



State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2014

## *HISPANIC Employment Plan*



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

**APPENDICES**



# **Appendix 1**



February 1, 2014

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

Enclosed please find a copy of the 2014 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.

I am a firm believer the benefits of 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 by placing emphasis on recruiting, hiring, training, retention and promotion of Hispanics.

Please share this Plan with your senior management staff including your HR Director, AA/EEO Officer and Recruitment Manager. This 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 the objectives outlined in the Hispanic Employment Plan and better serve the citizenry of our great state. If you have any questions or need additional information, please don't hesitate to contact Carlos R. Charneco at 312/814-0922 or [Carlos.Charneco@illinois.gov](mailto:Carlos.Charneco@illinois.gov) .

Sincerely,

Simone McNeil  
Acting Director

Attachment



# **Appendix 2**



# HIRING MONITOR

Name of Agency \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_  
EEO Job Category \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_

Candidate's Name \_\_\_\_\_  
Position Number \_\_\_\_\_  
E-Par Number \_\_\_\_\_  
Bid Number \_\_\_\_\_  
Date of Hire \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ Disabled \_\_\_\_\_

2. Indicate: Race of person selected \_\_\_\_\_ Sex of person selected \_\_\_\_\_  
Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian and Alaska Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ Disabled	_____	_____	_____
_____ Veterans	_____	_____	_____

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.

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

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

I approve of this hire.

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

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



# PROMOTION MONITOR

Name of Agency \_\_\_\_\_  
 IDHR Region / (Facility) \_\_\_\_\_  
 EEO Job Category \_\_\_\_\_  
 Title of Job to be filled \_\_\_\_\_

Candidate's Name \_\_\_\_\_  
 Position Number \_\_\_\_\_  
 E-Par Number \_\_\_\_\_  
 Bid Number \_\_\_\_\_  
 Date of Promotion \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
 Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
 American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ Disabled\* \_\_\_\_\_

2. Indicate the race and sex of the person promoted: \_\_\_\_\_

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

Total by Category	# Invited	# Interviewed	# Selected
____ Women	_____	_____	_____
____ Black or African American	_____	_____	_____
____ Hispanic or Latino	_____	_____	_____
____ Asian	_____	_____	_____
____ American Indian and Alaska Native	_____	_____	_____
____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
____ Disabled	_____	_____	_____
____ Veterans	_____	_____	_____

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

If yes, from what EEO Job Category? \_\_\_\_\_

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

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.

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

\_\_\_\_\_  
 EEO/AA Officer Date \_\_\_\_\_ 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)]



# **Appendix 3**



## 2014 State Hispanic Employment Plan Survey

Agency: Aging

Submitted: 12/20/2013 4:33:00 PM

Certification: I Agree

Individual Information: Sara Han, Human Resources Administrator, One Natural Resources Way,  
Ste. 100 Springfield, IL 62702, 217-785-3347, sara.han@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
8	Professionals
1	Technicians
0	Protective Service Workers
1	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

7

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

14

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

15

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How many of the employee who vacated your agency during FY 13 were Hispanic?

2

---

How many new employees were hired during FY 13?

31

---

How many new employees hired were Hispanic?

8

---

How many student workers/interns did your agency hire in FY 13?

3

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants, for all positions.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Illinois Department on Aging utilizes the Nextalk/Textnet units to effectively serve clientele with disabilities. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within an agency or at other agencies. Callers may leave messages that can be forwarded through email and outgoing calls can be typed through the PC. Nextalk logs all calls and document all transactions. The department is working toward to fill bilingual coded positions to accommodate the different languages that are needed. In addition to answering the Senior HelpLine, our bilingual staff responds to clients contacting the Department's Circuit Breaker Illinois Cares Rx Division with bilingual Spanish calls, correspondence, translations, and walk-in assistance. The Senior HelpLine logs all bilingual calls and documents through the Nortel IVR phone system and taxonomy. The Department also uses bilingual staff to host public speaking, staffing exhibits and conferences and translating outreach materials and publication materials. We are also looking at an opportunity to fill a bilingual Aging Specialist position in the Chicago office.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The candidate is given both an oral and written test onsite.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

In addition to answering the Senior HelpLine, our bilingual staff responds to clients contacting the Department's Circuit Breaker Illinois Cares Rx Division with bilingual Spanish calls, correspondence, translations, and walk-in assistance. The Senior HelpLine logs all bilingual calls and documents through the Nortel IVR phone system and taxonomy. The Department also uses bilingual staff to host public speaking, staffing exhibits and conferences and translating outreach materials and publication materials. We are also looking at an opportunity to fill a bilingual Aging Specialist position in the Chicago office.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The Department encourages the Hispanic employees to attend the Illinois Association of Hispanic State Employees Conference and any other state sponsored programs/conferences.

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How has your agency ensured that all appropriate staff is complying with the state's 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.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The number of Hispanic employees has increased due to the legislative transfer of SHIP from DOI.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

## 2014 State Hispanic Employment Plan Survey

Agency: Agriculture

Submitted: 12/20/2013 1:31:00 PM

Certification: I Agree

Individual Information: Brent Eggleston, Bureau Chief/HR, Illinois State Fairgrounds, PO Box 19281, Spfld, 62794, 217-524-5125, brent.eggleston@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
  - 1 Technicians
  - 0 Protective Service Workers
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 58 Officials and Managers
  - 106 Professionals
  - 144 Technicians
  - 3 Protective Service Workers
  - 25 Para-Professionals
  - 21 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

357

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As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

14

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

16

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

33

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

26

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

5

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

IDOA's EEO 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IDOA's 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.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

no

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Is this person an Executive senior staff member?

no

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

NA

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Our EEO officer meets with Division Heads/Bureau Chiefs to determine the number of bilingual positions needed.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Structured oral interview and written test.

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Is the Agency compliant with the State Services Assurance Act?

NA

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

NA

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have a bilingual employee up in Cook County that renders services when they are needed.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

IDOA participates in the State of Illinois Upward Mobility Program.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

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

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Following review of the agency's AA Plan by DHR, IDOA was found to be in compliance. 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.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

IDOA has one employee in Cook coundy that is receiving bilingual pay.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

IDOA hired 2 hispanic employees and didnt have any depart.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

IDOA plans to continue recruitment efforts by attending available job fairs as well as ongoing training for appropriate staff regarding underutilization.

## 2014 State Hispanic Employment Plan Survey

Agency: Arts Council

Submitted: 12/4/2013 5:27:00 PM

Certification: I Agree

Individual Information: Romie Munoz, Director of Administration, 100 West Randolph #10-500, 312-814-8250, Romie.Munoz@Illinois.Gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

- 3 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

5

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

2

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

1

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

It is the responsibility of the Director of Administration who is also the Personnel Manager and EEO/AA Officer to comply with the mandates of the Hispanic Employment Plan. In addition, by receiving memo's from the Executive Director, Dept. of CMS Personnel and IL Dept. of Human Rights.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Agency completes the Affirmative Action Plan and is available to Senior staff and the rest of the Agency staff if requested. After the plan is approved, Senior staff is notified of the underutilizations and will address it when possible during the hiring process. Also, by submitting and reviewing the EEO/AA Quarterly reports to the Dept. of Human Rights. The Agency has not be underutilized under this category. The Agency is at parity.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

No

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The Agency does not have a designated staff person who works in the Hispanic community however, we have provided Eliud Hernandez who is a Senior staff member and Encarnacion Teruel to represent the Agency in an official capacity by attending performances and meetings in the Hispanic community.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The IACA is a small Agency of 15 staff members. We currently have one position that is designated to the Spanish Speaking Opt. However, the Agency has not had the funding in the budget to fill this vacancy. With only a few number of constituents that need technical assistance in Spanish; we are able to assist their needs with the other staff members who speak Spanish. Two of which are Senior staff members.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

If and when the Agency is able to fill a vacancy, we will have an oral and written Spanish test for the position.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

NA

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have several staff members at the Agency who speak Spanish. Most of the constituents contact the Agency by telephone and they are transferred to the proper person.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The IACA has offered staff the opportunity to receive outside training to enhance their technology skills. The Agency has encouraged the Union employees to take advantage of the Upward Mobility Program if qualified. Emails and announcements are forwarded to all staff who are interested in attending any other training offered by the State. Recently, several staff members attended a Leadership Development Top Facilitators Training which one of them was a senior staff Hispanic Female. The Hispanic staff receives the IAHSE conference schedule and are encouraged to attend. There are no Hispanics receiving tuition reimbursement from the Agency.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Director of Administration/Personnel Manager submits the mandatory paperwork of the Hiring and Promotional Monitor to the Department of CMS Personnel Transactions when a position has been filled. CMS Personnel Transactions will not accept documents from our Agency without the proper forms in order to process the paperwork.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Agency will continue to hire and promote Hispanics to reach Parity in the underutilized categories. The IACA is at parity.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The IACA has four staff members that are Hispanic. Three are in the Officials and Managers category and one is in the Professional category.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Yes, the Agency increased a Hispanic Female from the Professional category to the Officials and Managers category.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The IACA anticipates to fill a vacancy in the Professionals category in FY14.

## 2014 State Hispanic Employment Plan Survey

Agency: Capital Development Board

Submitted: 12/4/2013 11:17:00 AM

Certification: I Agree

Individual Information: Heather Humphrey, Personnel Administrator, 401 S. Spring, 3rd Fl.  
Springfield 62706, 217-782-7222, Heather.Humphrey@Illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

24

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

13

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

10

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

8

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

21

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Personnel unit advises management/senior staff of the underutilization status of the agency quarterly and during the hiring process. Management receives a copy of the Affirmative Action Plan and Quarterly Reports.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

CDB utilizes various minority outreach programs when hiring in order to recruit qualified minority candidates.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

no

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Due to the limited engagement with the general public, CDB does not have a need for Spanish language-speaking bilingual positions at this time. If the need arises, we will re-evaluate our workforce and make sure that appropriate changes are made.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

CDB does not have any bi-lingual positions.

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Is the Agency compliant with the State Services Assurance Act?

yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

CDB has not encountered this situation.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

CDB allocates funds specifically for the training and development of all employees. Reasonable training requests are approved and paid for by the agency. Code employees are also eligible to participate in the Upward Mobility program offered by CMS and costs are paid by the agency.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Personnel Administrator fills out a Hiring/Promotion monitor when an applicable employment transaction occurs.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

CDB is constrained by budget issues, the AFSCME contract and Personnel Code when hiring employees. That being said, the agency is committed to using all available resources to recruit and hire minority candidates in all EEOC categories.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

CDB hired two Hispanic employees in the Professional category in this time period.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

CDB will continue to utilize various minority outreach groups during the hiring process to recruit qualified minority candidates.

## 2014 State Hispanic Employment Plan Survey

Agency: Central Management Services

Submitted: 12/20/2013 5:17:00 PM

Certification: I Agree

Individual Information: Fred V. Stewart, II, EEO/AA Officer, 401 S. Spring St, Suite 720, Springfield, IL 62706, (217) 558-6713, fred.stewart@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
4	Professionals
0	Technicians
0	Protective Service Workers
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

325	Officials and Managers
485	Professionals
77	Technicians
12	Protective Service Workers
62	Para-Professionals
47	Office and Clerical
335	Skilled Craft Workers
142	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,485

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As of June 30, 2013, 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  
13 Skilled Craft Workers  
7 Service-Maintenance

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

8

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

3

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

4

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How many Rutan interviews were conducted during FY 2013?

199

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

35

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

104

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How many new employees hired were Hispanic?

5

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How many student workers/interns did your agency hire in FY 13?

2

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEO/AA Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO/AA Officer will not concur with a hire/promotion without the promotion or eligibility list, when one exists. Discussions with Shared Services occur as needed when there are questions about a hire or promotion.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Upward Mobility plan is available for assisting employees in getting a promotion, as well as the tuition assistance program, when funds are available. Additionally, employees are able to use the Illinois Statewide Training Clearinghouse to take courses that would enhance their skills making them better candidates for promotions and/or for their own self-development.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No.

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The Department does not have a designated Liaison but the manager (Carlos R. Charneco) of the DEP represents CMS in recruiting of minorities. In addition, the duties of EEO Officer, Fred Stewart,, include outreach to minority groups and provides guidance to the DEP and personnel staff on addressing minority hiring.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

By using surveys such as the Bilingual Needs and Pay Survey and reporting to senior management staff the needs observed during outreach events and as applicants visit our facilities.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Written and oral tests are administered to determine the requisite skills of the applicant.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

CMS has six employees who receive a supplement for their bilingual (Spanish) abilities. If someone calls on a phone and a Spanish speaker is not available, a message will be taken and forwarded to either the Business Enterprise Program unit or the Testing Center in Chicago where our Spanish speaking linguists are who can then return the call and assist the Hispanic clients.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The Upward Mobility plan is available for assisting employees in getting a promotion, as well as the tuition assistance program, when funds are available. Additionally, employees are able to use the Illinois Statewide Training Clearinghouse to take course that would enhance their skills making them better candidates for promotions and/or for their self-development.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The EEO/AA Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO/AA Officer will not concur with a hire/promotion without the promotion or eligibility lists, when one exists. Discussions with Shared Services occur as needed when there are questions about a hire or promotion.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

We should recruit more minorities.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Currently, CMS employs one Official/Administrator, four Professionals and one Paraprofessional who receive the bilingual pay. When the need for more is recognized, the requisite number will be hired within the appropriate EEOC category.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

CMS had five employees who received bilingual pay in FY 2012. In FY 2013, we have six employees who receive that pay.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

They will be increased when as the need arises. Through the use of reports from our bilingual staff and from reports such as the bilingual needs and pay survey, we will assess the need to increase the number of Hispanics and Spanish-speaking staff.

## 2014 State Hispanic Employment Plan Survey

Agency: Children and Family Services

Submitted: 12/19/2013 6:08:00 PM

Certification: I Agree

Individual Information: Tammy Grant, Deputy Director, Employee Services, 5415 N. University,  
Peoria, IL 61614, 309/693-5418, Tammy.Grant@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

32	Officials and Managers
149	Professionals
3	Technicians
0	Protective Service Workers
10	Para-Professionals
14	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

645	Officials and Managers
1,991	Professionals
39	Technicians
0	Protective Service Workers
118	Para-Professionals
272	Office and Clerical
2	Skilled Craft Workers
9	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,732

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As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

16

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

4

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

16

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How many Rutan interviews were conducted during FY 2013?

115

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

35

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

243

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How many of the employee who vacated your agency during FY 13 were Hispanic?

13

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How many new employees were hired during FY 13?

132

---

How many new employees hired were Hispanic?

8

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How many student workers/interns did your agency hire in FY 13?

2

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Office of Affirmative Action Latino Services networks with Latino coalitions to help bolster Latino and bilingual employment at DCFS. Job postings are sent to Latino coalitions and recruitment presentations are conducted once a year. Latino Services and the Selection and Recruitment Unit (S&R) attends a variety of recruitment events such as College/University Job Fairs, Unemployment Job Fairs, and visiting of community and junior colleges to potential of various degrees and career opportunities in state government as well as training on the application process to state government. DCFS maintains an electronic mailbox for all inquiries regarding employment opportunities, recruitments, applications and general questions. As well as develops and produces recruitment/promotional literature for use when DCFS staff attends or recruits at community events and/or functions. In addition, S&R maintains and updates the agency's employment opportunity website and electronically posts all available vacancies on CMS website and college/university sites. S&R has developed and conducted workshop sessions designed to address the hiring and interview process. All academic interns are encouraged and advised on how to apply for employment with DCFS prior to the end of their internships. The EEO Officer continues to meet with the Deputy Director of Human Resources to strategize on diversity promotions, specifically with respect to Latino and bilingual employees. The Office of Latino Services also maintains a Latino Events Calendar for the Department. The calendar identifies various Latino events throughout the State. This information is shared with the Office of Employee Services to be used for recruitment opportunities in the various Latino Communities statewide.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Office of Affirmative Action Latino Services and the Office of Selection and Recruitment are in communication in order to coordinate recruitment efforts throughout the Latino communities of Illinois. Employment materials have been developed in both Spanish and English for Hispanic/bilingual recruitment. The Office of Affirmative Action Latino Services maintains a Latino events calendar for the entire state and continually updates the calendar. The calendar with the Office of Employee Services which signals the possible targeting of Latino/Bilingual recruitment opportunities. A list is created of Spanish bilingual recruitment opportunities during the year.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Teresita M. Gonzalez, Jose Lopez

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Is this person an Executive senior staff member?

no, no

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Latino Services created a partnership with staff at CMS Diversity Enrichment Program to work together on bilingual recruitment for the DCFS job titles. Latino Services staff reached out to

various Latino Coalitions in Illinois, via emails, to recruit bilingual frontline staff. Both Employee Services and Latino Services coordinated all Latino/Bilingual recruitment efforts to the Latino community. Employee Services recruits in colleges and universities statewide. Latino Services staff provides presentations and assists applicants in completing the necessary forms for employment and coaches the applicants on the process to follow. This is very important intervention that is needed to make sure applicants follow-up to make sure they complete the process for employment.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The determination is made by assessing the number of cases in a region by the caseload ratio to determine the number of front line staff. The Burgos Coordinator, the deputy of the division and the Deputy of Employee Services all monitor and provide input on the need for a Spanish-speaking staff to service our clients.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

DCFS requires interns, new hires and those bidding or transferring into a Spanish bilingual position to take a Spanish Bilingual Certification Test to all employees and interns in Spanish bilingual titles. The test assesses oral, written and reading English to Spanish and Spanish to English proficiency. An exception: is if the person has been previously certified by the Burgos Coordinator or the Latino Services Chief for that level of employment. A Spanish-speaking certification must be in their personal record. DCFS employees who are currently in non-bilingual titles who are asked to assist and handle Spanish cases and/or are temporarily assigned to a Spanish caseload must be tested and certified. The Spanish bilingual certification test can only be given by the Burgos Coordinator or the Latino Services Chief. The test is conducted in person. The test has two levels, professional and clerical. It will be determined based on the title being applied for. Step 1: The applicant is given an "oral" test in both languages to determine their ability to interpret both from Spanish to English and English to Spanish. Questions will be asked about the applicant's background, education, job history, career goals and community involvement. Step 2: The applicant is given a "written" test. The applicant is asked to translate a paragraph in writing from English to Spanish and then a different paragraph from Spanish to English. The person is allowed to take all the time they need to finish this part of the test. The time is documented in the result page. Step 3: The applicant is asked to read what he or she wrote both in Spanish and English to review their "reading" ability. Once the three steps are done, the tester can determine the person's familiarity with DCFS terminology. Upon passing the test, this will qualify them to receive Spanish bilingual pay. All candidates filling DCFS Spanish Speaking must be certified as having the ability to speak, write and comprehend Spanish prior to actually start working in the position. The written and Oral certification is conducted by the Office of Latino Services.

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Is the Agency compliant with the State Services Assurance Act?

no

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

In May 2013, the Offices of Affirmative Action and Latino Services completed a DCFS Hispanic/Bilingual Recruitment and Retention Plan. The Plan was provided by the DCFS Director to members of the Illinois Legislative Latino Caucus and the Illinois Latino Family Commission during the legislative hearing that took place on May 13, 2013. The Underutilization, Retention and Recruitment Steering Committee members provide the other committee members with

updated status reports on their Hispanic/bilingual employment efforts and outcomes. Latino Services keeps a database of all Hispanic/bilingual applicants referred for grading to CMS. The Steering Committee reports on the number of persons on the CMS' open competitive eligibility lists for frontline titles. Latino Services will cross reference interviewees with the existing recruitment databases. The Offices of Affirmative Action and Latino Services met with staff from the Division of Technology and Planning who oversee the SACWIS (client case) system to look at the current data collection in the SACWIS system in DCFS, to determine how to collect data on Latino families and children and their language needs. There will be some changes made to the SACWIS system to gather more specific data on Hispanic families, such as: national origin, primary race, their ethnicity and their language preference. The changes to the data collection system are scheduled to take place when the SACWIS 5.1 is implemented.

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Spanish-speaking phone calls and walk-ins are handled by first seeking the assistance of an employee in a Spanish-speaking bilingual title. If no such person is available, the language line is utilized.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

DCFS is comprised of a majority of collective bargaining staff. Promotions are mainly based on seniority. However, the tRaining Division provide ongoing skill based and self-development training to all staff. The Latino Advisory Committee Annual Conference affords staff the opportunity to enhance their skill based knowledge and personal self development. In addition, the Latino Advisory Committee, under the direction fo the Latino Services office, coordinates the Annual Latino Family Institute Training. This is a Training Conference and a series of workshops are designed for both DCFS and contracted private agency staff working iwth Latino families. 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. DCFS also provide Burgos Consent Decree training to address the cultural and language needs of Spanish-speaking familites. Other trainings incloude: Illinois Association of Hispanic State Employees Conhference, the Illinois Associate of Agencies and Community Organizations and Migrant Advocacy Conference and the Latino Behavioral Health Conference.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

A quarterly report of underutilization is provded to deputies and personnel to use during their recruitment, interviewing and selection process. Personnel ensures that all requests to Hire or Promote is accompanied by a Hiring or Promotion Monitor.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

HEP Advisory Council has recommended that DCFS develop procedures which dictates when a Spanish-apeaking bilingual position is needed within the agency. Said policy is pending approval and distribution. DHR, CMS nor the Auditor General have provided recommendation.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Latino Services was unable to fully engage in employment recruitment because of budget constraints. Latino Services participated in the review of agency exam data for testing outcomes

of Hispanic employees to ensure that any barriers preventing Latino/Spanish-speaking bilingual persons from passing exams were addressed.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The underutilization level remained the same.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The employment strategy to increase the number of available bilingual/Spanish employees to service the needs of the Spanish-speaking public is to not only hire bilingual/Spanish employee in bilingual position but to increase the number of Spanish-speaking employees in all titles, Spanish-speaking and non-Spanish-speaking. In that way when a Spanish-speaking position is vacant or one is created, a ready pool of Candidates will already be on board. The Office of Affirmative Action Latino Services and the Office of Selection and Recruitment are in communication in order to coordinate recruitment efforts throughout the Latino community of Illinois. Employment materials have been developed in both Spanish and English for Hispanic/Bilingual recruitment. In addition, DCFS has an Underutilization, Retention and Recruitment Steering Committee currently consisting of representatives from the Office of Employee Services, Communications, the Disability Program and the Office of Affirmative Action which includes, African-American Services, Asian-American Council, Burgos Coordinator and Latino Services. The quarterly meetings address demographic changes within regional areas, underutilization, retention and Hispanic/bilingual staffing needs statewide. Representatives from Operations, Child Protection and Services Intervention were invited to participate this past year. The Office of Employee Services also develops a recruitment plan annually. The Office of Employee Services, Communications Division, and the Office of Affirmative Action are also planning to create and advertise public service recruitment announcements in Spanish-speaking media and newspapers, subject to budget constraints.

