17,633	1.4%	253	101	0.0%	0
Boone	41,786	12.5%	5,219	83	14.5%	12
Brown	6,950	3.9%	273	165	0.6%	1
Bureau	35,503	4.9%	1,732	155	3.2%	5
Calhoun	5,084	0.6%	32	51	0.0%	0
Carroll	16,674	2.0%	340	93	1.1%	1
Cass	13,695	8.5%	1,162	208	1.0%	2
Champaign	179,669	2.9%	5,203	307	2.3%	7
Christian	35,372	1.0%	345	500	1.0%	5
Clark	17,008	0.3%	54	56	0.0%	0
Clay	14,560	0.6%	88	65	0.0%	0
Clinton	35,535	1.6%	570	381	0.3%	1
Coles	53,196	1.4%	737	83	0.0%	0
Cook	5,376,741	19.9%	1,071,740	10,116	11.9%	1,201
Crawford	20,452	1.7%	351	227	0.0%	0
Cumberland	11,253	0.6%	68	40	0.0%	0
De Kalb	88,969	6.6%	5,830	171	7.6%	13
De Witt	16,798	1.3%	213	50	0.0%	0
Douglas	19,922	3.5%	690	41	0.0%	0
DuPage	904,161	9.0%	81,366	825	7.9%	65
Edgar	19,704	0.8%	154	104	0.0%	0
Edwards	6,971	0.5%	32	34	0.0%	0
Effingham	34,264	0.7%	252	127	0.0%	0
Fayette	21,802	0.8%	174	337	0.6%	2
Ford	14,241	1.2%	176	44	0.0%	0
Franklin	39,018	0.6%	249	363	0.0%	0
Fulton	38,250	1.2%	478	344	0.3%	1
Gallatin	6,445	0.9%	56	26	0.0%	0
Greene	14,761	0.5%	77	193	0.0%	0
Grundy	37,535	4.1%	1,552	187	3.7%	7
Hamilton	8,621	0.6%	55	65	0.0%	0
Hancock	20,121	0.5%	105	57	0.0%	0
Hardin	4,800	1.1%	51	62	0.0%	0
Henderson	8,213	0.9%	72	25	0.0%	0
Henry	51,020	2.9%	1,467	251	2.8%	7
Iroquois	31,334	3.9%	1,217	149	0.7%	1
Jackson	59,612	2.4%	1,443	629	0.6%	4
Jasper	10,117	0.5%	48	53	0.0%	0
Jefferson	40,045	1.3%	531	222	2.3%	5
Jersey	21,668	0.7%	162	92	0.0%	0
Jo Daviess	22,289	1.5%	342	41	0.0%	0
Johnson	12,878	2.9%	368	356	1.1%	4
Kane	404,119	23.7%	95,924	948	11.8%	112
Kankakee	103,833	4.8%	4,959	1,631	1.5%	24