## 2014 State Hispanic Employment Plan Survey

Agency: Civil Service Commission

Submitted: 12/5/2013 11:15:00 AM

Certification: I Agree

Individual Information: Andrew Barris, Assistant Executive Director, 607 East Adams, Springfield, Illinois 62701, 217 782 7373, andrew.barris@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
  - 1 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

1

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

0

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

0

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

no

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Is this person an Executive senior staff member?

no

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees. The Civil Service Commission has never had a need for a Spanish speaking bilingual position as the Commission serves employees of the State of Illinois and, to date, the Commission has never encountered a state employee who did not have the ability to speak English.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees. The Civil Service Commission has never had a need for a Spanish speaking bilingual position as the Commission serves employees of the State of Illinois and, to date, the Commission has never encountered a state employee who did not have the ability to speak English. In situations in which an interpreter for the deaf or hard of hearing was needed, the Commission has provided a translator and/or a TTY telephone number.

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees. The Civil Service Commission has never had a need for a Spanish speaking bilingual position as the Commission serves employees of the State of Illinois and, to date, the Commission has never encountered a state employee who did not have the ability to speak English.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees. The Civil Service Commission has never had a need for a Spanish speaking bilingual position as the Commission serves employees of the State of Illinois and, to date, the Commission has never encountered a state employee who did not have the ability to speak English.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

## 2014 State Hispanic Employment Plan Survey

Agency: Commerce and Economic Opportunity

Submitted: 12/20/2013 9:24:00 AM

Certification: I Agree

Individual Information: Victoria Dawn Benn, Agency-Wide EO Compliance/Education & Training  
Mgr., 500 East Monroe Street, 8th Flr., Spfld., IL. 62701, 217/524-2997,  
Victoria.Benn@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

376

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

1

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

1

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

45

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How many of the employee who vacated your agency during FY 13 were Hispanic?

3

---

How many new employees were hired during FY 13?

28

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the 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 DCEO Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or their staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws; and 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 and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Hispanics; and DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Acting Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics to the workforce; and The Deputy Director of EOMC and the DCEO Agency-wide Equal Opportunity Compliance Manager met with the Acting Deputy Director of Human Resources and their staff to strategize our efforts to increase the number of highly qualified Hispanics at DCEO as well as to meet the AA goals.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Director places great emphasis on hiring/promoting highly qualified Hispanic/Latino/Latina applicants and employees within management and professional level positions within the Department. With that said, the Director has designated Paul Orama, Assistant Deputy Director, DCEO Office of Legislative Affairs, as our liaison for Hispanic/Latino Affairs. The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager maintain excellent business relations with internal and external recruitment sources such as: various Local and State Officials of Hispanic/Latino/Latina descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Diversity Enrichment Program; Representatives from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; State agency Recruitment Managers; the Manager of the CMS Veterans Outreach Program; The Illinois Association of Minorities in Government (IAMG); President of the Illinois Association of Hispanic State Employees (IAHSE); Liaisons from the Illinois Dept. of Human Rights in Chicago and Springfield; Central and Southern Illinois Higher Educational Institutions; The Southern Illinois University/Office of Human Resources and the Illinois Worknet facilities that are identified by the DCEO Office of Employment & Training and located in predominately Hispanic/Latino communities. DCEO maintains a close relationship with the following community outreach partners, just to name a few: Amalia Riojaz, Senior Advisor to the Governor - Liaison for Statewide Latino/Latina Affairs - Office of Governor Pat Quinn The Honorable State Senator Antonio Munoz and the Honorable State Representative Maria Antonia Berrios – Illinois Legislative Caucus The Honorable State Representative Luis

Arroyo of the 3rd Legislative District Jose' M. Prado, President, Illinois Association of Hispanic State Employees (IAHSE); Rosemary Bombela, Illinois State Director, League of United Latin American Citizens (LULAC) Guadalupe Preston, Executive Director, Service, Employment & Redevelopment (SER) for the Spanish Community of Chicago Blanca Vargas, Illinois State Director for Women, League of United Latin American Citizens Andrew Sund, President, Illinois Latino Council on Higher Education (ILACHE) Eloy Salazar, Executive Director, Illinois Migrant Council (IMC) Sylvia Puente, Executive Director Latino Policy Forum Jaime Velasquez, Assistant Director, UIC Office of Career Services Oscar Gonzalez, Latina Connections of McLean County Illinois Association of Minorities in Government (IAMG) Susan Allen, Compliance Liaison, Illinois Department of Human Rights Chet Pinski, Compliance Liaison, Illinois Department of Human Rights Carlos Charneco, Manager, CMS Diversity Enrichment Program Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program Mac McKelvey, Manager, CMS Veteran's Outreach Program Statewide Agency EEO Managers State Agency Recruitment Managers Stephen Cantine, Director, Career Center of ISU Linda Moore, Director, EIU Career Services Tammy Craig, Director UIS Career Development Center Jaci DeBrun, Manager, CMS/SD Program Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Robert Morris University; Benedictine University; Lincoln Land Community College; Southern Illinois University/Carbondale DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our budget permits. DCEO was represented at the following Career/Job Fairs, statewide conferences and special events: 25th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 5, 2012, Chicago, Illinois The Department participated as a recruiter during The Honorable State Representative Luis Arroyo Job Fair, October 26, 2012, at Riss Park, 6100 W. Fullerton Avenue, Chicago, Illinois The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager met on January 29, 2013 to discuss the Department's underutilization concerns, employment process and how we might work together to increase the number of highly qualified minorities within the DCEO workforce. As an active member of the Disability Hiring Initiative Committee (DHIC), DCEO assisted in the coordination and successful completion of the first ever Employment Webinar for Persons with Disabilities, March 27, 2013, Springfield, Illinois The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager assisted the DCEO Office of Women's Business Development during the Inaugural Women Business Owner's Symposium held at UIC, March 29, 2013, Chicago, Illinois The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager met on April 17, 2013 with representatives from IDHR and CMS to discuss the significance of the CMS Successful Disability (SD) Opportunities Program and how we might be able to work together. On a regular basis DCEO identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY13, the Department notified those staff members who are still involved in the Rutan hiring process to participate in the new on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible, April 3, 2013. The Department participated as a recruiter/exhibitor at the 25th Annual Illinois Association of Minorities in Government (IAMG) Training Conference, May 8 - 10, 2013, Springfield, Illinois 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 Hispanic/Latino/Latina 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 Hispanic/Latino/Latina 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 Hispanic/Latino/Latina employees to DCEO management staff for consideration when promotional opportunities arise.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Yes. Paul Orama, Assistant Deputy Director of Legislative Affairs

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Is this person an Executive senior staff member?

No. However, there are instances when Paul Orama is requested, as one of DCEO's higher level management staff, to represent the Department and the Director during statewide or other special events. When requested, Paul also attends monthly Executive Staff meetings on behalf of his immediate supervisor.

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Paul Orama was not named DCEO's Hispanic liaison until September 2013. During FY13 the Department did not have a designated Hispanic liaison.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Department assesses the staffing needs to serve the Hispanic/Latino/Latina community through communication with our Program Managers, Regional Economic Development staff and the DCEO Hispanic/Latino liaison.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The Department conducts an oral interview in the presence of a person who can speak the language in question.

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Is the Agency compliant with the State Services Assurance Act?

DCEO is not one of the agencies specified in Section 3-15 of 5ILCS 382/3-15.

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Department can access language interpretive services (for 150 languages) through the Illinois Department of Central Management Services.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for Hispanic/Latino/Latina 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.

---

How has your agency ensured that all appropriate staff is complying with the state's 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 for (full-time, permanent hires, part-time permanent hires and promotions in the agency, including trainees, provisional employees and semi-automatic promotions pursuant to the collective bargaining agreement). 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. And the DCEO Office of EOMC reminds HR on a periodic basis of this mandate.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Both the HEP, DHR and CMS should work together to develop an electronic on-line training session for hiring authorities and HR personnel indicating how the importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts) are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be made mandatory within all state agencies, especially for hiring authorities and HR personnel; Rutan training should be made available in the Chicago area; The State of Illinois should consider increasing the number of highly qualified minorities as Human Resource Managers.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

2013 Hispanic employee summary:	2014 Hispanic employee summary:	10 –
Official/Managers	11 – Official/Managers	7 –
Professionals	5 – Professionals	2 – Para-
Professional	2 - Para Professionals	1 –
Office/Clerical	1 – Office/Clerical	0 – Skilled Craft
Worker	0 – Skilled Craft Worker	2013 Spanish-speaking bilingual
summary:	2014 Spanish-speaking bilingual	summary: 0 –
Official/Managers	0 – Official/Managers	4 –
Professionals	3 – Professionals	1 – Para-
Professional	1 – Para-Professional	1 –
Office/Clerical	1 - Office/Clerical	

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Officials/Administrators – Hispanics During FY13 two (2) Hispanics were hired into the Officials/Administrators EEO job category: 1-Hispanic Woman Official/Administrator/DCEO

Office of International Market Event Development - Region 1/Cook County 1-Hispanic Male Official/Administrator/DCEO Office of Grant Management - Region 7/Sangamon County Note: No Hispanic Officials/Administrators were promoted during this period During FY13 one (1) Hispanic Official/Administrator chose to voluntarily retire or separate by other means from state service: 1-highly qualified Hispanic Male Deputy Director/DCEO Chicago Office of Business Development Professionals – Hispanics Note: No Hispanic Professionals were promoted during this period During FY13 two (2) Hispanic Professionals chose to voluntarily retire or separate by other means from state service: 2-Hispanic Male Professionals/DCEO Chicago Office of Energy Assistance

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Department encourages all DCEO employees, including Hispanic/Latino/Latina staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Hispanic/Latino/Latina employees are also requested to access our DCEO Portal II system on the Intranet to identify current vacancies as they occur. DCEO encourages all staff to connect friends and family members who are interested in state service, by accessing the 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. Hispanic/Latino/Latina applicants with disabilities should contact the CMS/SD Program Coordinator. And Hispanic/Latino/Latina veterans should contact the CMS/Veteran's Outreach Program Coordinator.

## 2014 State Hispanic Employment Plan Survey

Agency: Corrections

Submitted: 12/27/2013 1:14:00 PM

Certification: I Agree

Individual Information: Karey Wanless, IDOC Personnel Manager, 1301 Concordia Court, 217-558-2200, Karey.Wanless@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

9	Officials and Managers
32	Professionals
9	Technicians
208	Protective Service Workers
2	Para-Professionals
7	Office and Clerical
5	Skilled Craft Workers
11	Service-Maintenance

---

As of June 30, 2013, 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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

352	Officials and Managers
1,324	Professionals
310	Technicians
7,677	Protective Service Workers
177	Para-Professionals
275	Office and Clerical
318	Skilled Craft Workers
681	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,114

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

18

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

4

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How many Rutan interviews were conducted during FY 2013?

4

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

2

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

687

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How many of the employee who vacated your agency during FY 13 were Hispanic?

16

---

How many new employees were hired during FY 13?

612

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How many new employees hired were Hispanic?

23

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How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Recruiters participate in jobs fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, ILLCF, Educational Institutions organizations and governmental entities.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Attending Hispanic related conferences, recruitment fairs, and providing IDOC Affirmative Action Plan for the State Hispanic Employment Plan

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Dave Gomez, Miriam Gutierrez

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Is this person an Executive senior staff member?

Miriam Gutierrez

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

They attend the Hispanic State Employees conferences, and all Hispanic and Latino related functions presented in the community

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

An assessment of the 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

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Oral and written test are given

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

When Hispanic clients are in need of translation, the agency supplies staff to assist by phone or person

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Staff opportunities for promotion exist within negotiated contractual language filling vacancies. The Upward Mobility Program is also available and encouraged within the Dept. of Corrections for career advancement

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

With each recommendation for hire, promotion, or transfer, a hiring and promotion monitor is submitted and approved by the agency EEO officer prior to any commitments being made to fill the position

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

To continue to hire and promote Hispanics to reach parity in the underutilized categories

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

IDOC keeps statistics based on regions. In addition, IDOC keeps statistics on employee if he/she is receiving bilingual pay, not that an employee is actually bilingual

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

IDOC has reduced underutilization by 1.3% from last year

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Dept. of Corrections continues to monitor and track hiring goals where there are underutilizations noted. The agency attempts to meet those needs whenever possible

## 2014 State Hispanic Employment Plan Survey

Agency: Criminal Justice Information Authority

Submitted: 12/30/2013 1:27:00 PM

Certification: I Agree

Individual Information: Luz Agosto, Associate Director/Office of Human Resources, 300 W. Adams, Suite 200, Chicago, IL 60606, 312 7930473, Luz.Agosto@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

6

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How many of the employee who vacated your agency during FY 13 were Hispanic?

1

---

How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

We comply with Equal Employment Opportunity. We interview all qualified candidates provided by the CMS recruitment process.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Not applicable.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

Not applicable

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Not applicable

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Not applicable

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Not applicable

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not applicable

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Not applicable

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Not applicable

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Employment training as directed by CMS.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Not applicable.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

There are Five Hispanic Full time employees who are not required to be Spanish-speaking bilingual. Three are coded Professionals; One is coded Para-Professional. One is coded Clerical.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Yes, One decrease due to One retirement, Hispanic female.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Not applicable

## 2014 State Hispanic Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission

Submitted: 12/20/2013 4:12:00 PM

Certification: I Agree

Individual Information: Tonia R. Bogener, Legal Counsel / EEO Officer, 528 S. Fifth Street, Suite 209, Springfield, IL 62701, 217/557-4493, tonia.bogener@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 4 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
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

2

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

1

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

1

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

1

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the 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. IDHHC posts all vacancies on various disability organizations such as the National Hispanic Council of the Deaf and Hard of Hearing. Given the population this agency serves, it is a necessity that all employees are fluent in American Sign Language. Unfortunately, this requirement substantially limits the number of qualified applicants when filling vacancies.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

In addition to posting on the CMS system, all job vacancies are posted to various deaf and disability organizations. Included among these posting is the National Hispanic Council for 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.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No.

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Is this person an Executive senior staff member?

No.

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Due to the agency's limited headcount and the population it serves, it currently does not have a need for Spanish language-speaking bilingual position.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The Director assesses bilingual skills for American Sign Language (ASL) during the interview and ability to use ASL to communicate with deaf staff on a daily basis. Currently, the only bilingual positions involve ASL.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

If a Hispanic client does not communicate using American Sign Language, IDHHC would utilize the telephone conversation language interpretation contract negotiated by CMS or if appropriate utilize Spanish Telecommunication Relay Services.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

None. Due to the agency's limited headcount and budget restraints, no special internal employment programs are formed. All employees are able to request training opportunities available through the Statewide Training Clearinghouse offered to state employees. Budget restraints prevent IDHHC from approving any employee tuition reimbursements.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

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

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Due to the limited headcount and that all EEOC category contains less than 5 employees, IDHHC is not required to calculate underutilization. IDHHC posts all job vacancies on the CMS system and various deaf and disability organizations. Included among these postings is the National Hispanic Council of the Deaf and Hard of Hearing. Additionally, the IDHHC Commissioners are essential in the recruitment process as they represent not only the deaf community but often subcultures including Hispanic, Asian and African American.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

None.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

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

## 2014 State Hispanic Employment Plan Survey

Agency: Developmental Disabilities Council

Submitted: 12/12/2013 9:50:00 AM

Certification: I Agree

Individual Information: Janinna Hendricks, Fiscal & Operations Director, 830 South Spring Street, Springfield, IL 62704, 217-782-9696, Janinna.Hendricks@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

2

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

2

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

0

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

1

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the 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.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The Council has not undertaken any strategies specifically related to Hispanic employment during the year. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

NA

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Is this person an Executive senior staff member?

NA

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

NA

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes Tele-Interpreters to assist people who speak Spanish or other languages when necessary.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

NA

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

NA

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes Tele-Interpreters

to assist people who speak Spanish or other languages when necessary.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

All agency employees are encouraged to participate in personal development trainings and activities. The agency organizes agency-wide training for all employees.

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How has your agency ensured that all appropriate staff is complying with the state's 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.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Council has received no recommendations from any of the above listed entities.

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Provide results of your agency's staffing in regards to 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. One hire occurred in FY 13 and it was an African American candidate.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

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 Hispanics as well as individuals from other minority groups, including people with disabilities.

## 2014 State Hispanic Employment Plan Survey

Agency: Emergency Management Agency

Submitted: 12/16/2013 10:51:00 AM

Certification: I Agree

Individual Information: Kevin Moore, Labor Relations Administrator, 1035 Outer Park Dr.,  
Springfield 62704, 2177823184, kevin.moore@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 38 Officials and Managers
  - 138 Professionals
  - 17 Technicians
  - 0 Protective Service Workers
  - 10 Para-Professionals
  - 10 Office and Clerical
  - 1 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

1

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

4

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

7

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

9

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

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

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Send vacancy notifications via email to Illinois Association of Hispanic State Employees and other organizations that assist in job placement for minorities.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

No

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The EEO/AA officer provides recommendations.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The agency does not have any bilingual positions.

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Is the Agency compliant with the State Services Assurance Act?

N/A

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

IEMA's website and the Ready Illinois website can be translated into a number of different languages.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

IEMA employees are encouraged to take advantage of training opportunities both inside of state government and out. IEMA does not currently have anyone receiving tuition reimbursement.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Public Safety Shared Services and CMS will not process any personnel transactions without the appropriate monitor. The IEMA EEO/AA officer is responsible for completing the monitors.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

IEMA does not have any bilingual positions. In the event of an emergency, we would utilize other state agency partners and the Illinois National Guard.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

N/A

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

IEMA will continue to address underutilization as vacancies occur.

## 2014 State Hispanic Employment Plan Survey

Agency: Employment Security

Submitted: 12/20/2013 4:16:00 PM

Certification: I Agree

Individual Information: Caroline J. Alamillo, Interim EO Officer, 33 South State Street, 10th Floor, Chicago, IL 60603, 312-793-9290, Caroline.Alamillo@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

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As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

235	Officials and Managers
1,132	Professionals
18	Technicians
0	Protective Service Workers
38	Para-Professionals
24	Office and Clerical
0	Skilled Craft Workers
4	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,451

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

8

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

7

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How many Rutan interviews were conducted during FY 2013?

132

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

1

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

421

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How many of the employee who vacated your agency during FY 13 were Hispanic?

39

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How many new employees were hired during FY 13?

65

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How many new employees hired were Hispanic?

9

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How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

15

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Periodic meetings with Human Resources Staff; Outreach staff & Operations staff receive reminders on recruitment. Director's reviews of EO Human Rights Quarterly Reports.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Participate in job fairs in areas w/large Hispanic populations & Ill. Assoc. of Hispanic State Employees (IAHSE) job fairs. Contact colleges w/significant Hispanic student body (ex., UIC, DePaul, N-E. Ill. University). Send job postings to IAHSE & workforce organizations serving Hispanic community (Nat'l Latino Educational Institute, Instituto Progreso), to IDES offices serving many Hispanic job seekers. Send job opportunities to local community-based organizations. As part of outreach to the disabled community, agency took part in ADA Celebration events, including job fairs. Referred bilingual Spanish-speaking clients to apply for grade for IDES positions. Will post job openings on Illinois JobLink to recruit bilingual Spanish speakers.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Betty Torres

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Is this person an Executive senior staff member?

No

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Notices sent out randomly - distribution list not sorted by race, follow Policies & Procedures. Outreach to Hispanic community organizations.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Community based EO monitoring of local offices.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Give oral interviews and also written tests.

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Is the Agency compliant with the State Services Assurance Act?

Yes.

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Bilingual Spanish-speaking staff will take phone calls & service walk-in clients. If no bilingual staff are available, telephone interpreter services are used. Propio is the designated vendor used for telephone interpreting.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Human Resources (HR) provide information to all new employees on the bidding process. There's a guide posted on the internal website to instruct employees how to apply for promotional jobs. HR staff is available to answer questions. Employees are made aware of tuition reimbursement & upward mobility program.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The EEO office reviews all hiring & promotion monitors and provides feedback to Human Resources (HR). HR staff & EEO staff meet periodically to ensure compliance w/CMS rules. EO officer will review selection of candidates before an appointment has been made. IDES incorporated the process within its policy & procedures (P&P1203) to ensure the underutilization of minorities is considered.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

DHR/CMS sends postings that are put on CMS website. EEO directs agency employees to that website.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Number of Hispanic Officials/Administrators decreased from 27 to 25 compared to the past fiscal year 2012. Number of Professional bilingual staff decreased from 145 to 141 compared to the past fiscal year 2012.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Number of Hispanic Officials/Administrators decreased from 27 to 25 compared to the past fiscal year 2012. Number of Hispanic Professional staff decreased from 193 to 180 compared to the past fiscal year 2012. The decrease was due to layoffs, reductions and retirements.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Participate in job fairs in areas w/large Hispanic populations & Ill. Assoc. of Hispanic State Employees (IAHSE) job fairs. Contact colleges w/significant Hispanic student body (ex., UIC, DePaul, N-E. Ill. University). Send job postings to IAHSE & workforce organizations serving Hispanic community (Nat'l Latino Educational Institute, Instituto Progreso), to IDES offices serving many Hispanic job seekers. Send job opportunities to local community-based organizations. Referred bilingual Spanish-speaking clients to apply for grade for IDES positions. Will post job openings on Illinois JobLink to recruit bilingual Spanish speakers. Agency will continue to participate in ADA-related events and job fairs for the disabled community.

## 2014 State Hispanic Employment Plan Survey

Agency: Environmental Protection Agency

Submitted: 12/17/2013 4:08:00 PM

Certification: I Agree

Individual Information: Jill Johnson, EEO/AA Officer, 1021 North Grand Avenue East Springfield IL 62702, 217/785-2911, Jill.Johnson@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

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As of June 30, 2013, 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

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

144	Officials and Managers
570	Professionals
55	Technicians
0	Protective Service Workers
46	Para-Professionals
59	Office and Clerical
3	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

812

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As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

8

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

1

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

2

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How many Rutan interviews were conducted during FY 2013?

9

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

40

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

16

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

45

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Office of Human Resources, the personnel liaisons of each Bureau, the Director, Labor Relations Manager and other senior staff are provided copies of the Agency's Affirmative Action Plan which includes information about the underutilization of Hispanics and the numeric goals to reduce underutilization.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO/AA Officer works with the Office of human Resources by sharing underutilization information. In addition to developing a Hispanic Employment Plan, the attends a number of number of diversity fairs including the annual IAHSE conference. The Agency invites all Hispanics on open competitive lists for interviews.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Agency uses a sample of calls to determine that adequate service is provided to the public and surveys bilingual staff annually in conjunction with the Bilingual Needs and Pay Survey.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Bilingual skills are assessed via structured oral interviews.

---

Is the Agency compliant with the State Services Assurance Act?

No

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

The Agency utilizes the thirteen bilingual staff it has as necessary to meet any needs for a bilingual skill.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Any calls or visits by Hispanic clients with limited English speaking would be assigned to bilingual staff.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

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.

---

How has your agency ensured that all appropriate staff is complying with the state's 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.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Official?Administrators: 2 Professionals: 10 Technicians: 2 Office/Clerical: 2

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The number of Hispanic staff did not change from the prior year.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The EEO/AA officer works with the Office of Human Resources by sharing underutilization information. In addition to developing a Hispanic Employment Plan, the Agency attends a number of diversity fairs, including the Illinois Association of Hispanic State Employees conference and invites all Hispanics on open competitive lists for interviews.

## 2014 State Hispanic Employment Plan Survey

Agency: Executive Ethics Commission

Submitted: 1/7/2014 10:08:00 AM

Certification: I Agree

Individual Information: Adam Alstott, Deputy General Counsel and EEO/AA Officer, 518 Wm. Stratton Bldg. 401 S. Spring Springfield, IL 62706, (217) 558-3724, adam.alstott@illinois.gov

---

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

2

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

1

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

12

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

1

---

How many new employees were hired during FY 13?

10

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEC has no Coded or Union positions, so many of the initiatives in the plan are inapplicable. However, in addition to posting vacant positions on the requisite CMS websites, the EEC has sent the position postings to the Illinois Association of Minorities in Government, the Illinois Department of Employment Security, and L.U.L.A.C. Internal meetings have also regularly included discussion of potential EEO hiring initiatives.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

In addition to posting vacant positions on the requisite CMS websites, the EEC has sent the position postings to the Illinois Association of Minorities in Government, the Illinois Department of Employment Security, and L.U.L.A.C. The EEC has also made efforts to reach participants in the University of Illinois at Springfield's Graduate Public Service Internship Program.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

No

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

N/A

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

All of the Chief Procurement Offices' Procurement Professionals were free, comprehensive training from the National Institute of Government Purchasing in order to aid in their obtaining/retaining their professional accreditation.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Hiring and Promotion Monitor requirements are not applicable to the EEC, as there are no Coded or Rutan positions.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Our annual Affirmative Action Plan reported no underutilization in any EEOC category.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Flat

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

1. Continue our current practices related to job postings. 2. Increase efforts at Illinois Universities regarding entry level positions and potential internship opportunities.

## 2014 State Hispanic Employment Plan Survey

Agency: Financial and Professional Regulation

Submitted: 12/19/2013 2:42:00 PM

Certification: I Agree

Individual Information: Vivian Toliver, PSA1, James R. Thompson Center, 100 W. Randolph St., Suite 9-300, Chicago, IL 60601, (312) 814-1764, vivian.toliver@illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
6	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

122	Officials and Managers
297	Professionals
14	Technicians
0	Protective Service Workers
60	Para-Professionals
30	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

431

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

2

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

10

---

How many Rutan interviews were conducted during FY 2013?

18

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

73

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

6

---

How many new employees were hired during FY 13?

21

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

31

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

1

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IDFPR does not actively recruit any employment group. However, IDFPR does post current agency job openings; post the job openings on the agency employment website; e-mail current job postings to other State agencies; and, e-mail the postings to outside employment websites.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Yes

---

Is this person an Executive senior staff member?

Mario Pantajo

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Please see question No. 21.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The staffing needs are determined by the number of telephone calls, complaints, and license applications submitted by the Spanish speaking community.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The Shared Services Center conducts a written and oral test of each candidate for a bilingual position. The test requires each candidate to translate a paragraph from English to the designated language, read a paragraph in the designated language, and then translate the paragraph into English. Based on each candidate's answer, Shared Services determines if the candidate can speak, read, and write the designated language at a colloquial level.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have Spanish speaking employees who can be called upon to answer telephone calls at the reception desk; and, handle walk-ins.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public.

Please include information on Hispanics receiving tuition reimbursement:

IDFPR does not offer tuition reimbursement. Also, IDFPR encourages all employees to take advantage of CMS' training courses. In addition, IDFPR pays the yearly registration fee for any employee wishing to attend the Hispanic Employee Coalition.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

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

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

There have been no recommendations.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Please see question No. 21.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Please see question No. 21.

## 2014 State Hispanic Employment Plan Survey

Agency: Gaming Board

Submitted: 12/19/2013 4:18:00 PM

Certification: I Agree

Individual Information: Karen Weathers, EEO Officer, 801 S. 7th Street, Suite 400 S. Springfield, IL 62706, 217-558-3019, karen.weathers@igb.illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

158

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

2

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

48

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

4

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

9

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

25

---

How many new employees hired were Hispanic?

3

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Illinois Gaming Board's hiring and interview processes are conducted by the A & R Shared Services Center. All interview staff are Rutan certified and well versed on the rules and procedures that all state agencies are mandated to follow.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IGB was able to participate in two job fairs this year; one at Joliet Jr. College and another at the Arsenal in Rock Island. IGB will continue outreach efforts regarding IGB employment opportunities.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Karen Weathers

---

Is this person an Executive senior staff member?

Yes

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The EEO Officer coordinates the recruitment efforts for the Illinois Gaming Board, and the IGB will continue to participate in various job fairs and other outreach efforts within the State of Illinois. It is a goal of this agency to address the Hispanic underutilization in FY 14 by utilizing CMS' Diversity Enrichment Program and other recommended sources made by CMS, DHR, or any interested individual within the Hispanic community.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Illinois Gaming Board does not have any positions that are designated as Spanish-speaking.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Not applicable

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Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not applicable

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Illinois Gaming Board has several employees on staff who speak Spanish, so we have been successful in communicating with Spanish speaking clients when necessary.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Central Management Services sponsors various career enhancement and self development programs to the State of Illinois at no cost. Additionally, the Illinois Gaming Board has a semi-automatic promotional ladder that was negotiated for the titles of Gaming Special Agent Trainee to a Gaming Special Agent, to a Gaming Senior Special Agent. We have no hispanic employees who have requested tuition reimbursement during FY 2013.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Illinois Gaming Board relies heavily on the A & R Shared Services Center to follow all rules and regulations of the hiring process. In addition, our Administrator and EEO Officer reviews and approves all hiring and promotional monitors, and Shared Services provides the appropriate documentation to support such hires and promotions.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Illinois Gaming Board has not received any recommendations from these entities pertaining to the Board's Hispanic Employment Plan.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Illinois Gaming Board continues to hire additional employees due to the demands of video gaming, and this expanding program will continue to provide future employment opportunities. We encourage all qualified candidates to apply for employment opportunities and we will continue to make outreach efforts to address the Board's underutilization of one (1) Hispanic employee.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

As of June 30, 2013, IGB reported employing ten (10) Hispanic employees; this is an increase from seven (7) Hispanic employees as of June 30, 2012.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Illinois Gaming Board recommends that all interested candidates, including minorities, females, and the disabled, seek grades from CMS to maintain their eligibility so that all qualified candidates are prepared when advertisements for employment opportunities are made available. We will continue to make outreach efforts to address the Board's underutilization of one (1) Hispanic employee.

## 2014 State Hispanic Employment Plan Survey

Agency: Guardianship and Advocacy Commission

Submitted: 12/19/2013 11:26:00 AM Certification: I Agree

Individual Information: Bobbie Fox, Human Resources Director, 160N. LaSalle St., Chicago, IL 60601, 312-793-5335, bobbie.fox@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

- 1 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

6

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

6

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

4

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

4

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEO Officer and the HR Director work with supervisors in an awareness effort concentrating on the hiring of Hispanic employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

---

Is this person an Executive senior staff member?

Not applicable

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Not applicable.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Determined by assessing our client needs in various geographical areas of the state.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Structured oral interview.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not applicable

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have bilingual staff and in a few cases have used the help of DHS bilingual employees.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Lack of funding prohibit us from setting aside line item for such programs, however employees are made aware of the State Upward Mobility Program.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

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

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

---

Provide results of your agency's staffing in regards to 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 many hiring opportunities.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The majority of our hires are bargaining unit titles. We must follow the contractual hiring process in the agreement between the State of Illinois and AFSCME. However, where we have the opportunity to interview and hire a qualified Hispanic applicant, we will definitely follow thru in accord with the contract.

## 2014 State Hispanic Employment Plan Survey

Agency: Healthcare and Family Services

Submitted: 12/19/2013 3:14:00 PM

Certification: I Agree

Individual Information: Derrick Davis, CHief EEO/AA Officer, 401 South Clinton, 5th Floor, Chicago, IL 60607, (312) 793-4322, derrick.davis@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

11	Officials and Managers
86	Professionals
1	Technicians
0	Protective Service Workers
38	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

432	Officials and Managers
1,316	Professionals
39	Technicians
0	Protective Service Workers
383	Para-Professionals
167	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,035

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As of June 30, 2013, provide the underutilization for Hispanics by category:

7 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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

23

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

21

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

2

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How many Rutan interviews were conducted during FY 2013?

505

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

2

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

177

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

13

---

How many new employees were hired during FY 13?

188

---

How many new employees hired were Hispanic?

19

---

How many student workers/interns did your agency hire in FY 13?

7

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEO/AA Office actively monitors all employment documents and reports within the Bureau of Selection & Recruitment as well as the Division of Personnel staff, ensuring compliance with mandated guidelines. The Division of Personnel and EEO/AA staff cooperatively responds to inquiries relative to targeted recruitment and has begun new initiatives to increase minority representation within HFS.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO/AA Office actively monitors compliance of all hiring and promotion activities (not limited to reviews of employment documents and reports generated by the Bureau of Selection & Recruitment). Along with the Division of Personnel, HFS has begun initiatives including participation in a graduate internship program and the formalization of an mentoring program to foster upward mobility for Hispanics. We have also established a database of statewide Hispanic organizations to disseminate employment/recruitment information when opportunities arise.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

NA

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Is this person an Executive senior staff member?

NA

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

NA

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

These numbers are determined on geographic need. The numbers are driven by factors such as the frequency with which Spanish language individuals come in contact with the program and the number or proportion of Spanish language individuals eligible to be served or likely to be encountered by the program.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

HFS utilizes a structured oral interview as well as a written test.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

NA

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

HFS is required to take reasonable steps to ensure meaningful access to our programs and activities by LEP persons. We utilize competent bilingual staff to interpret between English speakers and the LEP persons, or to orally interpret written documents from English into another language. If a bilingual worker is unavailable, then HFS utilizes telephone interpreter service lines. HFS also translates vital written materials into the language of each frequently-encountered LEP group eligible to be served and/or likely to be affected by the HFS service provider's program.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

HFS is in the process of developing a mentoring program to help increase upward mobility for all under-represented classes (including Hispanics). We have also entered into an agreement with a local university graduate internship program which will enhance our ability to increase minority management. HFS offers a varied array of self-development training and has a tuition reimbursement program.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The EEO/AA Office reviews all Hiring and Promotion monitors for compliance in accordance with IDHR regulations relative to this matter. There is an open ongoing dialogue between the Division of Personnel; the Bureau of Selection & Recruitment and the EEO/AA Office. All appropriate hiring staff is provided with quarterly updates regarding underutilization information and the three entities (Personnel, Selection & Recruitment and EEO) work interactively to ensure the integrity of the process.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

NA

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

In FY 13, Hispanic employees constituted 6.4% of the workforce, up from 6% in FY 12. This number represents a .4% increase in the number of Officials/Administrators; a .4% increase in the number of Technicians; a 1.2% increase in Para-Professionals and a .7% increase in Office Clerical staff. The Professional category remained constant. Hispanic employees in FY 13 constituted 95% of the total employees receiving bilingual pay within HFS.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

There was an increase in the total number of Hispanics in FY 13 from the previous year from 125 employees (6%) to 134 (6.4%) of the total workforce. There were no decreases.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

HFS is monitoring the workforce and the population that we service. Where needed, we are designating positions as Spanish-speaking where the need exists. We are also looking into networking with community organizations who service the Hispanic population for more diverse

recruiting methods in an attempt to include more Hispanics as candidates for potential vacancies. We are also exploring a minority mentorship program which may assist in the upward mobility of current Hispanic employees.

## 2014 State Hispanic Employment Plan Survey

Agency: Historic Preservation

Submitted: 12/20/2013 8:54:00 PM

Certification: I Agree

Individual Information: Dawn DeFraties, Human Resources Director, 313 S. 6th Street; Springfield, IL 62701, 217-785-7948, Dawn.DeFraties@Illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 24 Officials and Managers
  - 84 Professionals
  - 3 Technicians
  - 0 Protective Service Workers
  - 18 Para-Professionals
  - 8 Office and Clerical
  - 8 Skilled Craft Workers
  - 25 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

10

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

212

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

6

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

1

---

How many new employees were hired during FY 13?

6

---

How many new employees hired were Hispanic?

1

---

How many student workers/interns did your agency hire in FY 13?

8

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Training, monitoring of hiring data and open conversations.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IHPA has sent documentation to CMS the first bilingual (Spanish speaking) position the Agency has ever had. Once this position is approved, we will recruit candidates for interview.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Through the collection and analysis of visitor data and through community history exhibits and programs.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

We will be utilizing structured oral interviews or written test depending on the needs of the organization and the duties of the position.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We would utilize an interpretation service.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

IHPA offers and encourages employees to take advantage of training through the Training Clearinghouse or other state agencies. We have had no employee request tuitino reimbursement during this reporting period.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Training, monitoring of hiring data and including hiring and promotion monitor requirements on hiring on-boarding checklists.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Through retirement, IHPA workforce saw a decrease in one Hispanic employee; however, we did hire a Hispanic employee after the close of this reporting period.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

By creating the first Spanish-speaking position in the Agency and seeking funding, recruiting and selecting two candidates for employment in the Abraham Lincoln Presidential Museum.

## 2014 State Hispanic Employment Plan Survey

Agency: Human Rights Commission

Submitted: 12/5/2013 11:16:00 AM

Certification: I Agree

Individual Information: Dr. Ewa I. Ewa, CFO/Personel Direction, 100 W. Randolph #5-100, Chicago Illinois 60601, 312-814-6281, ewa.ewa@illinois.gov

---

As of June 30, 2013, 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
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
  - 2 Para-Professionals
  - 2 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

3

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

3

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

1

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

3

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

1

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

3

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

n/a

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

n/a

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

n/a

---

Is this person an Executive senior staff member?

n/a

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

n/a

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

n/a

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

n/a

---

Is the Agency compliant with the State Services Assurance Act?

yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

n/a

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have bilingual staff.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

n/a

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

n/a

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

n/a

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

n/a

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

n/a

## 2014 State Hispanic Employment Plan Survey

Agency: Human Rights Department

Submitted: 12/30/2013 10:00:00 AM

Certification: I Agree

Individual Information: Bobbie Wanzo, Deputy Director, James R. Thompson Center, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601, 312-814-6245, Bobbie.Wanzo@illinois

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
16	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

30	Officials and Managers
91	Professionals
4	Technicians
0	Protective Service Workers
7	Para-Professionals
15	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

143

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

6

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

5

---

How many Rutan interviews were conducted during FY 2013?

8

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

5

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

7

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

3

---

How many new employees were hired during FY 13?

11

---

How many new employees hired were Hispanic?

4

---

How many student workers/interns did your agency hire in FY 13?

If your agency employed student workers/interns in FY 13 how many were Hispanic?

1

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Department'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. 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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The IDHR has a position dedicated to community relations and outreach, and one of the duties with respect to outreach is minority diversity. The position works to identify potential candidates for employment with the Department of Human Rights. In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc., such as - Access Chicago ADA Celebration in Springfield Deaf Awareness Day DHS Office of Civil Rights Roundtable Humboldt Park Community Outreach Initiative Mexican Consulate's Labor Rights Week Peace Day Celebration in Chicago's Daley Plaza Rainbow PUSH's Annual Conference Rantoul Harvest Festival State Legislators' District Offices 3rd District State Representative Luis Arroyo Job Fair Central States SER DHS Disabilities Fair IDES Veteran Job Fair Illinois Hispanic Chamber of Commerce Illinois Latino Legislative Caucus Foundation Conference Latina Behavioral Health Conference Maria Mangual Latina Leadership Conference Truman College Community Career and Resource Expo Congressman Lipinski Senior Fair Illinois State Bar Association Illinois Association of Agencies and Community Organizations for Migrant Advocacy (IAACOMA) Annual Conference Illinois State Bar Association Governor's Office of New Americans Final Report on Immigration Integration Illinois Municipal Human Relations Association Annual Conference

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Hector Villagrana, Amalia Martinez, Abdi Maya

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Is this person an Executive senior staff member?

Yes, Hector Villagrana is a member of the Executive Staff

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The Chief of Legislative and Intergovernmental Affairs is a member of the Governor's Office of New Americans and has participated in job fairs, recruitment efforts, in addition to being one of the Department's policy makers as a member of the Executive Committee. The Department's Supervising Attorney participates as a member of the Hispanic Advisory Committee and conducts outreach and training as needed or required. The Outreach coordinator is a member of the

Institute for Training and Development and participates in activities to provide education, outreach and training. The IDHR liaisons are dedicated to community relations and outreach, and one of the duties with respect to outreach is minority diversity. 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. In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Department's Executive Staff meet regularly to review the Department's staffing pattern and the needs of the customers we serve.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Depending on the position for which the Department is recruiting, oral interviews and/or written testing is utilized. One or both are utilized to determine the candidate's ability to write and speak Spanish.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

The Agency is compliant with the State Services Assurance Act. The Agency completes and submits the required "Bilingual Needs and Bilingual Pay Survey." The 2013 survey was submitted as required on December 13, 2013.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Department of Human Rights has Spanish-speaking bilingual staff who handle Spanish-speaking calls and clients but on the rare occasion that no one is available, the Department also uses an interpreter service.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

- 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 Hispanic 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. As a result of budget restrictions, there was no tuition reimbursement available for Department staff in FY'2013.

---

How has your agency ensured that all appropriate staff is complying with the state's 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.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

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

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Illinois Department of Human Rights continues to seek opportunities to improve, and reports that as of June 30, 2013, 29 (20%) of its actual headcount is Hispanic. Additionally, 26 (18%) of DHR's actual headcount has the Spanish-speaking bilingual option. As of June 30, 2013, there was no underutilization in any EEO category as reported.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The level remained basically the same from last year. The Department is not underutilized.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

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. The Department continues to improve its website and the translation of its brochures into multiple languages.

## 2014 State Hispanic Employment Plan Survey

Agency: Human Services

Submitted: 12/23/2013 3:31:00 PM

Certification: I Agree

Individual Information: Scott Viniard, Bureau Chief, Bureau of Employee Services, 100 S. Grand Ave. East, Springfield, 217/557-9264, Scott.Viniard@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

55	Officials and Managers
529	Professionals
127	Technicians
14	Protective Service Workers
52	Para-Professionals
119	Office and Clerical
0	Skilled Craft Workers
35	Service-Maintenance

---

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

32	Officials and Managers
429	Professionals
25	Technicians
4	Protective Service Workers
32	Para-Professionals
66	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

141	Officials and Managers
1,020	Professionals
623	Technicians
17	Protective Service Workers
109	Para-Professionals
112	Office and Clerical
2	Skilled Craft Workers
127	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,939

---

As of June 30, 2013, provide the underutilization for Hispanics by category:

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

---

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

13

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

2

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

35

---

How many Rutan interviews were conducted during FY 2013?

680

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

253

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

1,426

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

62

---

How many new employees were hired during FY 13?

840

---

How many new employees hired were Hispanic?

85

---

How many student workers/interns did your agency hire in FY 13?

3

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

IDHS has a centralized Recruitment and Selection Unit responsible for hiring. Hiring staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts monthly meetings to discuss and monitor all legislative mandates of the Hispanic Employment Plan. IDHS also has active members on the Illinois Hispanic Advisory Council and the Latino Family Commission. IDHS' Office of Hispanic Advisory Council and Latino Family Commission. IDHS' Office of Hispanic and Latino Affairs assists and partners with the Latino community as well as performs outreach and recruitment to help address affirmative action goals and underutilization of Hispanic within IDHS.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Monthly Recruitment, Hiring and Discipline Committee meetings are held, Limited English Proficiency Committee meetings are held, and targeted recruitment on the community. The Recruitment Unit has developed a Recruitment Database which includes many Hispanic organizations. Communications are sent specifically to Hispanic organizations, community groups and partnerships, including e-blasts to the above mentioned groups. The Recruitment Unit has participated in Latino events in an effort to recruit potential candidates, for example LULAC. OHLA also sends e-blasts to their targeted email list with 900-1200 community contacts. Job opportunities have been posted on the Chicago Latino Network E-Newsletter, which reaches 40,000 Latino professionals and they have been shared with the Latino Mental Health Providers Network. OHLA did intensive outreach and recruitment during testing opportunities for Mental Health Technician Trainees. The Recruitment Unit has developed a Hispanic Recruitment Plan, which is continually being refined.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Nelida Smyser-DeLeoan

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Is this person an Executive senior staff member?