Kendall	54,544	7.5%	4,086	152	10.5%	16
Knox	55,836	3.4%	1,896	291	4.1%	12
Lake	644,356	14.4%	92,716	746	9.1%	68
La Salle	111,509	5.2%	5,791	734	4.0%	29
Lawrence	15,452	0.9%	137	125	0.0%	0
Lee	36,062	3.2%	1,147	489	3.1%	15
Livingston	39,678	2.7%	1,056	674	2.4%	16
Logan	31,183	1.6%	503	581	0.9%	5
Mc Donough	32,913	1.5%	488	124	0.8%	1
Mc Henry	260,077	7.5%	19,602	252	7.5%	19
Mc Lean	150,433	2.5%	3,833	305	2.0%	6
Macon	114,706	1.0%	1,120	504	1.2%	6
Macoupin	49,019	0.6%	305	427	0.7%	3
Madison	258,941	1.5%	3,925	644	0.8%	5
Marion	41,691	0.9%	378	679	1.2%	8
Marshall	13,180	1.0%	138	35	0.0%	0
Mason	16,038	0.5%	80	198	1.0%	2
Massac	15,161	0.8%	123	83	0.0%	0
Menard	12,486	0.8%	94	502	0.4%	2
Mercer	16,957	1.3%	216	40	0.0%	0
Monroe	27,619	0.7%	203	71	1.4%	1
Montgomery	30,652	1.1%	326	485	1.0%	5
Morgan	36,616	1.4%	496	978	0.8%	8
Moultrie	14,287	0.5%	68	35	0.0%	0
Ogle	51,032	6.0%	3,066	148	5.4%	8
Peoria	183,433	2.1%	3,827	411	1.5%	6
Perry	23,094	1.8%	406	376	0.3%	1
Piatt	16,365	0.6%	101	36	0.0%	0
Pike	17,384	0.5%	87	225	0.0%	0
Pope	4,413	0.9%	40	64	0.0%	0
Pulaski	7,348	1.5%	107	116	0.9%	1
Putnam	6,086	2.8%	171	32	3.1%	1
Randolph	33,893	1.5%	521	879	0.2%	2
Richland	16,149	0.8%	124	155	0.0%	0
Rock Island	149,374	8.6%	12,791	326	9.8%	32
St. Clair	256,082	2.2%	5,604	607	1.2%	7
Saline	26,733	1.0%	258	287	0.3%	1
Sangamon	188,951	1.1%	2,000	8,555	1.4%	119
Schuyler	7,189	0.5%	39	167	1.2%	2
Scott	5,537	0.2%	10	107	0.0%	0
Shelby	22,893	0.5%	110	98	2.0%	2
Stark	6,332	0.9%	54	31	0.0%	0
Stephenson	48,979	1.5%	747	82	1.2%	1
Tazewell	128,485	1.0%	1,331	259	1.5%	4
Union	18,293	2.6%	481	591	0.7%	4
Vermilion	83,919	3.0%	2,504	335	2.1%	7
Wabash	12,937	0.7%	95	40	0.0%	0
Warren	18,735	2.7%	507	116	0.0%	0
Washington	15,148	0.7%	108	123	2.4%	3
Wayne	17,151	0.6%	103	67	1.5%	1
White	15,371	0.7%	103	35	0.0%	0

Whiteside	60,653	8.8%	5,347	376	10.9%	41
Will	502,266	8.7%	43,768	1,621	7.0%	113
Williamson	61,296	1.2%	763	610	1.1%	7
Winnebago	278,418	6.9%	19,206	551	6.7%	37
Woodford	35,469	0.7%	241	104	1.0%	1
Totals	12,419,293	12.3%	1,530,262	47,492	4.4%	2,109

* Information on the general population of Illinois is from the 2000 Census

** Reflects Code Employees as of 12/31/2010

***In addition, 32 Hispanics are employed out of state

Code Hispanic Employees as of 12/31/2010

Agency	Employees		Hispanic %
	Hispanics	Total	
Aging	7	146	4.79%
Agriculture	11	446	2.47%
Arts Council	4	19	21.05%
Capital Development Board	1	46	2.17%
Central Management Services	29	1,423	2.04%
Children & Family Services	209	2,959	7.06%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	17	425	4.00%
Commerce Commission	4	76	5.26%
Corrections	248	11,400	2.18%
Criminal Justice Information Authority	4	60	6.67%
Deaf and Hard of Hearing Commission	0	7	0.00%
Developmental Disabilities Council	0	9	0.00%
Emergency Management Agency	0	94	0.00%
Employment Security	239	1,937	12.34%
Environmental Protection	14	915	1.53%
Financial & Professional Regulation	40	487	8.21%
Gaming Board	3	88	3.41%
Guardianship & Advocacy	6	108	5.56%
Healthcare & Family Services	122	2,277	5.36%
Historic Preservation	1	199	0.50%
Human Rights Commission	5	14	35.71%
Human Rights Department	28	138	20.29%
Human Services	826	13,358	6.18%
Illinois Power Agency	0	0	0.00%
Insurance	12	252	4.76%
Investment Board	0	2	0.00%
Juvenile Justice	63	1,197	5.26%
Labor	11	77	14.29%
Labor Relations Board, Educational	0	12	0.00%
Labor Relations Board, Local	0	0	0.00%
Labor Relations Board, State	1	18	5.56%
Law Enforcement Training and Standards Board	1	16	6.25%
Medical District Commission	0	2	0.00%
Military Affairs	3	125	2.40%
Natural Resources	5	1,236	0.40%
Pollution Control Board	1	21	4.76%
Prisoner Review Board	1	19	5.26%
Property Tax Appeal Board	0	23	0.00%
Public Health	39	1,076	3.62%
Racing Board	0	2	0.00%
Revenue	40	2,022	1.98%
State Fire Marshal	3	137	2.19%