Yes

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

OHLA does assist HR in recruitment efforts. OHLA works with the EEO office and HR on recruiting latinos, African Americans, Asians, polish, Russian, urdo.. etc. OHLA recruits at community events, through our OHLA email blast and our legislators.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

As a result of the commitment of IDHS, the Agency has created the Limited English Proficiency (LEP) Committee to review and analyze the need for additional Spanish Speaking positions. The LEP Committee works with all Divisions to ensure each one has an LEP plan which includes

hiring sufficient bilingual staff. Moreover, in the fall of 2010 IDHS Divisions were asked to conduct a Spanish bilingual needs assessment to identify which of the ePARs being submitted should be coded as a Spanish bilingual option. This effort ensured that new ePARs would take Spanish bilingual needs into consideration and sought to increase the number of Spanish bilingual staff across the state.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

IDHS requires the successful completion of a structured, intensive foreign language proficiency test. The test includes both oral and written sections and it is administered by a fully bilingual staff.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Resources from two CMS Master Contracts which provide bilingual services and DHS' Office of Hispanic and Latino Affairs staff are used to address Spanish-speaking phone calls for services, advocacy and to address the needs of walk-ins.

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

IDHS will continue to rely on suggestions from the Office of Hispanic and Latino Affairs, Recruitment, Hiring and Discipline Committee, and the Limited English Proficiency Committee. IDHS will continue to assess the agency's need for Hispanic upper management positions in the agency on a regular basis and will conduct targeted recruitment in the Latino community, especially when any testing opportunities are available. IDHS employees, 96% being union employees, are allowed and encouraged to participate in the Upward Mobility Program which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employee Collective Bargaining Unit. The Upward Mobility Program will pay 100% of each employee's tuition and approved fees at all state colleges, universities, community colleges, state agencies and contractual training centers, contingent upon available funding.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Hiring and Promotion Monitors are reviewed by the Chief Equal Employment and Affirmative Action Officer for IDHS to ensure consistency with IDHS' and IDHR's policies, goals and directives. IDHS monitors and reports agency efforts to utilize hiring opportunities to meet performance standards regarding Hispanics, other minorities and females to address underutilization and reach affirmative action hiring goals. The Chief provides quarterly and annual data, complete with an update and analysis, via email to all Executive Staff to promote awareness and compliance.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Per Bureau of Civil Affairs, none.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

FY12 total Hispanic underutilization = 90 FY13 total Hispanic underutilization = 66 FY14 total Hispanic underutilization = 122 The number increased from last year

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

FY12 total Hispanic underutilization = 90 FY13 total Hispanic underutilization = 66 FY14 total Hispanic underutilization = 122 Most of the EEO categories evidenced slight increases in the underutilization from last year. The only explanation we have is that the population data shows an increase of persons in this affirmative action group in the areas where there are Colleges and Universities and this is where the underutilization increases were found.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Monthly Recruitment, Hiring and Discipline Committee meetings are held, Limited English Proficiency Committee meetings are held, and targeted recruitment on the community. The Recruitment Unit has developed a Recruitment Database which includes many Hispanic organizations. Communications are sent specifically to Hispanic organizations, community groups and partnerships, including e-blasts to the above mentioned groups. The Recruitment Unit has participated in Latino events in an effort to recruit potential candidates, for example LULAC. OHLA also sends e-blasts to their targeted email list with 900-1200 community contacts. Job opportunities have been posted on the Chicago Latino Network E-Newsletter, which reaches 40,000 Latino professionals and they have been shared with the Latino Mental Health Providers Network. OHLA did intensive outreach and recruitment during testing opportunities for Mental Health Technician Trainees. The Recruitment Unit has developed a Hispanic Recruitment Plan, which is continually being refined. IDHS will continue to rely on ongoing policy suggestions from the Office of Hispanic and Latino Affairs, Recruitment, Hiring and Discipline Committee, and the Limited English Proficiency Committee. IDHS will continue to assess the agency's needs for bilingual personnel on a regular basis and will conduct targeted recruitment in the Latino community, especially when any testing opportunities are available.

## 2014 State Hispanic Employment Plan Survey

Agency: Illinois Commerce Commission

Submitted: 12/12/2013 10:09:00 AM

Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Ave,  
Springfield, IL 62693, 217-785-1407, lmyers@icc.illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 46 Officials and Managers
  - 168 Professionals
  - 4 Technicians
  - 7 Protective Service Workers
  - 12 Para-Professionals
  - 3 Office and Clerical
  - 1 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

6

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

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How many Rutan interviews were conducted during FY 2013?

10

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

16

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

10

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How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

2

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

When we have a vacancy, it is posted on the ICC and Work 4 Illinois websites. It is also sent to the Illinois Association of Minorities in Government, and they post the position on their website. We also seek referrals and recommendations from the Diversity Enrichment Program staff concerning our vacancies. We also have received assistance from Rep. LaShawn K. Ford, who published our vacancies in a jobs bulletin. In years where we have more vacancies, we have often attended minority-orientated career fairs—especially at the University of Illinois. Other contact, vary by position but are typically minority student organizations related to the specific type of vacancy involved—engineering, accounting, economics, etc.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

In determining the number of Spanish positions needed, our Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2013, 567 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 409 of these requests, for a 27.9% failure rate. There are daily unavoidable gaps in phone coverage due to our low staffing level. We have determined that we need an additional Spanish speaking counselor.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The only bilingual positions the ICC currently has are Spanish/English positions. Since we have Spanish-speaking Rutan interviewers, we intend to conduct parts of the structured interviews in Spanish.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Our phone system allows Hispanic clients who are limited English speakers, to speak with Spanish speaking counselors.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The ICC publicizes free training programs offered by CMS and other state agencies. Employees that are part of the AFSCME bargaining Unit can participate in the state's Upward Mobility program, an option previously unavailable to our employees.

---

How has your agency ensured that all appropriate staff is complying with the state's 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.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

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

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Provide results of your agency's staffing in regards to 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.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Due to budget constraints, we are not sure we will be doing much hiring this year.

## 2014 State Hispanic Employment Plan Survey

Agency: Inspector General

Submitted: 12/20/2013 8:17:00 AM

Certification: I Agree

Individual Information: Wendy Washington, Director of Human Resources, 69 W. Washington, Suite 3400, Chicago, IL 60602, 312-814-5716, wendy.washington@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 9 Officials and Managers
  - 23 Professionals
  - 31 Technicians
  - 0 Protective Service Workers
  - 4 Para-Professionals
  - 11 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

10

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

18

---

How many new employees hired were Hispanic?

5

---

How many student workers/interns did your agency hire in FY 13?

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The OEIG's EEO/AA officer monitors OEIG employment practices to ensure compliance with all applicable laws.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The OEIG's EEO/AA officer monitors OEIG employment practices to ensure compliance with all applicable laws.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

OEIG management monitors operations to ensure the OEIG has Spanish-speaking staff available to assist the public.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The OEIG does not have any positions coded as bilingual.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The OEIG has Spanish-speaking staff available to assist clients seeking our services.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The OEIG encourages all of its employees to participate in training programs. The OEIG does not presently provide tuition reimbursement to any of its employees.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The OEIG's EEO/AA officer monitors employment practices to ensure compliance.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

No recommendations have been received.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The OEIG employs Hispanics in the following EEOC categories: 1 Officials/Managers; 3 Professionals; 3 Technicians; 1 Paraprofessional; and 1 Office/Clerical. The office/clerk employee is a certified Spanish-speaking bilingual person.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

As an Affirmative Action Group, Hispanics are presently not underutilized by the OEIG. The OEIG presently has sufficient Spanish-speaking bilingual staff to meet the public's needs.

## 2014 State Hispanic Employment Plan Survey

Agency: Insurance

Submitted: 12/5/2013 3:07:00 PM

Certification: I Agree

Individual Information: Ryan Gillespie, Senior Policy Advisor, 320 West Washington - Springfield, IL 62767, 217-782-6369, ryan.gillespie@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
  - 2 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 86 Officials and Managers
  - 94 Professionals
  - 43 Technicians
  - 0 Protective Service Workers
  - 13 Para-Professionals
  - 8 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

6

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

3

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

82

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

31

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

2

---

How many new employees were hired during FY 13?

29

---

How many new employees hired were Hispanic?

3

---

How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The agency uses CMS/Shared Services for most hiring needs. However, the agency realizes the need to communicate its desire to increase diversity to meet own goals.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The agency uses CMS/Shared Services for most hiring needs. However, the agency realizes the need to communicate its desire to increase diversity to meet own goals.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The agency evaluates the number of Spanish-speaking phone calls recieved to determine the proper allocation of bilingual needs for the entire agency.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The agency follows CMS guidelines and utilizes information gathered in interviews, as well as written tests.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

All Spanish-speaking phone calls for services and advocacy received are currently directed to staff identified within the agency with necessary bilingual skills to respond to the consumer.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Staf is generally allowed to take state-sponsored courses and quality, free programs in their local area to increase skills.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

CMS/Shared Services handles these duties for the agency. The agency EEO/AA Officer does review Hire Monitors prior to signing.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Agency has not undertaken any studies outside of EEO/AA filings and other mandated filings by government authorities.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The agency had a decrease from 13 to 12 in the FY13. This was due to a legislative order that moved a unit from Department of Insurance to the Department of Aging effective 4/1/2013.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The agency is restricted by the use of Shared Services. The agency recognizes it is vital key staff understand the importance and benefits of having a diverse workforce. Equality and education in the work environment are also key.

## 2014 State Hispanic Employment Plan Survey

Agency: Investment Board

Submitted: 12/9/2013 12:16:00 PM

Certification: I Agree

Individual Information: Alise M. White, Deputy Executive Director, 180 N. LaSalle - Suite 2015, 312-793-5714, alise.white@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

10

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As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

---

How many Rutan interviews were conducted during FY 2013?

0

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

2

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

1

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Efforts are made to comply with all mandates. Hiring is minimal due to size of the Agency. During FY 2013 there was 1 new hire.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Hiring is minimal due to size of staff and minimal turnover.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

NA

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Is this person an Executive senior staff member?

NA

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

NA.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

NA.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

NA.

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Is the Agency compliant with the State Services Assurance Act?

See below

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

We are not a designated Agency in the Act and maintain very minimal contact with the public.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

NA

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Hiring is minimal due to size of staff and minimal turnover.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The EEO Officer is involved in all hiring decisions.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

NA

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

1 new position filled. 0 Hispanic.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No change

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The EEO Officer sources candidates from open posting through industry publications, the Illinois CPA Society and various temporary agencies. However hiring is minimal due to the size of the Agency.

## 2014 State Hispanic Employment Plan Survey

Agency: Juvenile Justice

Submitted: 12/20/2013 12:05:00 PM

Certification: I Agree

Individual Information: Diana K. Shreck, Acting Human Resource Administrator, 2021 Kentville Road, 309-852-4601 x1011, Diana.Shreck@doc.illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

44	Officials and Managers
805	Professionals
18	Technicians
0	Protective Service Workers
22	Para-Professionals
15	Office and Clerical
30	Skilled Craft Workers
59	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

993

---

As of June 30, 2013, provide the underutilization for Hispanics by category:

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

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

5

---

As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

3

---

How many Rutan interviews were conducted during FY 2013?

22

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

8

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

503

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

23

---

How many new employees were hired during FY 13?

40

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Recruiters participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, IILCF, educational institutions, organizations, and governmental entities. Recruiters are also trained to focus on underutilization in targeted areas.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Attend Hispanic related conferences, recruitment fairs; and providing the Illinois Department of Juvenile Justice Affirmative Action Plan for the State Hispanic Employment Plan.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

no

---

Is this person an Executive senior staff member?

n/a

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

n/a

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Bilingual needs of clients vary based on average commitment of 6 months or less. Contractual provisions allow for temporary assignment pay when existing staff are required to assist with bilingual needs on an intermittent basis.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Central Management Services conducts the bilingual skills assessment for our agency.

---

Is the Agency compliant with the State Services Assurance Act?

No

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Continue recruitment efforts by continuing to participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, IILCF, educational institutions, organizations, and governmental entities. Recruiters are also trained to focus on underutilization in targeted areas.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Clients are referred to staff who are able to assist them.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Staff opportunities for promotion within negotiated contractual Filling of Vacancies language. The Upward Mobility Program is also available and encouraged within DJJ for career advancement.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

With each recommendation for hire, promotion, or transfer across geographical regions or job category, a Hiring & Promotion Monitor is submitted and approved by the agency EEO officer prior to any commitment being made to fill the position.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Continue to hire and promote Hispanics to reach parity in the underutilized categories.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We employ a total of 60 Hispanics across all EEOC categories, of which most are bi-lingual Spanish-speaking.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Underutilization increased in Hispanics due to the closure of two youth facilities.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Continue to hire and promote Hispanics to reach parity in the underutilized categories.

## 2014 State Hispanic Employment Plan Survey

Agency: Labor Department

Submitted: 12/20/2013 1:15:00 PM

Certification: I Agree

Individual Information: Salvatore Calace, Human Resources Director, 160 North Lasalle St. Suite 1300 Chicago, IL 60601, 312-793-4463, sal.calace@illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
  - 4 Professionals
  - 4 Technicians
  - 0 Protective Service Workers
  - 2 Para-Professionals
  - 2 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

- 13 Officials and Managers
  - 35 Professionals
  - 22 Technicians
  - 0 Protective Service Workers
  - 8 Para-Professionals
  - 7 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

85

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

2

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

3

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

1

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

9

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

12

---

How many new employees hired were Hispanic?

3

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Our Agency is constantly monitoring for underutilization in accordance with Affirmative Action Reporting. Each Quarter, our EEO/AA Officer reviews the Agency to ensure parity in these areas. The past fiscal year, we did not experience any underutilization. If this occurs, we will have to set up a senior staff meeting to implement a strategy to address the issue.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

We do a thorough review of the HEP legislative mandates and use our internal data and statistics to compare our performance to the HEP to ensure compliance.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

---

Is this person an Executive senior staff member?

No

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Our Agency has a proprietary tracking mechanism that is available for all bilingual staff. They are to enter the data for the appropriate language as needed and our CIO collects the data and distributes to senior staff to determine if we have enough coverage for the specified languages.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Our Agency uses a written exam that is to translate a topic from English to specified language and vice versa.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Our bilingual staff has rules and expectations set forth by their Division Managers to ensure proper coverage exists throughout all business hours at our Agency. We have 13 translators receiving bilingual pay so we are never shortstaffed in that area.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

We currently do not have a development program available to Hispanic Employees. At this time, our Agency is at parity and we look to remain that way. In addition, we are working on implementing a development program to be used to maintain parity, as well as if we fall into the underutilized category for any applicable positions.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Our Agency Human Resources Director is also the EEO/AA Officer and ensures that for each hire, a monitor for hiring and promotion is filled out accordingly and submitted as part of the new hire process.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Our Agency has 11 Spanish Speaking bilingual employees that are able to provide translation formally and informally to our Hispanic clients. We have an LEP tracking mechanism which allows us to monitor the volume vs. the availability of our staff and we are satisfied with the results as we always have staff available to utilize.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The levels remained quite similar. Overall, more clients are coming to our Department, however we also hired two new bilingual employees to address the need and demand for the language.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Our Agency is looking to add several Spanish options to current positions we have at our Agency to allow current and future staff opportunity to move and grow in these positions as well as to allow our clients to have a larger base of bilingual staff to get assistance from.

## 2014 State Hispanic Employment Plan Survey

Agency: Labor Relations Board

Submitted: 12/6/2013 4:27:00 PM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, Chgo, 60601,  
312/793-6426, carla.stone@illinois.gov

---

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

1

---

As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

---

How many Rutan interviews were conducted during FY 2013?

0

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

3

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

2

---

How many new employees hired were Hispanic?

1

---

How many student workers/interns did your agency hire in FY 13?

2

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Staff is updated by the personnel manager via memos from CMS

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

---

Is this person an Executive senior staff member?

No

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

NA

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Based on the results of the CMS Bilingual Needs Survey

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

oral tests

---

Is the Agency compliant with the State Services Assurance Act?

yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

NA

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The agency has one SS option in the professional category which complies with the needs of the agency for a Spanish speaking employee.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

NA

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

CMS will not process any transaction unless these monitors are submitted. The Executive Director signs all monitors.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

NA

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Having a SS person on staff we can now better service the needs of the public.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

NA

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

NA

## 2014 State Hispanic Employment Plan Survey

Agency: Labor Relations Board - Educational

Submitted: 12/20/2013 11:55:00 AM Certification: I Agree

Individual Information: Renee Strickland, Personnel Director, 160 N. LaSalle St., N-400, Chicago, IL 60601, 312/793-3245, renee.strickland@illinois.gov

---

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

2

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

---

How many Rutan interviews were conducted during FY 2013?

7

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

2

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

EEO officer, personnel officer and executive staff are aware of the mandates of the plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

open retriument: posting of positions available

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Victor Blackwell

---

Is this person an Executive senior staff member?

Yes

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Assists individuals interested in employment/internship opportunities.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

An annual survey is sent to all staff members inquiring of a need or a request made to them while processing cases.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

N/A

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Individuals that call/visit usually have someone available to assist them in translating.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

n/a

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

EEO officer monitors this activity

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

There are not enough employees in any category to measure.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

N/A

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

N/A

## 2014 State Hispanic Employment Plan Survey

Agency: Law Enforcement Training and Standards Board

Submitted: 12/20/2013 4:08:00 PM Certification: I Agree

Individual Information: Kelly Kirby, Administrative Assistant, 4500 S. 6th St. Road, 217-557-8738,  
PTB.FOIA@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
  - 1 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, provide the underutilization for Hispanics by category:

- 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

5

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

---

How many Rutan interviews were conducted during FY 2013?

0

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

0

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

CMS determines hiring standards

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

---

Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

N/A

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

N/A

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

N/A

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

N/A

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

N/A

## 2014 State Hispanic Employment Plan Survey

Agency: Lottery

Submitted: 12/10/2013 3:57:00 PM

Certification: I Agree

Individual Information: Lydia Mills, Director of HR, Labor Relations Admin. & EEO Officer, 101 West Jefferson Street, Springfield IL 62707, 217-524-5252, Lydia.S.Mills@Illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

18	Officials and Managers
73	Professionals
12	Technicians
0	Protective Service Workers
26	Para-Professionals
17	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

14

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

53

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

2

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

17

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

1

---

How many new employees were hired during FY 13?

17

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Lottery's hiring, interviewing and recruitment efforts are done by the Administrative & Regulation shared Services Center. The A&R Shared Services staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Rules and Guidelines.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The A&R Shared Services Recruitment and Selection Staff follow prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria and Technical Manual. Vacant positions are advertised on Central Management Services employment web site.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

---

Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Lottery hiring, interviewing and recruitment efforts are done by the A&R Shared Services Center.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Illinois Lottery is compliant with the State Services Assurance Act.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

An interpreter would be contacted.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

CMS sponsors career enhancement and self development programs to all State of Illinois employees at no cost. In addition CMS administers the Upward Mobility Program.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Illinois Lottery relies on the A&R Shared Services staff to follow the statues as it relates to the hiring process. In addition Lottery's EEO Officer reviews and signs off on all hiring and promotion monitors.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

There have been no recommendations provided.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

On June 30, 2013 the Illinois Lottery had 148 employees. Of the 148 employees 9 (6.08%) were Hispanics of the 9 there were 2 Spanish-speaking bilingual employees.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

There was no change from the prior year.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Illinois Lottery hiring, interviewing and recruitment efforts are undertaken by the A&R Shared Services Center. The A&R shared Services Center is Rutan Certified and mandated to follow all State of Illinois Personnel Code and Personnel Rules and Regulations.

## 2014 State Hispanic Employment Plan Survey

Agency: Medical District Commission

Submitted: 1/7/2014 12:06:00 PM

Certification: I Agree

Individual Information: Kesner Bienvenu, Chief Legal Counsel, 2100 W. Harrison Street, Chicago IL 60612, 312-738-5800, kbienvenu@medicaldistrict.org

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

6

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

1

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

4

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

1

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Not applicable

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Not applicable

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

NA

---

Is this person an Executive senior staff member?

NA

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Not applicable

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Not applicable

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Not applicable

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Is the Agency compliant with the State Services Assurance Act?

Not applicable

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not applicable

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Not applicable

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Not applicable

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Not applicable

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Not applicable

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Not applicable

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Not applicable

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Not applicable

## 2014 State Hispanic Employment Plan Survey

Agency: Military Affairs

Submitted: 12/10/2013 4:45:00 PM

Certification: I Agree

Individual Information: Ruth Moenck, Human Resources Representative, 1301 N. MacArthur Blvd,  
Springfield IL 62702, 217-761-3633, ruth.a.moenck.nfg@mail.mil

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As of June 30, 2013, 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

---

As of June 30, 2013, 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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
49	Professionals
10	Technicians
48	Protective Service Workers
1	Para-Professionals
6	Office and Clerical
9	Skilled Craft Workers
94	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
  - 1 Service-Maintenance
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

4

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

10

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

15

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

15

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

All interviewing and hiring rules and regulations are relayed to interviewing/hiring officials and are strictly adhered to as there are no options for deviations from these policies/procedures. Asst EEO/AA Officer completes underutilization information on the Hiring and Promotion Monitor forms and also ensures compliance and signature by EEO/AA Officer and Director prior to any offer of employment.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

All job postings are listed on the Agency's website to ensure wider distribution of job announcements. Underutilized vacant positions that will not be filled based on collective bargaining agreement rules and regulations are forwarded to DHR liaison for distribution to other State agencies.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

No

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The agency does not have public clients. The agency has one organizational client - the IL National Guard. The IL National Guard meets its own bilingual requirements by/through US Federal Government resources and employees.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

We do not have a need for the bilingual option.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The agency does not deal with the public. The IL National Guard would handle these types of issues.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Hispanics are afforded the opportunity to participate in the Upward Mobility Program through the State of Illinois. Dept of Military Affairs does not offer any type of tuition reimbursement due to budget constraints -UMP is the only type of tuition reimbursement available to our employees

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Assistant EEO/AA Officer completes the basic underutilization information on the appropriate Hiring or Promotion Monitoring forms, and then ensures thorough and accurate completion of entire form and that forms are signed by EEO/AA Officer and Director prior to offer of employment.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

---

Provide results of your agency's staffing in regards to 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 reports for DHR.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

Levels remained the same from previous year

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Continue to post vacancies on agency website Continue to forward underutilized vacant positions that will not be filled based on collective bargaining agreement rules and regulations to DHR liaison for dissemination to other State agencies. We do not employ any bilingual staff.

## 2014 State Hispanic Employment Plan Survey

Agency: Natural Resources

Submitted: 12/18/2013 12:37:00 PM

Certification: I Agree

Individual Information: Gloria Williams, EEO Officer, One Natural Resources Way, Springfield, Illinois 62702, 217-782-2662, gloria.williams@illinois.com

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

284	Officials and Managers
501	Professionals
79	Technicians
141	Protective Service Workers
76	Para-Professionals
84	Office and Clerical
11	Skilled Craft Workers
217	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,108

---

As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

9

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

9

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

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How many Rutan interviews were conducted during FY 2013?

127

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

1

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

57

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How many of the employee who vacated your agency during FY 13 were Hispanic?

1

---

How many new employees were hired during FY 13?

86

---

How many new employees hired were Hispanic?

3

---

How many student workers/interns did your agency hire in FY 13?

1

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

We have made the executive staff, office directors and the Office of Human Resources aware of the Hispanic Employment Plan and its contents. The EEO and Recruitment office is acutely aware of the Plan and frequently participates in events geared toward the recruitment of Hispanics.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The IDNR engages in healthy relationships with professional, educational, and community organizations; participating in various events, career fairs and informational workshops, designed to increase the visibility of IDNR and its career opportunities, targeting communities with higher minority populations.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Jason Brewer

---

Is this person an Executive senior staff member?

Yes

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The liaison frequents career fairs and informational meetings where Hispanics and Latinos were the targeted audience. These events have often been collaborations with the Governor's Office, legislators, and other state agencies. Coordinates an urban summer internship in Chicago. Recruits Hispanic candidates for IDNR vacancies. Works with other Agencies to network regarding candidates and vacancies.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

Need for bilingual staff is determined by the demand for services according to geographical area.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

IDNR uses a structured oral interview and a written test for new employees. We have waived the test in cases where the employee is transferring or being reinstated from a bilingual position with the State of Illinois.

---

Is the Agency compliant with the State Services Assurance Act?

No

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

We have identified positions which will be designated as biligual in FY14.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

We have a small number of bilingual staff, paid and unpaid, who provide the needed services on the phone.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

IDNR encourages all employees to participate in the Technical Computer Training Program, the Upward Mobility Program, as well as conferences and siminars which contribute to the training, education, and promotional needs of its Spanish speaking employees. We consistently encourage attendance and active participation in training programs specifically designed for Hispanic employees, such as the annual training conference provided by the Illinois Association for Hispanic State Employees (IAHSE). We provide registration and travel for employees who desire to attend.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The IDNR EEO Officer reviews and approves all hiring and promotional monitors prior to submittal to the Agency's Director for signature. IDNR hiring operatives are held accountable to ensure that protective classes receive appropriate oppotunities for employment and promotion.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

DHR recommended that we continue our efforts to recruit Hispanics.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We currently have 10 Hispanic employees: 4 Officials/Managers, 4 Professionals, 1 Para-professional, 1 Office/Clarical. Two currently receive bilingual pay.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

We have increased by 5 over the previous year.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Continue to recruit and participate in outreach initiatives to reach Hispanic candidates to fill vacancies. The Agency has also identified additional positions to designate as spanish-speaking bilingual.

## 2014 State Hispanic Employment Plan Survey

Agency: Pollution Control Board

Submitted: 12/5/2013 4:55:00 PM

Certification: I Agree

Individual Information: Kathy Griffin, Financial Officer / EEO Officer, 1021 N. Grand Ave. East,  
Springfield, IL 62702, 217-524-8512, kathy.griffin@illinois.com

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

1

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

4

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

2

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

3

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

All administrative staff and management are aware of any areas of underutilization. Qualified candidates are sought to fill those vacancies when they occur.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IPCB seeks qualified candidates through job postings, applications, and resumes. Resources from the IDHR are also utilized when there is a vacancy.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Board's main offices are in Chicago and Springfield. The need has not arose for bilingual positions at the Board.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

IPCB has no positions with a bilingual option.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

In the event a translator is needed for a constituent, one would be provided by the Board.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The Board encourages self enrichment classes provided by IDHS. The Board does not have the funding to allow expenditures for other outside training at this time.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Board is in compliance with the mandatory Hiring and Promotion Monitor.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Board is in full compliance with IDHR requirements regarding EEO. The board has no audit findings regarding this.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Board is in parity within the Hispanic category for all positions.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The Board incurred no changes from the prior year.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Board will continue to utilize resources provided by IDHR.

## 2014 State Hispanic Employment Plan Survey

Agency: Prisoner Review Board

Submitted: 12/30/2013 12:49:00 PM

Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer, 319 E. Madison, Suite A,  
Springfield, IL 62701, 217-782-4087, Nichole.Damhoff@Illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
  - 1 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

3

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

1

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

2

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

1

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Creating of Bilingual positions and attending job fairs at the Universities

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

n/a

---

Is this person an Executive senior staff member?

n/a

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

n/a

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

based upon the number of translator requests, phone calls and documents received.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

Due to our agency being very small in size, we currently only have one position that is designated bilingual. Once our agency is able to create and fill more positions for bilingual needs, we will be able to conduct oral interviews along with translation testing.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

n/a

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

our agency currently has one bilingual speaker along with several board members that are bilingual as well. If neither of those employees are available, we are able to utilize the list of translators provided by DHS

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Upward Mobility, computer training and self development courses offered by Central Management or other state agencies.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Proper training and classes offered by CMS

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

none

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

none

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

To continue to increase the bilingual positions within our agency as budget constraints allow for our agency to create positions and fill.

## 2014 State Hispanic Employment Plan Survey

Agency: Property Tax Appeal Board

Submitted: 12/26/2013 10:01:00 AM

Certification: I Agree

Individual Information: Becky Hesse, Fiscal Officer, 402 Stratton Office Building, Springfield, IL 62706, 217/557-0122, becky.hesse@illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

- 1 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

30

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

7

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

1

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

---

How many Rutan interviews were conducted during FY 2013?

6

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

3

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

6

---

How many new employees hired were Hispanic?

1

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

All Managers are provided with a copy of the agency's Affirmative Action Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Louis G. Apostol

---

Is this person an Executive senior staff member?

Executive Director

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Notify Hispanic leaders of job opportunities for qualified candidates.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

PTAB has only had one or two instances when communicating with a limited English speaker. PTAB utilizes the CMS master contract for Translation and Interpretation Services in such instances.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

N/A

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

This monitor is part of our hiring package to be prepared when filling vacancies -- CMS will not accept a new employee packet without this form.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

None at this time

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

A new Hispanic IT Manager was hired in FY13.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

PTAB has already increased the number of Hispanics in FY14 by hiring a new receptionist in our Cook County Office.

## 2014 State Hispanic Employment Plan Survey

Agency: Public Health

Submitted: 12/20/2013 12:56:00 PM

Certification: I Agree

Individual Information: Robin Tucker-Smith, EEO/AA Officer, 122 S. Michigan Avenue, #2009, Chicago, 60603, (312) 814-1041, robin.tucker@illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

314	Officials and Managers
604	Professionals
40	Technicians
0	Protective Service Workers
43	Para-Professionals
75	Office and Clerical
0	Skilled Craft Workers
9	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,085

---

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

23

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

3

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

9

---

How many Rutan interviews were conducted during FY 2013?

91

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

5

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

89

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

3

---

How many new employees were hired during FY 13?

125

---

How many new employees hired were Hispanic?

5

---

How many student workers/interns did your agency hire in FY 13?

62

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

8

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEO Officer, Office of Human Resources, Community Health Manager and Center for Minority Health provide information to the Deputy Director's regarding mandates. Senior Staff is responsible for disseminating compliance documentation. Additionally the EEO Officer approves all hires and promotion monitor forms prior to the hiring decision.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

IDPH has participated in job and health fairs marketed to Hispanics/Latinos; posted job opportunities with the CMS Diversity Enrichment Office; participated in conferences such as the Illinois Association of Hispanic Employees and the Chicago Bilingual Nurses Consortium. Job Opportunities are also shared with key contacts at the Illinois Latino Family Commission, and the Hispanic Employment Plan Advisory Board. In addition, job opportunities are shared with a network of key Hispanic/Latino staff throughout our agency. In FY13 we began to formalize a college internship program to recruit more minorities.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Mireya Hurtado, Community PH Outreach Manager

---

Is this person an Executive senior staff member?

Yes

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Our liaison supports our efforts in the following ways: -Serves on the Illinois Latino Family Commission, advising on public health policies and collecting feedback from Commission members -Serves on the Illinois Hispanic Employment Plan Advisory Board, helping to develop policy recommendations and addressing inquiries around Hispanic recruitment and hiring in state government -Participates in Health fairs, forums, conferences and symposiums about the Hispanic Community. -Meets with Latino Caucus members, in hearings and individually regarding Department diversity and hiring. -Ensures materials are available in Spanish

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The need for bilingual positions is assessed by the management staff when positions are created and filled based on the volume of calls and contact with our Spanish language speaking public.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

For positions with the Spanish Speaking bilingual option, we include bilingual Spanish staff in the interview to conduct oral and written exams that assess the candidate's bilingual skills.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

n/a

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Regional staff receiving bilingual pay have been identified and are responsible for the service needs of our LEP population. We also on occasion utilize the language interpretation services provided by the State of Illinois Master contract.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

We encourage all eligible staff to meet with CMS Upward Mobility Counselors annually to discuss career advancement and goals. We currently have three Hispanic employees enrolled in the Upward Mobility Program. IDPH does not currently offer tuition reimbursement to its employees.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

Our Human Resources Staff guides hiring managers and other appropriate staff to ensure compliance.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The CMS Diversity Enrichment Program has provided viable candidates and resources in our recruitment of minorities. DHR consistently provides guidance, support and suggestions on our underutilization issues.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

FY12: Officials/Administrators -15 Professionals - 16 Technicians - 1 Para-Professionals - 3 Office/Clerical - 7 FY13: Officials/Administrators -13 Professionals - 17 Technicians - 1 Para-Professionals - 5 Office/Clerical - 5

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

There was an overall decrease in our Hispanic/Latino staff of 1. A decrease of 2 in the Officials/Administrators EEO Job Category An increase of 1 in the Professionals EEO Job Category The Technicians EEO Job Category remained the same An increase of 2 in the Para-Professionals EEO Job Category A decrease of 2 in the Office/Clerical EEO Job Category

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

-Increase the number of Hispanic Rutan interviewers; -Recruit/Hire Hispanics in all EEO Job Categories; from front line staff through senior management; -Prior to posting front line vacancies review job description duties to evaluate the need to modify and include the Spanish speaking option.

## 2014 State Hispanic Employment Plan Survey

Agency: Racing Board

Submitted: 12/13/2013 2:49:00 PM

Certification: I Agree

Individual Information: Katherine Laurent, General Counsel, 100 W. Randolph St., Suite 7-701, 312-814-5074, kathy.laurent@illinois.gov

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As of June 30, 2013, 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
  - 3 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

7

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

---

How many Rutan interviews were conducted during FY 2013?

3

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

1

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

6

---

How many new employees hired were Hispanic?

2

---

How many student workers/interns did your agency hire in FY 13?

0

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Beginning July 1, 2009, the Racing Board 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 guides the Board in all hiring, interviewing and recruitment matters as described in the State Hispanic Employment Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

There is no specific structure outside the normal CMS programs and processes geared exclusively toward Hispanic employees.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

---

Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The agency has identified five employees who speak Spanish and can communicate with Hispanic clients who are limited English speakers. Such clients will bring an interpreter with them.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

There is no specific structure outside the normal CMS programs and processes geared exclusively toward Hispanic employees.

---

How has your agency ensured that all appropriate staff is complying with the state's 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.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

There have not been any recommendations to date.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Board employs a total of 6 Hispanic employees in the categories of 1 Professional, 2 Office/Clerical, and 3 Skilled Craft. The Board has identified 5 employees who are Spanish-speaking.

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

An increase of two Hispanic employees in FY13.

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Encourage interested persons to get their names on the CMS eligible list.

## 2014 State Hispanic Employment Plan Survey

Agency: Revenue

Submitted: 12/16/2013 5:13:00 PM

Certification: I Agree

Individual Information: Ruby Taylor, Equal Employment Opportunity Officer, 101 West Jefferson, Mail Code 3-380, Springfield, Illinois 62702, 217-524-9210, Ruby.Taylor@illinois.gov

---

As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
14	Professionals
1	Technicians
0	Protective Service Workers
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

259	Officials and Managers
929	Professionals
144	Technicians
16	Protective Service Workers
215	Para-Professionals
132	Office and Clerical
7	Skilled Craft Workers
7	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,758

---

As of June 30, 2013, provide the underutilization for Hispanics by category:

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

---

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

23

---

As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

2

---

As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

4

---

How many Rutan interviews were conducted during FY 2013?

1,181

---

Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

308

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

158

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

7

---

How many new employees were hired during FY 13?

308

---

How many new employees hired were Hispanic?

10

---

How many student workers/interns did your agency hire in FY 13?

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

1

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The Department of Revenue's recruitment and selection activities are undertaken by the Administrative and Regulatory Shared Services Center. The A&R Shared Services Center Staff, the EEO Officer and all personnel who takes part in the interview process are Rutan Certified and mandated to follow all applicable State of Illinois Personnel Code Rules and Regulations. Shared Services Center staff members attend the state personnel meetings so they can stay abreast of the latest changes in the hiring rules and regulations. And there are several levels of management involvement in the hiring and recruitment efforts. In addition, CMS staff will not process the transactions without appropriate documentation.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

In order to increase minority hiring the Department of Revenue posts all vacancies on the Work4Illinois website, notifies the Department of Human Rights and the minority organizations on its distribution list of openings. The Shared Services staff work the eligibility list when applicable and interview minority candidates on the list in the underutilization categories. In addition, the Department sponsored a Job Fair, (Webnair) that attracted nearly 80 people, attended several recruitment events across the state, served as presenters for minority conferences and job fairs sponsored by Central Management Services. The Shared Service Center created a Face Book page where all job openings are posted.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Matthew Bilinsky

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Is this person an Executive senior staff member?

Yes

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The Department of Revenue Hispanic Liaison oversees the recruitment and selection efforts of the Department. Mr. Bilinsky has personally made presentations before minority organizations regarding the job vacancies, requirements and interview tips for person pursuing employment with the Department. Bilinsky has also co-sponsored a Departmental Job Fair in an effort to recruit minority candidates and created a Hispanic bilingual interviewing position within the Shared Services Recruitment and Selection Unit.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Department of Revenue determines the number of Spanish language-speaking bilingual positions needed to ensure accessibility for Spanish language speaking public by reviewing the number of calls coming through the 800 line, the number of walk-ins, and feedback from the staff

and public to determine the percentage that select the Spanish option. The Department also incorporate the volume of assistance and the affects that assistance has on the service being offered before making a decision.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

The Department of Revenue assess bilingual skills when filling bilingual positions via an oral and written test. The candidate must be able to translate a document in both lanagues. The test is conducted by the Spanish speaking interviewer.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not Applicable.

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Department of Revenue utilizes the services of a vendor that translates Spanish and other non-English speaking languages for customers accessing the 800 phone line. Non-English speaking walk-in customers are served by bilingual speaking employees who staff the counters.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The Department of Revenue shares the goal of the State of Illinois to provide employees in certain classifications with training and promotional opportunities through the Upward Mobility Program. AFSCME identifies and recruit employees for this program. In addition, to the Upward Mobility Program the Department has also established an internship program through the University of Illinois at Springfield. The Department has a generous tuition reimbursement policy.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The interview and selection staff is not eligible to particpate in the hiring process until they become Rutan Certified and complete the internal reviews regarding the completion of the hiring and promotion monitors. Like all other agencies, the Department complies with both internal and external checks and balances. Central Managment Services (CMS) will not procoess the hire/promotion monitors without the proper supporting documentation and signatures. The monitors are reviewed and signed by the EEO Officer and the Director's designee.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The Department of Revenue has not received any specific recommendations from the HEP Advisory Council,CMS, the Auditor General, and or other intenal advisory councils/committees. The Department of Human Rights has notified the Department of its underutilization and is monitoring the Department's efforts to reach its minority hiring goals.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The results of the Department's staffing shows the number of Hispanics employees have increased from fiscal year 2012 to 2013.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The percentage of Hispanic employees increased from 1.94% in fiscal year 2012 to 2.05% in fiscal year 2013.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Department of Revenue has identified the lack of knowledge regarding the hiring and interview process as a barrier to achieving the goal of increase minority hiring. The Department is committed to providing training to the minority population, organizations and the disabled to ensure they are familiar with the hiring process and are aware of the most frequently recruited positions and the requirements for those positions.

## 2014 State Hispanic Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Submitted: 12/30/2013 5:49:00 PM

Certification: I Agree

Individual Information: Kathryn Saltmarsh, Executive Director, 401 S. Spring, Room 617 Stratton, Springfield, 217-558-4749, kathy.saltmarsh@illinois.gov

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

2

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

0

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

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How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

I reviewed the Plan and I am the only person responsible for hiring. There were no hires or promotions in FY13.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

No

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

We do not provide direct services to the public as we are a research agency that reports directly to the Governor and the General Assembly. We have no identified need for bilingual positions.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

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Is the Agency compliant with the State Services Assurance Act?

N/A

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

We do not provide direct services to the public therefore do not have any frontline staff to which the Act applies.

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

N/A

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

N/A

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

---

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

N/A

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

N/A

## 2014 State Hispanic Employment Plan Survey

Agency: State Fire Marshal

Submitted: 12/23/2013 11:05:00 AM

Certification: I Agree

Individual Information: Pam Sargent, Executive II, 1035 Stevenson Drive, Springfield, IL 62703,  
217/785-4717, Pam.sargent@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

25	Officials and Managers
60	Professionals
20	Technicians
16	Protective Service Workers
5	Para-Professionals
6	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

7

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

32

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

6

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

10

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

1

---

If your agency employed student workers/interns in FY 13 how many were Hispanic?

1

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories. The agency posts all vacancies on the work4illinois.gov and Employment Security websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to work4illinois.gov.

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Vacant position

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The determination for Spanish speaking bilingual staff is based on need through phone calls made to our office and communication through field staff located throughout the state of Illinois.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

During an interview for a bilingual position, the agency utilizes current bilingual staff for assistance. To assess their bilingual skills, the interviewee is given an oral and written test.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The Office of the State Fire Marshal has Spanish speaking employees located in Springfield and Chicago Offices that handle Spanish speaking phone calls and walk-ins.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The agency EEO Officer works with the Public Safety Shared Service Center to ensure Hiring and Promotion Monitors are completed as required.

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency has not completed any studies during this reporting period.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

None.

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The agency continues to use the same hiring and promotion tools listed in our AA Plan. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security websites, notifies state of Illinois EEO Officers, agency employees, and all legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

## 2014 State Hispanic Employment Plan Survey

Agency: State Police

Submitted: 12/19/2013 1:51:00 PM

Certification: I Agree

Individual Information: Lt Robert Sgambelluri, EEO Manager, 801 S 7th Street, Suite 100-S,  
Springfield, IL 62703, (217) 558-4899, Rob\_Sgambelluri@isp.state.il.us

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

5	Officials and Managers
18	Professionals
18	Technicians
125	Protective Service Workers
6	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2013, 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

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

169	Officials and Managers
559	Professionals
328	Technicians
1,531	Protective Service Workers
108	Para-Professionals
179	Office and Clerical
8	Skilled Craft Workers
23	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,905

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

15

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

10

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How many Rutan interviews were conducted during FY 2013?

20

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

1

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

222

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How many of the employee who vacated your agency during FY 13 were Hispanic?

14

---

How many new employees were hired during FY 13?

105

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How many new employees hired were Hispanic?

8

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How many student workers/interns did your agency hire in FY 13?

100

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

3

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The ISP EEO Office provides underutilization information when filling positions. The EEO Officer reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure underutilization of minorities is considered. All ISP Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The ISP Recruitment Section attended 50 career fairs during FY13 to include: the 2013 Career and Resource Fairs of the National Latino Education Institute, the Cook County Commissioner Eddie Reyes' 4th Annual Job Fair, the League of United Latin American Citizens and Mexican American Consulate Informational Event. ISP officers also participated in the Hispanic Illinois State Law Enforcement Association (HISLEA) events in an effort to strengthen community linkage for Hispanic candidates. All vacancy postings are also shared with the Illinois Department of Human Rights (IDHR) Liaison, who disseminates the postings with other community organizations in an effort to attract a diverse candidate pool.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Sergeant Jose DeJesus

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Is this person an Executive senior staff member?