State Police	39	1,307	2.98%
State Police Merit Board	0	6	0.00%
State Retirement Systems	1	85	1.18%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	63	2,409	2.62%
Veterans' Affairs	23	1,208	1.90%
Workers' Compensation Commission	17	173	9.83%
Grand Total	2,141	48,060	4.45%

**Employees in Code Positions Requiring Use of the Spanish
Language as of 12/31/2010**

Agency	Employees		Requiring Spanish %
	Requiring Spanish	Total	
Aging	5	146	3.42%
Agriculture	2	446	0.45%
Arts Council	0	19	0.00%
Capital Development Board	0	46	0.00%
Central Management Services	4	1,423	0.28%
Children & Family Services	168	2,959	5.68%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	8	425	1.88%
Commerce Commission	1	76	1.32%
Corrections	33	11,400	0.29%
Criminal Justice Information Authority	0	60	0.00%
Deaf and Hard of Hearing Commission	0	7	0.00%
Developmental Disabilities Council	0	9	0.00%
Emergency Management Agency	0	94	0.00%
Employment Security	158	1,937	8.16%
Environmental Protection	2	915	0.22%
Financial & Professional Regulation	15	487	3.08%
Gaming Board	0	88	0.00%
Guardianship & Advocacy	4	108	3.70%
Healthcare & Family Services	109	2,277	4.79%
Historic Preservation	0	199	0.00%
Human Rights Commission	3	14	21.43%
Human Rights Department	24	138	17.39%
Human Services	633	13,358	4.74%
Illinois Power Agency	0	0	0.00%
Insurance	3	252	1.19%
Investment Board	0	2	0.00%
Juvenile Justice	4	1,197	0.33%
Labor	8	77	10.39%
Labor Relations Board, Educational	0	12	0.00%
Labor Relations Board, Local	0	0	0.00%
Labor Relations Board, State	1	18	5.56%
Law Enforcement Training and Standards Board	0	16	0.00%
Medical District Commission	0	2	0.00%
Military Affairs	0	125	0.00%
Natural Resources	1	1,236	0.08%
Pollution Control Board	0	21	0.00%
Prisoner Review Board	1	19	5.26%
Property Tax Appeal Board	0	23	0.00%
Public Health	25	1,076	2.32%
Racing Board	0	2	0.00%
Revenue	18	2,022	0.89%

State Fire Marshal	3	137	2.19%
State Police	1	1,307	0.08%
State Police Merit Board	0	6	0.00%
State Retirement Systems	0	85	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	6	2,409	0.25%
Veterans' Affairs	0	1,208	0.00%
Workers' Compensation Commission	3	173	1.73%
Grand Total	1,243	48,060	2.59%

Hispanic Employees in SPSA Positions as of 12/31/2010

Agency	SPSA's		Hispanic %
	Hispanics	Total	
Aging	0	12	0.00%
Agriculture	1	21	4.76%
Arts Council	1	3	33.33%
Capital Development Board	0	0	0.00%
Central Management Services	4	116	3.45%
Children & Family Services	4	50	8.00%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	2	60	3.33%
Commerce Commission	0	0	0.00%
Corrections	4	117	3.42%
Criminal Justice Information Authority	0	4	0.00%
Deaf and Hard of Hearing Commission	0	2	0.00%
Developmental Disabilities Council	0	2	0.00%
Emergency Management Agency	0	6	0.00%
Employment Security	4	66	6.06%
Environmental Protection	1	64	1.56%
Financial & Professional Regulation	5	45	11.11%
Gaming Board	0	12	0.00%
Guardianship & Advocacy	0	8	0.00%
Healthcare & Family Services	4	129	3.10%
Historic Preservation	0	6	0.00%
Human Rights Commission	0	2	0.00%
Human Rights Department	2	9	22.22%
Human Services	12	234	5.13%
Illinois Power Agency	0	0	0.00%
Insurance	2	17	11.76%
Investment Board	0	0	0.00%
Juvenile Justice	2	17	11.76%
Labor	0	4	0.00%
Labor Relations Board, Educational	0	2	0.00%
Labor Relations Board, Local	0	0	0.00%
Labor Relations Board, State	0	2	0.00%
Law Enforcement Training and Standards Board	0	1	0.00%
Medical District Commission	0	0	0.00%
Military Affairs	0	2	0.00%
Natural Resources	2	48	4.17%
Pollution Control Board	0	1	0.00%
Prisoner Review Board	0	0	0.00%
Property Tax Appeal Board	0	1	0.00%
Public Health	3	68	4.41%
Racing Board	0	0	0.00%
Revenue	3	81	3.70%
State Fire Marshal	0	6	0.00%
State Police	2	31	6.45%
State Police Merit Board	0	1	0.00%

State Retirement Systems	0	4	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	1	0.00%
Veterans' Affairs	0	17	0.00%
Workers' Compensation Commission	2	9	22.22%
Grand Total	60	1,282	4.68%

Hispanic Employees in PSA Positions as of 12/31/2010

Agency	PSA's		Hispanic %
	Hispanics	Total	
Aging	1	24	4.17%
Agriculture	0	24	0.00%
Arts Council	1	3	33.33%
Capital Development Board	0	1	0.00%
Central Management Services	3	255	1.18%
Children & Family Services	23	559	4.11%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	4	106	3.77%
Commerce Commission	0	1	0.00%
Corrections	4	235	1.70%
Criminal Justice Information Authority	1	12	8.33%
Deaf and Hard of Hearing Commission	0	2	0.00%
Developmental Disabilities Council	0	3	0.00%
Emergency Management Agency	0	18	0.00%
Employment Security	19	238	7.98%
Environmental Protection	1	79	1.27%
Financial & Professional Regulation	8	62	12.90%
Gaming Board	0	17	0.00%
Guardianship & Advocacy	1	13	7.69%
Healthcare & Family Services	3	272	1.10%
Historic Preservation	0	11	0.00%
Human Rights Commission	0	1	0.00%
Human Rights Department	5	20	25.00%
Human Services	41	769	5.33%
Illinois Power Agency	0	0	0.00%
Insurance	2	73	2.74%
Investment Board	0	0	0.00%
Juvenile Justice	1	24	4.17%
Labor	0	8	0.00%
Labor Relations Board, Educational	0	7	0.00%
Labor Relations Board, Local	0	0	0.00%
Labor Relations Board, State	0	10	0.00%
Law Enforcement Training and Standards Board	0	2	0.00%
Medical District Commission	0	0	0.00%
Military Affairs	0	3	0.00%
Natural Resources	0	72	0.00%
Pollution Control Board	0	9	0.00%
Prisoner Review Board	0	1	0.00%
Property Tax Appeal Board	0	3	0.00%
Public Health	10	246	4.07%
Racing Board	0	1	0.00%

Revenue	4	200	2.00%
State Fire Marshal	0	17	0.00%
State Police	0	89	0.00%
State Police Merit Board	0	1	0.00%
State Retirement Systems	0	11	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	10	0.00%
Veterans' Affairs	1	40	2.50%
Workers' Compensation Commission	2	14	14.29%
Grand Total	135	3,567	3.78%

**Distribution of SPSA Incumbents Between Those Represented by Collective
Bargaining and Those Not Represented by a Union, as of 12/31/2010**