No

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

Sergeant Jose DeJesus is in the Recruitment Section/Public Information Office, and during FY13, the Recruitment Section attended 50 career fairs. He is also an active member of HISLEA. Sergeant DeJesus is collaborating with the above mentioned groups.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

As part of the research for the creation of a new policy regarding serving persons with Limited English Proficiency (LEP), the ISP is reviewing census data related to language use. The new LEP policy will include requirements to track usage of services which assist the Department in serving those with LEP.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

When filling bilingual positions, the ISP includes bilingual abilities as a preferred skill and makes it part of the structured interview and selection process.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

The ISP also utilizes Language Interpretation Services through Propio Language Services LLC. They are the contract vendor for three-way telephone conversation language interpretation services. Officers use this and other services to overcome language barriers and effectively communicate with individuals during the course of their duties.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

ISP civilian union employees are allowed and encouraged to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit (AFSCME). ISP employees are allowed and encouraged to participate in a variety of career enhancement programs offered through the Illinois Training Clearinghouse and Mobile Team Unit (MTU) training conducted by the Illinois Law Enforcement Training & Standards Board (ILETSB). Tuition Reimbursement is distributed to ISP employees based on specific union contractual agreements.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The ISP EEO Office provides underutilization information when filling positions. The EEO Officer reviews all hiring and promotion monitors, along with documentation justifying the selection, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure underutilization of minorities is considered.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

The IDHR recommended the ISP work with the Illinois Central Management Services (CMS) Diversity Enrichment Coordinator to continue the training program to enhance the ISP's ability to address its affirmative action needs regarding female minimum compliance criteria.

---

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

EEOC Category	Total	Hispanics	Bilingual Positions
Officials/Administrators	16950	Professionals	559180
Technicians	328180	Protective Service	15311250
Paraprofessional	10860	Office/Clerical	17941
Skilled Craft	800	Service/Maintenance	2300

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

The ISP had a net decrease of 36 employees during FY13 due to attrition:

Officials/Administrators - Decrease of 18 employees (1 Hispanic) Professionals – Decrease of 16 employees (1 Hispanic) Technicians – Decrease of 21 employees (5 Hispanics) Protective Service – Increase of 51 employees (8 Hispanics) Office/Clerical – Decrease of 30 employees (0 Hispanic) Skilled Craft – No changes Service/Maintenance – Decrease of 2 employees (0 Hispanic)

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Innovative recruiting strategies will be identified and implemented during the next year. The ISP had ongoing recruitment efforts which consistently strive to attract and hire all qualified minority candidates. The ISP has also partnered with HISLEA to identify effective community outreach strategies.

## 2014 State Hispanic Employment Plan Survey

Agency: State Police Merit Board

Submitted: 1/10/2014 10:30:00 AM

Certification: I Agree

Individual Information: Eric Garvue, Information Systems Analyst, 531 Sangamon Avenue East  
Springfield, IL 67202, (217) 786-6242, egarvue@ispmeritboard.org

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As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, 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
- 

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

0

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

0

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

0

---

How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

0

---

How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

N/A

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

N/A

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List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

N/A

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

N/A

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

N/A

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

NONE

## 2014 State Hispanic Employment Plan Survey

Agency: State Retirement Systems

Submitted: 12/23/2013 11:55:00 AM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Specialist, State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

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As of June 30, 2013, 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

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As of June 30, 2013, 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

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

22	Officials and Managers
49	Professionals
10	Technicians
0	Protective Service Workers
8	Para-Professionals
13	Office and Clerical
1	Skilled Craft Workers
1	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

104

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As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

8

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

0

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

8

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

0

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How many Rutan interviews were conducted during FY 2013?

38

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

9

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How many of the employee who vacated your agency during FY 13 were Hispanic?

0

---

How many new employees were hired during FY 13?

16

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How many new employees hired were Hispanic?

0

---

How many student workers/interns did your agency hire in FY 13?

If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

---

During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

Agency staff responsible for hiring, interviewing, recruitment and EEO attend monthly staff meetings in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of compliance.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

None

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

N/A

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Is this person an Executive senior staff member?

N/A

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

N/A

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

N/A

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

N/A

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Is the Agency compliant with the State Services Assurance Act?

N/A

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

None

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

These monitors are completed for each new hire/promotion and reviewed by the Human Resource Manager to ensure compliance.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

None

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

SERS is at parity.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

SERS will utilize employment strategies as opportunities arise and are compliant with the collective bargaining agreement.

## 2014 State Hispanic Employment Plan Survey

Agency: Transportation

Submitted: 12/20/2013 2:13:00 PM

Certification: I Agree

Individual Information: Erwin L. Acox, Jr., Chief, Office of Diversity Recruitment and Outreach,  
2300 S. Dirksen Parkway, Room 339A, Springfield, IL 62764, 217-782-2545,  
Erwin.Acox@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

34	Officials and Managers
77	Professionals
18	Technicians
0	Protective Service Workers
10	Para-Professionals
3	Office and Clerical
1	Skilled Craft Workers
75	Service-Maintenance

---

As of June 30, 2013, 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
1	Skilled Craft Workers
5	Service-Maintenance

---

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

1,119	Officials and Managers
166	Professionals
1,908	Technicians
0	Protective Service Workers
627	Para-Professionals
1,486	Office and Clerical
60	Skilled Craft Workers
56	Service-Maintenance

---

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

5,497

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

22

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

4

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

13

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

21

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How many Rutan interviews were conducted during FY 2013?

418

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

152

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

325

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How many of the employee who vacated your agency during FY 13 were Hispanic?

10

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How many new employees were hired during FY 13?

371

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How many new employees hired were Hispanic?

29

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How many student workers/interns did your agency hire in FY 13?

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

23

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

All hiring staff have been made aware of the importance of diversifying IDOT's Rutan interview panels. Continuing the partnership with the Illinois Tollway, for the first Diversity Symposium. The purpose is to reach out to diverse community organizations that are advocates for underutilized persons seeking employment. These organizations participated in a discussion with IDOT and the Tollway to determine the best way to connect with the clients they serve and to understand actual or perceived barriers to employment. This group will collaborate with IDOT and the Tollway on ways to address those barriers. IDOT's multi-year Strategic Plan indicates a high priority will be given to the recruitment of qualified, diverse employees. The Diversity Recruitment and Outreach Office was created to implement various methods in recruiting individuals from under-represented groups using various mechanisms. Although several job classifications will be recruited, special emphasis will be placed on increasing the diversity in the Civil Engineer Trainee, Engineer Technician, and Highway Maintainer applicant pools. A member of the Diversity Recruitment and Outreach staff (Ivan L. Barajas) is RUTAN interview trained and participating on interview panels. Also, the lead interviewer in Springfield (Jose Burgos) conducts interviews throughout the state.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

In partnership with College of Lake County and Joliet Junior College launched a revised Engineer Technician training program. The revised program was developed with the assistance of IDOT engineers. This semester-long classroom and experiential educational opportunity is to help increase the qualified applicant pool for IDOT entry level Engineer Technicians. IDOT has a Minority Outreach website showing current diversity programs and providing opportunities to join the IDOT Professional and Academic Network Alliance. The network provides updates of position postings, career fairs, and outreach efforts to a statewide database of interested individuals, community organizations, and elected officials. Individuals from multiple regions (statewide) represent business owners, Hispanic American Construction Industry Association (HACIA), ministers, and other catalysts to reach underutilized populations with employment and training opportunities. Developed an external Recruitment Taskforce of community partners and stakeholders to review barriers in recruitment and hiring, perceived or actual that will bring suggested solutions to IDOT to help overcome those identified barriers. Informational sessions given routinely at local community colleges (i.e. Olive Harvey, Prairie State, etc.) to provide necessary information on application procedures for the Highway Maintainer permanent position and application information for the IDOT temporary Highway Maintainer "Snowbird" position. Partnerships through the above listed outreach efforts, committees, and projects with Illinois Department of Employment Security (IDES), Illinois Department of Veterans' Affairs (IDVA), Secretary of State (SOS), Central Management Services (CMS) and the Illinois Department of Commerce and Economic Opportunity (DECO).

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

yes

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Is this person an Executive senior staff member?

Ivan Barajas

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

1.Assists in implementing policies and procedures to provide for the effective implementation of departmental diversity programs. 2.Monitors program status and reports on accomplishments of recruitment and outreach programs. 3.Serves as a representative for DRO and will require travel throughout the state from time to time. 4.Assist with training recruitment and outreach personnel to ensure a well-developed and competent staff. 5.Performs assignments as directed in cooperation with other units with DRO, or with other offices within the Department. 6.Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. 7.Coordinates the departmental open competitive job interview program for technical positions to ensure the integrity of the program. 8.Evaluates of selection criteria and participates as a panel member of the interview team. 9.Coordinates the interview process for code employees by ensuring compliance with applicable regulations and practices. 10.Maintains and responsible for all interview files.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

The Department strives to have our workforce resemble the populations served. We review county demographics to determine which areas may have the greatest need for Spanish-speaking bilingual staff.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

A structured oral RUTAN interview is given as well as a CMS written test to assess bilingual skills when filling positions with a bilingual option.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

IDOT has implemented a designated call center to handle Spanish-speaking phone calls for services.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

The career services unit in the bureau of personnel management provides an avenue for career advising for employees. It also standardizes the on boarding process so that new employees feel more welcome from the moment that they walk through the door. We also have several other

internal programs: Professional Advancement of Career Engineers (PACE), a leadership development training for IDOT engineers at level II or III. Accelerated Leadership Proficiency Series (ALPS), a program to develop and improve managerial skills and organizational knowledge for first line supervisors and staff that have significant program responsibilities. Executive Leadership Development Series (ELDS), a program designed to enhance management skills of midlevel personnel to prepare for increased administrative challenges. The Growth and Training of Employees (GATE) program provides courses that develop skills to increase employee competence. Participants learn how to work in diverse groups, improve productivity, increase communication skills, and understand IDOT Departmental policies and regulations. GATE courses such as communicating through colors, effective interviewing, etc., are directed at both personal growth and leadership techniques. GATE training establishes a more professional work environment, improves productivity, and is IDOT-relevant to ensure that our work force projects a more professional public image.

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

A hiring and promotion monitor is completed on all hires and promotions, indicating the EEO job category and classifications of the position and whether the category is currently underutilizing any of the affirmative action groups which have designated numerical goals and timetables. Hiring and promotion monitors are maintained in a confidential file with the Bureau Chief of Civil Rights.

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

Outreach for Highway Maintainer Spanish Speaking Option DRO is currently conducting outreach to increase the number of Spanish Speaking Highway Maintainers. This plan outlines outreach initiatives including but not limited to HACIA, the Hispanic Employment Plan Advisory Council, churches in areas with high Hispanic populations, and the Latino Roundtable. District 1: Highway Maintainers Spanish Speaking Option at ETP The Bureau of Personnel Management is working with District 1 and CMS on increasing the number of Highway Maintainers with the Spanish Speaking Option at the Emergency Traffic Patrol (ETP) location. The Department has established a file specifically for the Spanish Speaking option at ETP. This information was posted at all yards with Teamster Local 700 employees. The posting period was May 7 - May 18, 2012. The Bureau of Personnel Management received transfer requests from several employees. Notification of Job Vacancies The Office of Diversity Recruitment and Outreach has added all council members to DRO's Professional Network. The Professional Network is a database of contacts and community partners who regularly receive job posting notifications from DRO. Diversifying Rutan Interview Panels: IDOT identified minority employees who can become Rutan certified. IDOT Bureau of Personnel Management continues to work with CMS on enrolling them in Interview and Selection Training

Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

•	Numbers indicated on the charts DO NOT include	35	Truck Weight Inspectors (TWI).
EEOC CATEGORY	Officials & Managers		34
	Professionals	77	Technicians
18	Protective Services		0* (guards hired thru CMS) Para-
	Professionals	10	Office & Clerical
	Craft Workers	1	Service Maintenance
			3 Skilled
			75

Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

New Hires FY'12: 35 -Total African American Employees (FTP) New Hires FY'13: 29 -Total African American Employees (FTP)

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

Identify and implement steps to increase internal programs geared toward retention and advancement of current Hispanic American employees. Continue to diversify each RUTAN interview teams to include someone from an underrepresented group on each. Partner with community colleges and organizations to offer interview skills training geared toward the RUTAN interview process. Partner with community colleges and community organizations to review industry trends and needs for additional professional training and certifications. Partner with community organizations on career fairs in geographical areas with high numbers of Hispanic Americans.

## 2014 State Hispanic Employment Plan Survey

Agency: Veterans Affairs

Submitted: 12/9/2013 4:54:00 PM

Certification: I Agree

Individual Information: Miguel Calderon, Human Resources Manager, 833 S. Spring Springfield II  
62704, 217-782-5765, miguel.calderon@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2013, 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

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As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

57	Officials and Managers
263	Professionals
194	Technicians
21	Protective Service Workers
461	Para-Professionals
47	Office and Clerical
24	Skilled Craft Workers
211	Service-Maintenance

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As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,278

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As of June 30, 2013, provide the underutilization for Hispanics by category:

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

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As of June 30, 2013, how many senior staff report to the Agency Director(s)?

8

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

2

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

---

How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

1

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How many Rutan interviews were conducted during FY 2013?

130

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

153

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How many of the employee who vacated your agency during FY 13 were Hispanic?

4

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How many new employees were hired during FY 13?

138

---

How many new employees hired were Hispanic?

4

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How many student workers/interns did your agency hire in FY 13?

0

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

The EEO Officer reviews all hiring and promotional monitors to ensure the Department is addressing all areas of underutilization. The Departments Director is consistently encouraging the departments EEO and Personnel Departments to come up with different methods of recruitment to identify minority candidates. The Department recently hired a new EEO Officer who has been developing new recruitment materials and has increased the Departments presence at job fairs and other employment workshops in an attempt to reach out to diverse populations.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

The agency has increased its recruitment efforts and has increased the number of hispanics employed by the agency.

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Yes - EEO Officer assists in recruitment of all minority groups

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Is this person an Executive senior staff member?

Yes

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Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

The EEO Officer has developed new recruitment materials and attends a variety of job fairs and employment workshops to create awareness of the Departments employment opportunities. The EEO Officer monitors all Hiring and Promotion monitors to ensure that underutilization is addressed. The EEO Officer is currently planning additional outreach with various minority organizations to create awareness of vacancies at the Department and educate the public on how to apply for the positions.

---

How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

A determination is made by the evaluations made by supervisors of their departments Currently, there are only two positions that are in the process of being made spanish speaking options to address needs identified in the field. Veteran Service Officers in the Chicago Region are fielding inquiries from Spanish speaking customers and therefore a decision was made to modify the option of the position.

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How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

This process is new to the Department and we are in the developmental stages of identifying how this will be done.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Currently, we have staff that are bi-lingual and can assist a client who speaks spanish.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency's ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Tuition reimbursement and the Upward Mobility programs are available for all IDVA employees. An employee may be eligible for tuition reimbursement to further career and professional development through the Tuition Reimbursement Program. The Tuition Reimbursement Program is administered as a mechanism through which mutual advantages are gained by both the employee and the State. Tuition reimbursement is not an unconditional or unilateral employee right or benefit. For more information, contact the Human Resources liaison at the respective worksite. AFSCME-represented employees and in some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program administered by the Department of Central Management Services and AFSCME Council 31. For more information, contact the Human Resources liaison at the respective worksite.

---

How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

The Departments EEO Officer is responsible for ensuring the Department is complying with the state's mandatory Hiring and Promotion Monitor requirements.

---

List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

N/A

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We hired four (4) hispanics in FY 13.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

There was an increase in the number of Hispanic Employees with the Department. FY 12 the Department employed 24 Hispanics FY 13 the Department employed 28 Hispanics

---

Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

The Department will continue working with Hispanic organizations to increase awareness about employment opportunities and provide information on the application process in hopes to see an increase in hires for FY 14.

## 2014 State Hispanic Employment Plan Survey

Agency: Workers Compensation Commission

Submitted: 1/8/2014 2:55:00 PM

Certification: I Agree

Individual Information: Shaniece Bradford, Student Intern, 100 W. Randolph suite 8-200, Chicago, IL, 312-814-0702, shaniece.bradford@illinois.gov

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As of June 30, 2013, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2013, 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
- 

As of June 30, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of June 30, 2013, 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
- 

As of June 30, 2013, how many senior staff report to the Agency Director(s)?

11

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As of June 30, 2013, how many senior staff reported to the Agency Director(s) were Hispanic?

5

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As of June 30, 2013 (if applicable), how many Division Directors reported to Agency Secretary?

0

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How many Hispanic Rutan-certified interviewers are in your agency as of June 30, 2013?

2

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How many Rutan interviews were conducted during FY 2013?

2

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Of the total number of Rutan interviews reported for FY 13, how many Hispanic Rutan interviewers participated?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 13.

4

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How many of the employee who vacated your agency during FY 13 were Hispanic?

1

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How many new employees were hired during FY 13?

6

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How many new employees hired were Hispanic?

0

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How many student workers/interns did your agency hire in FY 13?

1

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If your agency employed student workers/interns in FY 13 how many were Hispanic?

0

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During FY13, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan?

None

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY13 including employment strategies (Examples: recruitment, internships, community linkages):

None

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Does your agency have a designated Hispanic Liaison who works with the Hispanic Community to recruit Hispanics?

Alma Maxey, EEO officer

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Is this person an Executive senior staff member?

No

---

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Hispanic community.

No duties and or activities reported.

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How does your agency determine the number of Spanish language-speaking bilingual positions needed to insure accessibility for your Spanish language speaking public?

We survey our clients according to their needs. If a client displays the need for a Spanish Speaking individual one of our Spanish speaking staff will volunteer to assist them. We have staff who are in none bilingual positions who receive bilingual pay who gladly assist our public with any and all issues.

---

How does your agency assess bilingual skills when filling bilingual positions (Examples: structured oral interview, written test)?

If we were to fill one of our bilingual positions we would use a combination of both Oral and written test administered by someone in CMS to determine if that person is qualified.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not Applicable

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Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

Our agency has staff who receive bilingual pay who answer the calls of Spanish speaking clients if needed. If one of our staff who is non- Spanish speaking answers the phone then the call is immediately transferred to someone who can help the individual. We try to be as helpful as

possible with our non-English speaking clients. If a client comes into the Agency then a Spanish speaking staff member will assist them if needed.

---

List the workforce and professional development programs you make available to Hispanic employees in order to both increase the number of Hispanic supervisors and managers in the agency as well as enhance your agency' ability to meet the needs of Spanish-speaking public. Please include information on Hispanics receiving tuition reimbursement:

Upward Mobility program is advertised and available to all employees for their use. Also the Agency provides tuition reimbursement to employees who take classes. As of right now we have one Hispanic American Employee who has taken advantage tuition reimbursement program.

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How has your agency ensured that all appropriate staff is complying with the state's mandatory Hiring and Promotion Monitor requirements?

None

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List any recommendations provided by HEP Advisory Council, DHR, CMS, the Auditor General, and/or other internal advisory council(s)/committee(s):

No recommendations given.

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Provide results of your agency's staffing in regards to the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Our agency is currently well staffed with a combination of officials/administrators, professionals, technicians, para-professionals, Office/Clerical and service/maintenance Hispanic and Spanish Speaking bilingual employees' during the Fiscal Year 13. We meet all qualifications for Hispanic American hires.

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Was there an increase or decrease in those levels from the prior year? If so, please provide specific details, in particular regarding decreases.

No

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Please provide your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14.

We plan to utilize the eligible list and take advantage of all Hispanic Candidate for interviews. We also plan to ensure all of our posting are on the State of Illinois Job posting board available to any and all demographics.