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	0	12	12	0.00%
Agriculture	0	21	21	0.00%
Arts Council	0	3	3	0.00%
Capital Development Board	0	0	0	0.00%
Central Management Services	0	116	116	0.00%
Children & Family Services	0	50	50	0.00%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	0	60	60	0.00%
Commerce Commission	0	0	0	0.00%
Corrections	0	117	117	0.00%
Criminal Justice Information Authority	0	4	4	0.00%
Deaf and Hard of Hearing Commission	0	2	2	0.00%
Developmental Disabilities Council	0	2	2	0.00%
Emergency Management Agency	0	6	6	0.00%
Employment Security	0	66	66	0.00%
Environmental Protection	9	55	64	14.06%
Financial & Professional Regulation	0	45	45	0.00%
Gaming Board	0	12	12	0.00%
Guardianship & Advocacy	0	8	8	0.00%
Healthcare & Family Services	0	129	129	0.00%
Historic Preservation	0	6	6	0.00%
Human Rights Commission	0	2	2	0.00%
Human Rights Department	0	9	9	0.00%
Human Services	13	221	234	5.56%
Illinois Power Agency	0	0	0	0.00%
Insurance	0	17	17	0.00%
Investment Board	0	0	0	0.00%
Juvenile Justice	0	17	17	0.00%
Labor	1	3	4	25.00%
Labor Relations Board, Educational	0	2	2	0.00%
Labor Relations Board, Local	0	0	0	0.00%
Labor Relations Board, State	0	2	2	0.00%
Law Enforcement Training and Standards Board	0	1	1	0.00%
Medical District Commission	0	0	0	0.00%
Military Affairs	0	2	2	0.00%
Natural Resources	14	34	48	29.17%
Pollution Control Board	0	1	1	0.00%
Prisoner Review Board	0	0	0	0.00%
Property Tax Appeal Board	0	1	1	0.00%
Public Health	2	66	68	2.94%
Racing Board	0	0	0	0.00%

Revenue	0	81	81	0.00%
State Fire Marshal	0	6	6	0.00%
State Police	10	21	31	32.26%
State Police Merit Board	0	1	1	0.00%
State Retirement Systems	0	4	4	0.00%
Torture Inquiry & Relief Commission	0	0	0	0.00%
Transportation	0	1	1	0.00%
Veterans' Affairs	0	17	17	0.00%
Workers' Compensation Commission	0	9	9	0.00%
Grand Total	49	1,233	1,282	3.82%

**Distribution of PSA Incumbents Between Those Represented by Collective
Bargaining and Those Not Represented by a Union, as of 12/31/2010**

Agency	Bargaining Unit?		Total	Barg Unit %
	Yes	No		
Aging	19	5	24	79.17%
Agriculture	21	3	24	87.50%
Arts Council	1	2	3	33.33%
Capital Development Board	1	0	1	100.00%
Central Management Services	227	28	255	89.02%
Children & Family Services	549	10	559	98.21%
Civil Service Commission	0	1	1	0.00%
Commerce & Economic Opportunity	103	3	106	97.17%
Commerce Commission	1	0	1	100.00%
Corrections	217	18	235	92.34%
Criminal Justice Information Authority	7	5	12	58.33%
Deaf and Hard of Hearing Commission	0	2	2	0.00%
Developmental Disabilities Council	2	1	3	66.67%
Emergency Management Agency	16	2	18	88.89%
Employment Security	184	54	238	77.31%
Environmental Protection	77	2	79	97.47%
Financial & Professional Regulation	55	7	62	88.71%
Gaming Board	17	0	17	100.00%
Guardianship & Advocacy	12	1	13	92.31%
Healthcare & Family Services	261	11	272	95.96%
Historic Preservation	10	1	11	90.91%
Human Rights Commission	0	1	1	0.00%
Human Rights Department	19	1	20	95.00%
Human Services	657	112	769	85.44%
Illinois Power Agency	0	0	0	0.00%
Insurance	60	13	73	82.19%
Investment Board	0	0	0	0.00%
Juvenile Justice	23	1	24	95.83%
Labor	7	1	8	87.50%
Labor Relations Board, Educational	0	7	7	0.00%
Labor Relations Board, Local	0	0	0	0.00%
Labor Relations Board, State	0	10	10	0.00%
Law Enforcement Training and Standards Board	2	0	2	100.00%
Medical District Commission	0	0	0	0.00%
Military Affairs	3	0	3	100.00%
Natural Resources	64	8	72	88.89%
Pollution Control Board	1	8	9	11.11%
Prisoner Review Board	0	1	1	0.00%
Property Tax Appeal Board	3	0	3	100.00%
Public Health	240	6	246	97.56%
Racing Board	0	1	1	0.00%