# **Appendix 4**



**THE BILINGUAL NEEDS AND BILINGUAL PAY SURVEY  
REPORT FOR FISCAL YEAR 2013  
July 1, 2012 – June 30, 2013**

**PREPARED BY THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**



FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Number of cases for which bilingual skills were required	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.	TIME COMMITMENT				How much of the assistance was in-depth	Did agency use Master Contract?
			0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
Aging	4928	Case management software and Microsoft Excel Spreadsheets (only for walk-in clients).	10%	90%	0%	0%	75%	No
Agriculture	120	NA	50%	25%	25%	0%	0%	Yes
Arts Council	15	We have walk-ins and constituents call for service. We do not have a tracking system in place.	100%	0%	0%	0%	2%	No
Capital Development Board	0	n/a	0%	0%	0%	100%	0%	No
Central Management Services	2385	Tracked by individuals or immediate supervisor via written logs.	55%	26%	16%	3%	49%	No
Children and Family Services	2613	not tracked at this time.	100%	0%	0%	0%	100%	Yes
Civil Service Commission	0	NA	100%	0%	0%	0%	0%	No
Commerce and Economic Opportunity	1067	Notes, estimates.	31%	48%	7%	14%	64%	No
Corrections	9152	N/A	25%	25%	25%	25%	50%	Yes
Criminal Justice Information Authority	0	Has not been necessary as we do not have direct client contact.	100%	0%	0%	0%	0%	No
Deaf and Hard of Hearing Commission	0	N/A	100%	0%	0%	0%	0%	No
Developmental Disabilities Council	0	Expenditure information	100%	0%	0%	0%	0%	No
Emergency Management Agency	0	n/a	100%	0%	0%	0%	0%	No
Employment Security	8733	Limited English Proficiency tracking	59%	38%	3%	0%	0%	Yes
Environmental Protection Agency	0	N/A	60%	20%	0%	20%	0%	No
Financial and Professional Regulation	1800	Only contract translation services are monitored; via vouchers.	65%	30%	4%	1%	30%	Yes
Gaming Board	96	IGB will create a policy for FY14 tracking purposes. IGB polled current employees to obtain FY 13 interactions.	93%	7%	0%	0%	16%	Yes
Guardianship and Advocacy Commission	400	Staff interviews.	25%	40%	30%	5%	15%	Yes
Healthcare and Family Services	10337	Call log	92%	8%	0%	0%	0%	Yes
Historic Preservation	0	n/a	100%	0%	0%	0%	0%	No
Human Rights Commission	5	call log	99%	1%	0%	0%	1%	No
Human Rights Department	612	It depends on the Division; however, the Department uses its case management system to track cases. Calls are tracked a number of ways and in accordance with the Department's Division/Unit policies and procedures.	54%	20%	11%	15%	29%	Yes
Human Services	251358	Methods of tracking utilized by DHS include: emails, VOIP Reporting System, BAJA Request form and Excel, Web based case management systems, client DB reports capture apps/cases, CARs accounting system, Call Logs, invoices, LEP tracking, Logs, timesheets, case management logs, Call Logs, Internal Database and Weekly Excel reports.	48%	25%	17%	10%	38%	Yes
Illinois Commerce Commission	409	Call center software - Spanish calls are tracked in a queue that goes only to Spanish speaking counselors.	50%	50%	0%	0%	100%	Yes
Inspector General	200	The above number is estimated based on a weekly average of 4 calls per week.	80%	20%	0%	0%	20%	No
Insurance	628	Tracked via call log along with walk-in correspondence.	85%	15%	0%	0%	28%	No

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Number of cases for which bilingual skills were required	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.	TIME COMMITMENT				How much of the assistance was in-depth	Did agency use Master Contract?
			0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
Investment Board	0	Not necessary as the agency has very limited contact with the public.	100%	0%	0%	0%	0%	No
Juvenile Justice	4552	case management cumulative summaries, employee time sheets	50%	50%	0%	0%	50%	Yes
Labor Department	1367	LEP	20%	60%	20%	0%	10%	Yes
Labor Relations Board	50	N/A	50%	50%	0%	0%	50%	No
Labor Relations Board - Educational	0	Employees are asked annually whether or not they have encountered a client who has requested bilingual services during the previous fiscal year and if the need for interpretation was necessary.	100%	0%	0%	0%	0%	No
Lottery	1200	N/A	85%	15%	0%	0%	25%	No
Military Affairs	0	N/A	100%	0%	0%	0%	0%	No
Natural Resources	412	Unofficial logs by the bilingual employees have been used to date; however, we are implementing an official bilingual instance log for all bilingual employees immediately	50%	30%	10%	10%	10%	No
Office of Executive Inspector General								
Pollution Control Board	0	Case Management Software	100%	0%	0%	0%	0%	No
Prisoner Review Board	450	call log in an excel spreadsheet	45%	35%	15%	5%	50%	No
Public Health	6374	Interactions are tracked through database, call logs and calendars.	69%	26%	4%	1%	7%	Yes
Racing Board	0	0	90%	5%	5%	0%	0%	No
Revenue	30360	anecdotal reporting from bilingual employees	29%	65%	5%	1%	71%	No
State Fire Marshal	31	Other	100%	0%	0%	0%	0%	No
State Police	450	Information estimated by supervisor.	100%	0%	0%	0%	0%	No
State Police Merit Board	0	N/A	100%	0%	0%	0%	0%	No
Transportation	50	Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language assistance.	94%	6%	0%	0%	0%	No
Veterans Affairs	0	N/A	100%	0%	0%	0%	10%	No
<b>Statewide Totals:</b>	<b>340,154</b>							<b>Yes: 14 No: 30</b>

FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Indicate how many instances by and the source language for which those services were required. (Agencies should review the Master Contract Invoices)	In addition to the language interpretation services phone line, what other interpreter services, persons or organizations were utilized?
Aging	N/A	Coalition of Limited English Speaking Elderly (CLESE)
Agriculture	1 -Temp hire to serve during the Illinois State Fair.	none
Arts Council	0	0
Capital Development Board	n/a	n/a
Central Management Services	No	N/A
Children and Family Services	Only information available is \$238,729.48 spent.	In person interpretation, each region also subcontracts with interpreters. In addition interpreter information from the Department of Human Services is distributed as well as caseworkers using local social services agencies that offer free interpretation
Civil Service Commission	0	na
Commerce and Economic Opportunity	0	No known services were utilized.
Corrections	18 Facilities use on a weekly basis	Wexford Corrections Staff Lakeland College
Criminal Justice Information Authority	None	None
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	0	0
Emergency Management Agency	0	NA
Employment Security	8,733 The top 10 language requests were Spanish, Polish, Chinese (Cantonese & Mandarin), Arabic, French, Russian, Vietnamese, Hindi and Korean. Also used were Albanian, Burmese, Farsi, Italian, Lao, Lithuanian, Portuguese, Swahili, Urdu & others.	Chicago Hearing Society; Deaf Communication by Innovation; R. Taccona & Assoc.; C.G. Johnson; B. Evans; A. Gallup
Environmental Protection Agency	0	N/A
Financial and Professional Regulation	One - Spanish. The paperwork for a Korean translator is being worked on.	None
Gaming Board	2 instances, both Mandarin	No other services were utilized outside of the Propio Master Contract
Guardianship and Advocacy Commission	7	We have also relied on DHS bilingual employees at state operated facilities for certain clients who reside there and need our services.
Healthcare and Family Services	10,337 instances for 53 different languages (Albanian; Amharic; Arabic; Assyrian; Bengali; Bosnian, Bulgarian, Burmese, Cambodian, Chln, Czech, Farsi, Filipino, French, Greek, Gujarati, Haitian Creole, Hindi, Hungarian, Japanese, Karen, Karenni, Kirundi, K	None
Historic Preservation	0	n/a
Human Rights Commission	n/a	none
Human Rights Department	3	In addition to the language interpretation services, the Agency utilized its bilingual staff who receive the bilingual pay option and sign language interpreters.
Human Services	646 incidents. Languages include: Spanish, Polish, Russian, Czech, Mandarin, Cantonese, Arabic, Nepali, Albanian, Portuguese, German, Bosnian, Bulgarian, Hungarian, Korean, Swahili, Tigrinya, Urdu, Vietnamese, Spanish/Hndio dialect, French and Burmese.	Innovations; Chicago Area Interpreter Referral Service; Chicago Hearing Society; Heartland Alliance and Bridges; Ability Interpreting LLC.; Alternative Communication Services; Center for Sight and Hearing; Cross-cultural Interpreting Services; Language
Illinois Commerce Commission	We used interpretation services provided by Global Languages and Cultures, Inc. to translate our call center voice prompts in Spanish during FY13.	None
Inspector General	N/A	The OEIG used the following for language translation of annual offline ethics training courses: Carolyn's Braille Service for Braille; and Translation Smart for Spanish

FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Indicate how many instances by and the source language for which those services were required. (Agencies should review the Master Contract Invoices)	In addition to the language interpretation services phone line, what other interpreter services, persons or organizations were utilized?
Insurance	N/A	N/A
Investment Board	0	0
Juvenile Justice	once - sign language for a deaf applicant	once - sign language
Labor Department	Polish is used 25-30 times per year and Spanish is used 150-200 times per year.	None, the language interpretation services phone line is used as a last resort.
Labor Relations Board	0	NA
Labor Relations Board - Educational	None	none
Lottery	N/A	N/A
Military Affairs	N/A	N/A
Natural Resources	N/A	N/A
Office of Executive Inspector General	N/A	None
Pollution Control Board	N/A	None
Prisoner Review Board	n/a	None
Public Health	Spanish and Polish	n/a
Racing Board	0	0
Revenue	0	in house bi-lingual employees
State Fire Marshal	N/A	N/A
State Police	N/A	N/A
State Police Merit Board	N/A	N/A
Transportation	None.	None.
Veterans Affairs	N/A	N/A

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Does Agency conduct language assessment needs?	If yes, what was the agency's assessment in determining the number of positions language options needed to provide effective service to clients who communicate in a language other than English? (Number of bilingual staff needed)	Employees paid bilingual supplement in FY13	Employees that used skills in FY13	FREQUENCY OF USE			
					every day	1 x a week	1 x a month	1 x a year
Aging	No	10	10	10				
Agriculture	No	1	1	1	100%	100%		
Arts Council	No	0	0	0	0%	0%	0%	100%
Capital Development Board	No	0	0	0	0%	0%	0%	100%
Central Management Services	Yes	6	6	6	50%	50%		
Children and Family Services	Yes	167	167	167	100%			
Civil Service Commission	No	0	0	0	0%	0%	0%	100%
Commerce and Economic Opportunity	Yes	7	7	7	30%	41%	13%	16%
Corrections	Yes	30	30	30	70%	25%	4%	1%
Criminal Justice Information Authority	No	0	0	0	0%	0%	0%	100%
Deaf and Hard of Hearing Commission	No	7	7	7	100%	0%	0%	0%
Developmental Disabilities Council	Yes	0	0	0				
Emergency Management Agency	No	0	0	0	0%	0%	0%	100%
Employment Security	Yes	159	159	159	98%	0%	2%	0%
Environmental Protection Agency	No	2	2	2	100%			
Financial and Professional Regulation	No	15	15	15	65%	30%	4%	1%
Gaming Board	No	0	0	0				
Guardianship and Advocacy Commission	Yes	6	6	6	32%	68%	0%	0%
Healthcare and Family Services	No	98	98	98	78%	21%	1%	0%
Historic Preservation	No	0	0	0	0%	0%	0%	100%
Human Rights Commission	No	3	3	3	25%	25%	25%	25%
Human Rights Department	Yes	28	28	28	2%	50%	25%	23%
Human Services	Yes	1,013	1,013	1,013	60%	33%	6%	1%
Illinois Commerce Commission	Yes	3	3	3	100%			
Inspector General	No	1	1	1		100%		
Insurance	No	2	2	2	50%	50%	0%	0%
Investment Board	No	0	0	0				
Juvenile Justice	Yes	3	3	3	100%	0%	0%	0%
Labor Department	Yes	13	13	13	90%	10%	0%	0%
Labor Relations Board	No	1	1	1	5%	40%	50%	5%
Labor Relations Board - Educational	Yes	0	0	0	0%	0%	0%	100%
Lottery	No	3	3	3	90%	10%		
Military Affairs	No	0	0	0	0%	0%	0%	100%
Natural Resources	No	2	2	2	0%	66%	0%	34%
Office of Executive Inspector General								
Pollution Control Board	No	0	0	0	0%	0%	0%	100%
Prisoner Review Board	Yes	1	1	1	0%	50%	50%	0%
Public Health	Yes	21	21	21	62%	27%	2%	9%

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Does Agency conduct language assessment needs?	If yes, what was the agency's assessment in determining the number of positions language options needed to provide effective service to clients who communicate in a language other than English? (Number of bilingual staff needed)	Employees paid bilingual supplement in FY13	Employees that used skills in FY13	FREQUENCY OF USE			
					every day	1 x a week	1 x a month	1 x a year
Racing Board	No	0	0	0	0%	0%	0%	100%
Revenue	Yes	18	18	18	40%	15%	30%	15%
State Fire Marshal	Yes	2	2	2	0%	0%	50%	50%
State Police	No	0	1	0		100%		
State Police Merit Board	No	0	0	0	0%	0%	0%	100%
Transportation	No	14	14	14	0%	0%	99%	1%
Veterans Affairs	No	0	0	0	0%	0%	0%	100%
<b>Statewide Totals:</b>	<b>Yes: 17 No: 27</b>		<b>1,653</b>	<b>1,636</b>				

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Aging	N/A	N/A
Agriculture	0	0
Arts Council	3 employees - SPSSA, PSA and Arts Council Program Coordinator - Spanish was used.	0
Capital Development Board	N/A	N/A
Central Management Services	2. Executive 1 and Senior Public Service Administrator	None
Children and Family Services	Some employees are asked to interpret when clients walk in off the street or call into an office where the receptionist is not bilingual.	2 Child Protection Specialist 7/1/12 - 6/30/13 1 Child Protection Adv Specialist 7/1/12 - 6/30/13 1 Child Welfare Specialist 7/16/12 - 5/15/13 1 Child Welfare Specialist 10/1/12 - 6/30/13
Civil Service Commission	na	na
Commerce and Economic Opportunity	N/A	N/A
Corrections	N/A	N/A
Criminal Justice Information Authority	0	0
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	0	0
Emergency Management Agency	0	0
Employment Security	N/A	Leo Levin, Ongoing; Stanislav Volkovskyy, Ongoing as needed
Environmental Protection Agency	Senior Public Service Administrator Public Service Administrator Environmental Protection Engineer Environmental Protection Specialist Vehicle Emissions Compliance Inspector	0
Financial and Professional Regulation	N/A	0
Gaming Board	Sandra Flores- Soto (Gaming Special Agent)- Spanish Hina Ashiqali (Gaming Licensing Analyst)-Hindu, Urdu, Panjabi, Gujarati Elena Mheidza (PSA, Opt 8c)- Russian Lucero Bautista (Office Coordinator)- Spanish Bernardo Guillen (Gaming Special Agent)- Spa	N/A
Guardianship and Advocacy Commission	We did not have any agency employees that utilized language translation or interpretation skills to assist clients but did not receive bilingual pay.	We did not have any employees in a temporary assignment required to use bilingual language skills.
Healthcare and Family Services	0	0
Historic Preservation	n/a	n/a
Human Rights Commission	not applicable	not applicable
Human Rights Department	Number of Employees: One Employee Position Title: Senior Public Service Administrator Language Skill: Spanish	There were no agency employees that received temporary assignment pay for utilizing bilingual skills.
Human Services	Reported known instances: One (1) – Residential Services Supervisor – Spanish One (1) – Medical Administrator – Spanish One (1) – RN – Polish One (1) – Physician Specialist - Hindi	Reported known instances: One (1) Office Coordinator – Spanish – as needed One (1) – Rehab Case Coordinator 1 – Spanish – for 10 months Three (3) – Human Services Caseworkers – Spanish – 1 to 3 months One (1) – PAEA – Spanish – 3 months
Illinois Commerce Commission	N/A	N/A
Inspector General	N/A	N/A
Insurance	N/A	N/A
Investment Board	None.	None.

### FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Juvenile Justice	1 Juvenile Justice Youth & Family Specialist provides Spanish translation, written & oral. He receives temporary assignment pay. 1 Executive Secretary 3 provided Spanish translation, oral. 5 other Juvenile Justice Youth & Family Specialists provided	3 - Juvenile Justice Youth & Family Specialist; Spanish translator, receives ongoing Temporary Assignment pay as provided in the respective bargaining unit agreement.
Labor Department	4 SPSA FLS Division Manager SPSA CIO FLS Administrative Assistant II Private Secretary II	N/A
Labor Relations Board	NA	NA
Labor Relations Board - Educational	No.	No
Lottery	2. Lottery Sales Representatives and Spanish.	N/A
Military Affairs	N/A	N/A
Natural Resources	One employee: The Director of the Illinois Conservation Police, on a regular basis, assists with translating Office of Law Enforcement and IDNR letters and forms into Spanish. He also assists the public when calls are received and members of the public w	n/a
Office of Executive Inspector General		
Pollution Control Board	N/A	None
Prisoner Review Board	n/a	n/a
Public Health	n/a	n/a
Racing Board	5-SPANISH License Clerk License Clerk Steward Secretary Steward Assistant to the Director	0
Revenue	0	0
State Fire Marshal	n/a	n/a
State Police	N/A	N/A
State Police Merit Board	N/A	N/A
Transportation	Does not apply.	Does not apply.
Veterans Affairs	3 Employees Titles - Veterans Service Officers Language Skills - Spanish speaking skills	N/A



**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name	Personnel Code positions with language codes	Non-Personnel Code positions requiring bilingual skills	Posted vacancies with language code assigned	Posted vacancies with language code assigned that were filled	Positions with language codes assigned that were vacated	Positions revised to remove language code	Why were these positions revised to delete the language optn?	Positions revised to add language code
<i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>								
Prisoner Review Board	1	0	0	0	0	0	n/a	0
Public Health	40	0	9	6	2	3	2 no longer needed; 1 unable to fill	2
Racing Board	0	0	0	0	0	0	N/A	0
Revenue	75	0	5	5	3	0	0	2
State Fire Marshal	6	0	0	0	0	0	n/a	0
State Police	2	0	0	0	0	0	N/A	0
State Police Merit Board	0	0	0	0	0	0	N/A	0
Transportation	7	3	2	2	0	0	Not applicable.	0
Veterans Affairs	0	0	0	0	0	0	N/A	2
<b>Statewide Totals:</b>	<b>2,600</b>	<b>13</b>	<b>1,119</b>	<b>1,088</b>	<b>200</b>	<b>8</b>		<b>29</b>

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.	Hispanic ethnic category (excluding Signing and Braille)	Non-Hispanic ethnic category (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>					
Aging	Region 7 - 4 Region 1 - 6	9	1	0	0
Agriculture	Region 1-1 employee	0	0	0	0
Arts Council	0	0	0	0	0
Capital Development Board	N/A	0	0	0	0
Central Management Services	6 in Region 1	6	0	0	0
Children and Family Services	Region 1 162 Region 2 2 Region 3 0 Region 4 0 Region 5 0 Region 6 0 Region 7 3 Region 8 0	149	18	1	0
Civil Service Commission	0	0	0	0	0
Commerce and Economic Opportunity	5 - Region 1 2 - Region 7	5	2	0	0
Corrections	N/A	16	0	3	1
Criminal Justice Information Authority	0	0	0	0	0
Deaf and Hard of Hearing Commission	7 in Sangamon County	0	0	7	0
Developmental Disabilities Council	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0
Employment Security	Reg. 1-141; Reg. 2-9; Reg. 3-1; Reg. 4-3; Reg. 5-3; Reg. 6-2	140	18	1	0
Environmental Protection Agency	Region 1: 2 All other regions:0	2	0	0	0
Financial and Professional Regulation	15 - Region 1	13	2	0	0
Gaming Board	N/A	0	0	0	0
Guardianship and Advocacy Commission	6 - all in cook county	4	2	0	0
Healthcare and Family Services	Region 1 - 73; Region 2 - 4; Region 7 - 35	97	15	0	0
Historic Preservation	n/a	0	0	0	0
Human Rights Commission	3	3	0	0	0
Human Rights Department	Chicago Cook - Region 1: 29	23	4	0	0
Human Services	Region 1 = 592 Region 2 = 181 Region 3 = 6 Region 4 = 8 Region 5 = 20 Region 6 = 5 Region 7 = 15 Region 8 = 179 Region 9 = 2 Region 10 = 2 Region 11 = 3	520	520	366	14
Illinois Commerce Commission	3 employees located in Region 1.	3	0	0	0
Inspector General	The OELG has 1 staff member in Region 1 that receives bilingual supplemental pay.	1	0	0	0
Insurance	Region 1 - 2 Region 7 - 0	1	1	0	0
Investment Board	0	0	0	0	0
Juvenile Justice	0	3	0	0	0
Labor Department	Region 1 Cook- 12 Region 7 Sangamon- 1	11	2	0	0
Labor Relations Board	1 in Region 1	0	1	1	0
Labor Relations Board - Educational	0	0	0	0	0
Lottery	Region 1 - 3 employees.	3	0	0	0
Military Affairs	The agency pays no bilingual supplemental pay for any staff in any region.	0	0	0	0
Natural Resources	Region 7 - (2) Region 5 - (1)	2	1	0	0
Office of Executive Inspector General					
Pollution Control Board	0	0	0	0	0

FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.	Hispanic ethnic category (excluding Signing and Braille)	Non-Hispanic ethnic category (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>					
Aging	Region 7 - 4 Region 1 - 6	9	1	0	0
Agriculture	Region 1-1 employee	0	0	0	0
Arts Council	0	0	0	0	0
Capital Development Board	N/A	0	0	0	0
Central Management Services	6 in Region 1	6	0	0	0
Children and Family Services	Region 1 162 Region 2 2 Region 3 0 Region 4 0 Region 5 0 Region 6 0 Region 7 3 Region 8 0	149	18	1	0
Civil Service Commission	0	0	0	0	0
Commerce and Economic Opportunity	5 - Region 1 2 - Region 7	5	2	0	0
Corrections	N/A	16	0	3	1
Criminal Justice Information Authority	0	0	0	0	0
Deaf and Hard of Hearing Commission	7 in Sangamon County	0	0	7	0
Developmental Disabilities Council	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0
Employment Security	Reg. 1-141; Reg. 2-9; Reg. 3-1; Reg. 4-3; Reg. 5-3; Reg. 6-2	140	18	1	0
Environmental Protection Agency	Region 1: 2 All other regions: 0	2	0	0	0
Financial and Professional Regulation	15 - Region 1	13	2	0	0
Gaming Board	N/A	0	0	0	0
Guardianship and Advocacy Commission	6 - all in cook county	4	2	0	0
Healthcare and Family Services	Region 1 - 73; Region 2 - 4; Region 7 - 35	97	15	0	0
Historic Preservation	n/a	0	0	0	0
Human Rights Commission	3	3	0	0	0
Human Rights Department	Chicago Cook - Region 1: 29	23	4	0	0
Human Services	Region 1 = 592 Region 2 = 181 Region 3 = 6 Region 4 = 8 Region 5 = 20 Region 6 = 5 Region 7 = 15 Region 8 = 179 Region 9 = 2 Region 10 = 2 Region 11 = 3	520	520	366	14
Illinois Commerce Commission	3 employees located in Region 1.	3	0	0	0
Inspector General	The OELG has 1 staff member in Region 1 that receives bilingual supplemental pay.	1	0	0	0
Insurance	Region 1 - 2 Region 7 - 0	1	1	0	0
Investment Board	0	0	0	0	0
Juvenile Justice	0	3	0	0	0
Labor Department	Region 1 Cook- 12 Region 7 Sangamon- 1	11	2	0	0
Labor Relations Board	1 in Region 1	0	1	1	0
Labor Relations Board - Educational	0	0	0	0	0
Lottery	Region 1 - 3 employees.	3	0	0	0
Military Affairs	The agency pays no bilingual supplemental pay for any staff in any region.	0	0	0	0
Natural Resources	Region 7 - (2) Region 5 - (1)	2	1	0	0
Office of Executive Inspector General					
Pollution Control Board	0	0	0	0	0

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.	Hispanic ethnic category (excluding Signing and Braille)	Non-Hispanic ethnic category (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Prisoner Review Board	Region 7: 1	1	0	0	0
Public Health	Region 1 (Chicago, Bellwood, West Chicago) - 8 Region 7 (Springfield) - 13	18	3	0	0
Racing Board	0	0	0	0	0
Revenue	Region 1 12 Region 7 6	15	3	1	0
State Fire Marshal	1 - Region 1 1 - Region 7	2	0	0	0
State Police	Region 1 - 1	1	0	0	0
State Police Merit Board	0	0	0	0	0
Transportation	Region 1: 11; Region 2: 1; Region 4: 1; Region 7: 1	14	0	0	0
Veterans Affairs	0	0	0	0	0
<b>Statewide Totals:</b>		<b>1,062</b>	<b>593</b>	<b>380</b>	<b>15</b>