Revenue	187	13	200	93.50%
State Fire Marshal	16	1	17	94.12%
State Police	79	10	89	88.76%
State Police Merit Board	0	1	1	0.00%
State Retirement Systems	9	2	11	81.82%
Torture Inquiry & Relief Commission	0	0	0	0.00%
Transportation	8	2	10	80.00%
Veterans' Affairs	18	22	40	45.00%
Workers' Compensation Commission	12	2	14	85.71%
Grand Total	3,188	379	3,567	89.37%

III. 2010 Hispanic Employment Action Plan and Objectives Status

STRATEGY	WHO	WHEN
<u>Leadership</u>		
1.0 Each agency director will be given a copy of the 2010 Hispanic Employment Plan with a letter from the Governor highlighting the importance of diversity in general and Hispanic hiring and bilingual needs in particular.	CMS, Governor's Office	Met. Letter included in HEP submitted to the General Assembly, 2/1/10
1.1 Reconvene the Hispanic Advisory Council to serve as a gratis council of Hispanic subject matter experts to CMS and the Hispanic Employment Plan Administrator. Meetings will be scheduled quarterly.	CMS, Hispanic Advisory Council	Council met on 3/26/10, 6/28/10, and 10/18/10
1.2 Analyze all relevant data to develop 2010 HEP for presentation to the General Assembly by February 1 st , as required by PA 094-0597.	CMS	Met. HEP submitted to the General Assembly per deadline.
<u>Recruitment and Selection</u>		
2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.	DHR, all State Agencies under the Governor's jurisdiction	Met. Ongoing, all forms are reviewed as required.
2.1 Review and analyze the form and procedures used to assess agencies' bilingual needs and bilingual pay.	CMS, Hispanic Advisory Council	Met. Council reviewed and made changes to 2011 form.
2.2 Monitor CMS outreach efforts to ensure that Hispanics are fully informed of newly enacted e-recruiting online application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.	CMS, Hispanic Advisory Council	Ongoing. Data is provided in HEP annual report.
2.3 Coordinate a Hispanic job fair within the Hispanic community to provide information on state job opportunities including the civil service testing and application process.	CMS, Hispanic Advisory Council, Illinois Association of Hispanic State Employees (IAHSE)	The central theme of the 10/8/10 IAHSE annual theme was jobs and included an onsite job fair. CMS participated in several workshops to advise participants on the state employment process.
<u>Education</u>		
3.0 CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS, DHR	Ongoing

STRATEGY	WHO	WHEN
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS personnel managers meetings.	CMS, DHR	Ongoing
3.2 Identify underserved regions based on 2010 projected Census data. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients	CMS, IDHR, Hispanic Advisory Council	Goal will be carried over to 2011 second quarter due to 2010 census data not yet ready for distribution.
<u>Accountability</u> 4.0 CMS will survey agencies to assess their activities in implementing the plan. New survey questions to be added on Exit Interviews, Internship programs, and union status of Hispanics within PSA and SPSA positions	CMS, all state agencies under the Governor's jurisdiction	Survey sent out to all agencies on 10/01/10 with deadline for completion of 10/29/10.
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.	CMS	Met. Summary to be included as part of 2011 Hispanic Employment Plan submitted on 2/1/11.
4.2 Reconvene the Hispanic Advisory Council to assist in developing plan objectives for next reporting year.	CMS, Hispanic Advisory Council	Council met on 10/18/10 to develop objectives presented as Part V of this report.
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.	CMS	Letter included in 2011 Hispanic Employment Plan.

STRATEGY	WHO	WHEN
4.4 In partnership with the Governor's New American's Initiative Project and the Governor's Office, develop a Model Policy to standardize testing of language proficiency across all state agencies.	CMS, HAC, Governor's New American's Initiative Project	Model Policy developed and submitted to the Advisory Council and the Governor's New American's Office for review. Waiting on the Office of New Americans to act on Executive Order 2 so that Model Policy can be distributed to state agencies.
4.5 Develop a statewide multi-year workforce plan	CMS, all state agencies, HAC	Goal to be carried over due to new legislative responsibilities to develop an African American Employment Plan.

IV. Summary of Surveys

In cooperation with the Department of Human Rights, the Department of Central Management Services developed a survey that is sent annually to each coded agency. These surveys guide CMS in identifying agencies' best practices and deficiencies and are utilized to develop and evaluate the State Hispanic Employment Plan goals and objectives.

All coded agencies under the Governor's jurisdiction returned their completed surveys. Survey responses varied depending on each individual state agency's mission and year-to-year priorities. Copies of all date-stamped agency surveys are included in the appendices of this report.

A. Statewide Hispanic Employment Plan Survey 2010 Highlights

The revised survey was distributed on October 1, 2010, to all coded agencies under the jurisdiction of the Governor, and responses were to be returned to CMS by October 29th, 2010. All agencies responded. Survey highlights include the following:

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

- Agency established a Diversity Committee which meets on a monthly basis to address agency issues dealing with hiring, recruiting and affirmative action.

- Established 4 positions in the Affirmative Action Division specifically assigned to work directly on Hispanic hiring and outreach.
- Utilized the IDES Skills match website, along with the CMS electronic posting system for recruitment of bilingual and Hispanic candidates.
- Created an Outreach Committee composed of representatives from 6 state agencies who meet bi-monthly to discuss diversity outreach and recruitment.
- Deputy Director of Human Resources and Agency Director met regularly to strategize efforts to increase the number of qualified Latinas/Latinos, as well as meet Affirmative Action goals.
- Established a specific number of summer internship positions to be filled by Hispanics.
- Developed a comprehensive Hispanic Employment Recruitment Plan inclusive of Hispanic and bilingual recruitment.
- Developed a “Diversity Boot Camp” which is mandatory training for all agency employees.
- Whenever any hiring interviews are scheduled, all Hispanics on grade category list are invited to interview.
- Continued participation in Hispanic professional and student organizations through sponsorship opportunities.
- In an effort to recruit on a broader level, agency now posts on social network sites such as Facebook and Twitter.

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

- Agency established additional Spanish-speaking option positions to be filled once EPAR is approved.
- Agency will be reviewing 2010 Census data, once released, in creating additional bilingual option positions, where needed.
- Highest priority is given to refilling of vacated Spanish-speaking options positions. Efforts to retain Spanish-speaking employees include responding quickly to requests for geographical transfer and increasing the availability of a flexible work schedule.
- Agency created a Latino Hiring Initiative Committee to review and analyze the need for additional Spanish-speaking option positions.
- Agency determines need for bilingual positions based on number of LEP clients, volume of calls requesting language interpreter and review of local census data.
- Agency includes a bilingual employee on Rutan interview panel whenever it fills bilingual positions.
- Agency implemented a worker-initiated request for bilingual testing for conversion into a Spanish-speaking option position when needed.
- Agency developed a structured oral and written test to ensure bilingual proficiency at time of interview.

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

- Ensure that all recruitment and hiring personnel are informed of underutilization prior to scheduling candidates for interview, allowing for increased representation of targeted group on the eligibility list.
- Include Hispanics on all Rutan interview panels.

- Bring more Latinos on board by increasing the use of internships and cooperative programs, thereby improving the likelihood of recruiting them on a permanent basis.
- CMS should organize job fairs with on-site testing and counseling where need is the greatest.
- The CMS application grading process has to be evaluated in that too much time elapses between application and receipt of actual grades.
- Develop and implement onsite Spanish classes for staff.
- It is important for Agency personnel to understand the importance and advantages of having a multifaceted and diverse workforce. This change will only come with education and communication on this issue. Increased training is needed.
- Need an increased budget allocation to fill our many vacancies.
- Identify and implement steps to increase internal programs geared toward retention and advancement of current Hispanic employees.
- Decrease the amount of time required to get EPAR approval.

See Appendix for completed agency surveys.

B. Bilingual Needs and Bilingual Pay Survey Highlights

Survey responses were due to CMS by December 3, 2010. All required agencies complied with the survey request; 17 agencies stated they had no bilingual employees and that based on the mission of their agency, no bilingual positions were needed.

See Appendix for the full report.

V. 2011 Hispanic Employment Action Plan and Objectives

STRATEGY	WHO	WHEN
<u>Leadership</u>		
1.0 Each agency director will be given a copy of the 2011 Hispanic Employment Plan with a letter from the Governor highlighting the importance of diversity in general and Hispanic hiring and bilingual needs in particular.	CMS, Governor's Office	1 st Quarter
1.1 Reconvene the Hispanic Advisory Council to serve as a gratis council of Hispanic subject matter experts to CMS and the Hispanic Employment Plan Administrator. Meetings will be scheduled quarterly.	CMS, Hispanic Advisory Council	Each Quarter
1.2 Analyze all relevant data to develop 2011 HEP for presentation to the General Assembly by February 1 st , as required by PA 094-0597.	CMS, Hispanic Advisory Council	1 st Quarter

STRATEGY	WHO	WHEN
1.3 Address the need for increased Hispanic representation at the Governor's Cabinet level, as well as Agency Director appointments, Deputy Directors and Bureau Chiefs.	CMS, HAC, Governor's Office	1 st Quarter
<u>Recruitment and Selection</u> 2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.	DHR, all state agencies under the Governor's jurisdiction	Ongoing
2.1 Review and analyze the form and procedures used to assess agencies' bilingual needs and bilingual pay.	CMS, Hispanic Advisory Council	3rd Quarter
2.2 Monitor CMS outreach efforts to ensure that Hispanics are fully informed of newly enacted e-recruiting online application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.	CMS, Hispanic Advisory Council	Ongoing. Testing statistics detailed in each annual HEP.
<u>Education</u> 3.0 CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS, DHR, All code agencies	Ongoing
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS agency personnel manager meetings.	CMS	Ongoing
3.2 Identify underserved regions based on 2010 projected Census data. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients.	CMS	2 nd Quarter
3.3 Address the Appropriations Chair and Committee on the Status of the Hispanic Employment Plan, highlighting agencies who are not meeting goals on Hispanic or bilingual hiring.	CMS, IDHR, Hispanic Advisory Council	2nd Quarter
<u>Accountability</u> 4.0 CMS will survey agencies to assess their activities in implementing the plan. New survey questions to be added on Exit Interviews, Internship programs, and union status of Hispanics within PSA and SPSA positions.	CMS, Hispanic Advisory Council	3rd Quarter
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.	CMS, all state agencies under the Governor's jurisdiction	4 th Quarter

STRATEGY	WHO	WHEN
4.2 Reconvene the Hispanic Advisory Council to assist in developing plan objectives for next reporting year.	CMS	4 th Quarter
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.	CMS, Hispanic Advisory Council	4 th Quarter
4.4 In partnership with the Governor's New American's Initiative Project and the Governor's Office, develop a Model Policy to standardize testing of language proficiency across all state agencies.	CMS	4 th Quarter
4.5 Meet with the Illinois Latino Caucus to present on the status of the Hispanic state workforce and the Hispanic Employment Plan.	CMS, Hispanic Advisory Council	3rd Quarter

VI. Conclusion

The State Hispanic Employment Plan has actualized lasting and meaningful change relevant to the underutilization of Hispanics in the State workforce. Many gains have resulted since the first year of the Plan, including the establishment of the Hispanic Employment Plan Advisory Council, the restructuring of the eligibility list to identifying underutilized candidates for interview, better tracking of data relevant to Hispanics, and increased numbers of bilingual/Spanish employees available to serve the Spanish-speaking public. As a result of these and other accomplishments, the State Hispanic Employment Plan has built a foundation on which to build long term success.

However, much more remains to be done, as can be deduced from this year's report. For the first time since 2006, the number of Hispanics in the State workforce failed to increase from the previous year. Also of concern, the growth of bilingual/Spanish employees in the workforce increased by only 7 from the previous year. Given that the population of Hispanics in Illinois continues to increase as well as the need for bilingual services, the number of bilingual employees available to provide services should likewise be growing exponentially. It can be argued that given the budget challenges and loss in the workforce, overall, Hispanic numbers remained fairly stable. However, given the vast underutilization of Hispanics, any loss in their numbers within the State workforce is a significant back-slide.

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