**FY 2013 Bilingual Needs and Bilingual Pay Survey**

Agency Name <b>For agencies with bilingual staff:</b>	What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?	What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Aging	The Illinois Department on Aging utilizes the Nextalk/Textnet units to effectively serve clientele with disabilities. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within an agency or a	In addition to answering the Senior Helpline, our bilingual staff responds to clients contacting the Department's SHIP program with bilingual Spanish calls, correspondence, translations, and walk-in assistance. The Senior Helpline logs all bilingual cal
Arts Council	Judgement 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 submitted to the Agency receiving technical assistance pertaining to their own applications.	The IACA is a small agency with only 15 full-time employees. One position has the Spanish Language Option for the Agency.
Central Management Services	The agency tracks cases for which translation and interpretation skills are required. The historical statistics reported on surveys such as this, and evaluated by management.	See 14a.
Children and Family Services	case load ratio.	case load ratio.
Commerce and Economic Opportunity	Determinations are made by management, based on client needs in respective offices. Needs are also primarily assessed with vacancies or work activity changes.	Same process as in 14a. Determinations are made by management, based on client needs in respective offices. Needs are also primarily assessed with vacancies or work activity changes.
Corrections	Each facility determines what their needs are based on the inmate population	Each facility determines what their needs are based on the inmate population
Criminal Justice Information Authority	Has not been necessary as direct client contact is handled by grantees.	Has not been necessary as direct client contact is handled by grantees.
Deaf and Hard of Hearing Commission	All positions require the use of sign language in order to communicate effectively with individuals with a hearing loss. This includes the community we serve as well as staff.	If we do provide services to Spanish speaking individuals, we hire interpreters with Spanish speaking sign language skills.
Employment Security	American Community Survey, Number of non-English speakers filing claims & number of requests for telephone interpreters.	American Community Survey, Number of non-English speakers filing claims & number of requests for telephone interpreters.
Environmental Protection Agency	The Agency uses a sample of calls to determine adequate service is provided to the public and surveys bilingual staff annually in conjunction with this survey to verify utilization of bilingual skill.	See above.
Financial and Professional Regulation	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 the investigations and examination process.	Please see 14a.
Gaming Board	None, as several agency staff and Illinois State Police assigned to the Illinois Gaming Board are bilingual in Spanish and English (or another language) and can provide effective services to our agency's clients. In the event we cannot assist a client di	None, as several agency staff and Illinois State Police assigned to the Illinois Gaming Board are bilingual in Spanish and English and can provide effective services to our agency's clients. In the event we cannot assist a client directly, IGB will utilize
Guardianship and Advocacy Commission	Based upon need after determining client requirements.	Based upon need after determining client requirements.
Healthcare and Family Services	Based on geographical need	Based on geographical need
Human Rights Commission	needs assessment	need assessment
Human Rights Department	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	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
Human Services	IDHS has a centralized Recruitment and Selection Unit responsible for hiring. Hiring staff use EEO Monitors and Underutilization Summaries. Additional, IDHS, through its Recruitment, Hiring and Discipline Committee conducts monthly meetings to discuss an	IDHS has a centralized Recruitment and Selection Unit responsible for hiring. Hiring staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts monthly meetings to discuss

### FY 2013 Bilingual Needs and Bilingual Pay Survey

<p>Agency Name</p> <p><b>For agencies with bilingual staff:</b></p>	<p>What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?</p>	<p>What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?</p>
<p>Illinois Commerce Commission</p>	<p>Currently, the agency is only required to handle consumer inquiries in English and Spanish. To the best of it's knowledge, the agency did not receive requests for communications in languages other than English or Spanish in fiscal year 2013.</p>	<p>In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2013, 567 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 40</p>
<p>Inspector General</p>	<p>N/A - The OEIG is a non-code agency exempt from the personnel code. However, we do provide our Spanish-speaking clients with translation services.</p>	<p>N/A - The OEIG is a non-code agency exempt from the personnel code. However, we do provide our Spanish-speaking clients with translation services.</p>
<p>Insurance</p>	<p>Agency uses CMS/Shared Services for hiring needs. However, discussion with senior staff and managers during staff meeting, review of job postings/descriptions are done internally.</p>	<p>Agency uses CMS/Shared Services for hiring needs. However, discussion with senior staff and managers during staff meeting, review of job postings/descriptions are done internally.</p>
<p>Juvenile Justice</p>	<p>Bilingual needs of clientele vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual need on an intermittent basis.</p>	<p>Bilingual needs of clientele vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual need on an intermittent basis.</p>
<p>Labor Department</p>	<p>LEP Tracking to quantify the number of translations done each day, month, quarter, year. This allows our Agency to determine the operational need for additional bilingual staff.</p>	<p>LEP Tracking again allows our Agency to gauge the amount of Spanish interpretations in a given time period and if more bilingual Spanish speaking staff is necessary.</p>
<p>Labor Relations Board</p>	<p>The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.</p>	<p>The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.</p>
<p>Lottery</p>	<p>N/A</p>	<p>N/A</p>
<p>Natural Resources</p>	<p>Need for bilingual staff is determined by the demand for services according to geographical area.</p>	<p>Need for bilingual staff is determined by the demand for services according to geographical area.</p>
<p>Prisoner Review Board</p>	<p>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 register</p>	<p>Currently our agency has one bilingual employee and position and at this time it is adequate for our agency</p>
<p>Public Health</p>	<p>Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of call and contact with our limited English proficient staff.</p>	<p>Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of call and contact with our limited English proficient staff.</p>
<p>Revenue</p>	<p>taxpayer contacts who need or request language assistance</p>	<p>taxpayer contacts who need or request spanish language assistance</p>
<p>Transportation</p>	<p>Organization entities notify the central office of the need based upon unit work functions and public interaction needs. The central office reviews the need and works with the entity to establish positions.</p>	<p>Same as above.</p>
<p>Veterans Affairs</p>	<p>Feedback from Staff Management Evaluation of Staffing Needs Hispanic Survey Plan Feedback from clients served</p>	<p>Feedback from Staff Management Evaluation of Staffing Needs Hispanic Survey Plan Feedback from clients served</p>

## FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <b>For agencies with no bilingual staff:</b>	How does the agency determine that it does not require any bilingual staff?
Agriculture	I meet with division managers of various bureaus to make sure we render an effective service in terms of filling bilingual positions.
Capital Development Board	The Capital Development Board is committed to providing outstanding service to the public. However, the need for specialized/bilingual staff is not existent at this time. Should such a need arise, the agency will re-evaluate our workforce and make sure th
Civil Service Commission	As stated above, there has never been a need for a bilingual staff.
Developmental Disabilities Council	The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes Tele-Interpreters to assist people who speak Spanish or other languages when
Emergency Management Agency	The agency is constantly evaluating staff and determining whether or not services are being met. Currently the agency websites can be translated into several language including Spanish to allow understanding for those citizens of Illinois that speak dif
Historic Preservation	We determined that given our mission at the Abraham Lincoln Presidential Museum, that we would like to have Spanish-speaking staff. That is why we are attempting to create the first bilingual positions IHPA has ever had.
Investment Board	Generally the positions here do not require bilingual skills because there is very limited public exposure for our staff
Labor Relations Board - Educational	Annual needs assessment of staff that have had requests for bilingual services while processing their cases, handling public information calls, etc.
Military Affairs	The Dept of Military Affairs does not have public clients. The agency has one organizational client - the IL National Guard. The IL National Guard meets its own bilingual requirements by/through US Federal Government resources and employees.
Pollution Control Board	The need has not arisen to date. If a need is shown in the future, the Board will proceed with a position in the Clerk's Office that would require a bilingual option.
Racing Board	Population serviced typically has an interpreter available to them.
State Fire Marshal	The agency determines the number of bilingual positions needed to render effective services throughout the state of Illinois based on translations needed for our field staff and phone calls received in our offices. We have bilingual positions located in
State Police	The agency relies on personnel in the field to request the need for bilingual skills.
State Police Merit Board	State statute.

FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Does your agency have a designated Liaison who works with the non English speaking community to recruit bilingual staff? If so, please provide the name(s):
Aging	N/A
Agriculture	0
Arts Council	Romie Munoz
Capital Development Board	N/A
Central Management Services	Evoñne Velasquez
Children and Family Services	Jose Lopez, Chief of Latino Services Teresita Gonzalez, Office of Employee Services.
Civil Service Commission	na
Commerce and Economic Opportunity	N/A
Corrections	N/A
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	NA
Emergency Management Agency	NA
Employment Security	Betty Torres, Human Resources Manager
Environmental Protection Agency	N/A
Financial and Professional Regulation	N/A
Gaming Board	EEO Officer, Karen Weathers
Guardianship and Advocacy Commission	NA
Healthcare and Family Services	NA
Historic Preservation	n/a
Human Rights Commission	not applicable
Human Rights Department	Amalia Martinez is the DHR liaison to the Hispanic Employment Plan Advisory Council Hector Villagrana is the DHR liaison for the Governor's Office of New Americans
Human Services	Neida Smyser-DeLeon, Assistant Secretary, Acting Director of Office of Hispanic/Latino Affairs.
Illinois Commerce Commission	N/A
Inspector General	N/A - The OIEG is a non-code agency exempt from the personnel code. However, we do provide our Spanish-speaking clients with translation services.
Insurance	N/A
Investment Board	We do not have a liaison as we have very limited contact with the public.
Juvenile Justice	NA
Labor Department	N/A
Labor Relations Board	NA
Labor Relations Board - Educational	Victor Blackwell, Executive Director
Lottery	N/A.
Military Affairs	N/A
Natural Resources	n/a
Office of Executive Inspector General	
Pollution Control Board	N/A
Prisoner Review Board	n/a
Public Health	Mireya Hurtado, Community Public Health Outreach Manager

### FY 2013 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY13 are shaded in grey.</i>	Does your agency have a designated Liaison who works with the non English speaking community to recruit bilingual staff? If so, please provide the name(s):
Racing Board	0
Revenue	Position was recently vacated. We are completing interviews and it should be staffed shortly.
State Fire Marshal	Vacant position.
State Police	N/A
State Police Merit Board	N/A
Transportation	The department has no such staff member.
Veterans Affairs	N/A

## **Appendix 5**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department on Aging

**Director:** John K. Holton, Ph.D.

**EEO/AA Officer:** Sara Han

**Agency Workforce:** 144

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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**

Agency at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Agriculture

**Director:** Robert F. Flider

**EEO/AA Officer:** Brent Eggleston

**Agency Workforce:** 357

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 41 Females, 5 African Americans and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 41 Females, 4 African Americans and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that addressed this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 40 Females, 4 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity that did not address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 40 Females, 4 African Americans and 1 Asian. For minorities, during the quarter, there were 3 opportunities and 1 or 33% (1 African American) addressed these goals. For females, there were no opportunities to address this goal

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 41 Females, 5 African Americans and 1 Asian. For minorities, during the year, there were 5 opportunities and 2 or 40% (2 African Americans) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this 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 minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Arts Council

**Executive Director:** Tatiana Gant

**EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 15

**Fiscal Year:** 2013

**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**

Agency at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Capital Development Board

**Executive Director:** Jim Underwood

**EEO/AA Officer:** Heather Humphrey

**Agency Workforce:** 130

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 14 Females and 2 African Americans. For minorities, there were no opportunities to address this goal. For females, of the 5 opportunities and 3 or 60% addressed this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 11 Females and 2 African Americans. For minorities, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 11 Females and 2 African Americans. For minorities, there were no opportunities to address this goal. For females, there were 5 opportunities and 2 or 40% addressed this goal.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13 agency underutilization was 9 Females and 2 African Americans. For minorities there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 14 Females and 2 African Americans. For minorities, during the year there were no opportunities to address this goal. For females, there were 10 opportunities and 5 or 50% addressed this goal. The agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*No opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Central Management Services

**Acting Director:** Simone McNeil

**EEO/AA Officer:** Fred Stewart

**Agency Workforce:** 1,485

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 67 Females, 9 African Americans, and 21 Hispanics. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were 5 opportunities and 2 or 40% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 65 Females, 8 African Americans, and 21 Hispanics. For minorities, during this quarter, there were three opportunities to address these goals, that did not address these goals. For females, there were 10 opportunities and 1 or 10% addressed this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 64 Females, 8 African Americans, and 21 Hispanics. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Hispanic) addressed these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 63 Females, 8 African Americans, and 20 Hispanics. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 11 opportunities and 3 or 27% addressed this goal. This agency is at parity for people with disabilities.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 67 Females, 9 African Americans, and 21 Hispanics. For minorities, during the year, there were 7 opportunities and 2 or 29% (1 African American and 1 Hispanic) addressed these goals. For females, there were 29 opportunities and 7 or 24% addressed this goal. This agency is at parity for people with disabilities.

## **FINDINGS**

Agency in compliance

Agency in non-compliance

## **RECOMMENDATIONS/COMMENTS**

This agency is at parity for people with disabilities. During FY13, the agency's performance for minority goal compliance was 25%, which exceeds the Department of Human Right's standard of 21%. The agency's performance for female goal compliance was 24%, which is significantly lower than DHR's standard of 37%, however, an exception will be granted in regards to compliance, because many of the agency's opportunities to hire involved job categories where labor force availability of females is low.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Director:** Richard Calica

**EEO/AA Officer:** Shelia Riley

**Agency Workforce:** 2,701

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 7 Females, 2 African Americans, 1 Hispanic and 47 Asians . For minorities, during this quarter, there were 8 opportunities and 2 or 25% (1 African American and 1 Asian) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 7 Females, 1 African American, 1 Hispanic and 46 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 7 Females, 1 African American, 1 Hispanic and 46 Asians. For minorities, during this quarter, there were 5 opportunities and 2 or 40% (1 African American and 1 Asian) addressed these goals. Achieved parity for African Americans. For females, there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 7 Females, 1 Hispanic and 45 Asians. For minorities, during this quarter, there were 8 opportunities and 1 or 13% (1 Asian) addressed these goals. For females, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY13 was 7 Females, 2 African Americans, 1 Hispanic and 47 Asians. For minorities, during the year, there were 36 opportunities and 8 or 22% (2 African Americans and 6 Asians) addressed these goals. For Females, during the year, there were no opportunities to address underutilization. This agency is at parity for people with disabilities.

## **FINDINGS**

Agency in compliance

Agency in non-compliance

## **RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the female goals. Agency achieved parity for African Americans.

**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:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Commerce and Economic Opportunity

**Director:** Adam Pollet

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 368

**Fiscal Year:** 2013

**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 THROUGH THIRD QUARTER (7/1/12 THROUGH 3/31/13)**

Agency underutilization at the beginning of FY13 was 2 Hispanics and 3 Asians. For minorities, during this quarters, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 2 Hispanics and 3 Asians. For minorities, during this quarter, there were two opportunities that did not address these goals.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 2 Hispanics and 3 Asians. For minorities, during the year, there were 2 opportunities, that did not address these goals. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*The agency had too few opportunities to address the minority goals to consider for affirmative action evaluation.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Commerce Commission

**Acting Executive Director:** Jonathan Feipel      **EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 241      **Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 16 Females, 1 African American, and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is at parity for people with disabilities.

**SECOND THROUGH THIRD QUARTERS (10/1/12 THROUGH 3/31/13)**

As of 10/1/12, agency underutilization was 16 Females, 1 African American, and 1 Asian. During these quarters, there were no opportunities to address minority or female goals.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 16 Females, 1 African American, and 1 Asian. For minorities, during this quarter, there were 3 opportunities that did no address this goal. For females, there was 1 opportunity, 1 or 100% addressed this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 16 Females, 1 African American, and 1 Asian. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 4 opportunities, 1 or 25% addressed this goal. This agency is at parity for people with disabilities.

Agency in compliance

Agency in non-compliance

## **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Corrections

**Director:** Salvador Godinez

**EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 11,232

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 692 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 107 opportunities and 41 or 38% addressed this goal. This agency is underutilized by 158 people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 651 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 10 opportunities and 1 or 7% (1 African American) addressed these goals. For females, there were 71 opportunities and 13 or 18% addressed this goal. This agency is underutilized by 158 people with disabilities.

### **THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 638 Females, 36 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 5 opportunities and 1 or 11% (1 African American) addressed these goals. For females, there were 107 opportunities and 33 or 31% addressed this goal. This agency is underutilized by 158 people with disabilities.

### **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 605 Females, 35 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 11 opportunities and 3 or 19% (2 African Americans and 1 Hispanic) addressed these goals. For females, there were 77 opportunities and 28 or 36% addressed this goal. This agency is underutilized by 157 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 692 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during the year, there were 31 opportunities and 5 or 16% (4 African Americans and 1 Hispanic) addressed these goals. For females, there were 362 opportunities and 115 or 32% addressed this goal. This agency is underutilized by 157 people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*The agency did not meet the minimum compliance criteria for females due to the fact that there are few females in the applicant pool. Furthermore, when reviewing the female and male hiring data both are hired at a comparable rate. For minorities, that agency had few opportunities through out the state to adequately address the minority goals. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contact with professional organizations.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano

**EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Criminal Justice Information Authority

**Executive Director:** Jack Cutrone

**Interim EEO/AA Officer:** Lisa Stephens

**Agency Workforce:** 77

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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**

This agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**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:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Educational Labor Relations Board

**Chairman:** Lynne Sered

**EEO/AA Officer:** Eileen Brennan

**Agency Workforce:** 10

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Emergency Management Agency

**Director:** Jonathan E. Monken

**EEO/AA Officer:** Kevin Moore

**Agency Workforce:** 214

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 11 Females. For females, there was 1 opportunity that did not address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER THROUGH THIRD QUARTER ((10/1/12 THROUGH 3/31/13)**

As of 10/1/12, agency underutilization was 11 Females. For females, there were no opportunities to address these goals during these quarters.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 11 Females. For females, there were three opportunities to address these goals, 1 or 33% addressed these goals.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY13 was 11 Females. For females, there were 4 opportunities and 1 or 25% addressed these 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 female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Employment Security

**Director:** Jay R. Rowell

**Interim EEO/AA Officer:** Caroline Alamillo

**Agency Workforce:** 1,269

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 11 Females, 1 Hispanic and 11 Asians. For minorities, during this quarter, there were 6 opportunities and 3 or 50% (3 Asians) addressed these 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 (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 10 Females, 1 Hispanic and 8 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 4/1/13, agency underutilization was 10 Females, 1 Hispanic and 8 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) address these goals. For females, there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 10 Females, 1 Hispanic and 7 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY13 was 11 Females, 1 Hispanic and 11 Asians. For minorities, during the year, there were 7 opportunities and 4 or 57% (4 Asians) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Environmental Protection Agency

**Director:** Lisa Bonnett

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 812

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginng of FY13 was 93 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities and 3 or 75% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 90 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 89 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 87 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginng of FY13 was 93 Females, 3 African Americans and 1 Asian. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 11 opportunities and 9 or 82% addressed this goal. This agency is at aprity for people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Financial and Professional Regulation

**Acting Secretary:** Manuel Flores

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 431

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 2 Females, 1 African American and 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these 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 (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 1 Female, 1 African American and 8 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 1 Female, 1 African American and 8 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) address these goals. For females, there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 1 Female and 8 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 2 Females, 1 African American and 8 Asians. For minorities, during the year, there were 6 opportunities and 1 or 17% (1 African American) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Lawrence T. Matkaitis

**EEO/AA Officer:** Jodi Schrage

**Agency Workforce:** 127

**Fiscal Year:** 2013

**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 SECOND QUARTERS (7/1/12 THROUGH 12/31/12)**

Agency underutilization at the beginning of FY13 was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during these quarters, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during the year, there were four opportunities that did not address these goals. For females, there were no opportunities to address this 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 goals and no opportunities to address the female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Gaming Board

**Administrator:** Mark Ostrowski

**EEO/AA Officer:** Karen Weathers

**Agency Workforce:** 158

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities		<b>X</b>	
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 8 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 3 people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 8 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were three opportunities to address these goals, 2 or 67% addressed these goals. This agency is underutilized by 3 people with disabilities.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 6 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 2 people with disabilities.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 5 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were 10 opportunities that did not address these goals. For females during this quarter, there were 13 opportunities, 3 or 23% addressed these goals. This agency is at parity for people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was , 8 Females, 1 Hispanic, and 1 Asian. For minorities, during the year, there were 12 opportunities that did not address these goals. For females, there were 16 opportunities, 5 or 31% addressed these goals. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

The agency is commended for hiring from the Successful Disability Opportunities list and achieving parity for people with disabilities. For females, the agency's performance, 31%, was close to the Department of Human Rights' standard of 37%. For minorities, there was no progress towards established goals, and the agency did not document a good faith effort in regards to recruitment of minorities. The agency will be referred to the Department of Central Management Services to establish training to address such goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Guardianship and Advocacy Commission

**Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Tedd Ward

**Agency Workforce:** 103

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 6/30/13)**

Agency underutilization for the beginning of FY13 was 1 Asian. For minorities, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*No opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Healthcare and Family Services

**Director:** Julie Hamos

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,109

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 4 Females, 7 African Americans, 7 Hispanics and 2 Asians. For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For Females, there were 4 opportunities and 4 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 6 African Americans, 7 Hispanics and 2 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (2 Hispanics) addressed these goals.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 6 African Americans, 5 Hispanics and 2 Asians. For minorities, during this quarter, there were 5 opportunities and 1 or 20% (1 African American) addressed these goals.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 5 African Americans, 5 Hispanics and 2 Asians. For minorities, during this quarter, there were 3 opportunities and 2 or 33% (2 African Americans) addressed these goals.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 4 Females, 7 African Americans, 7 Hispanics and 2 Asians. During the year, there were 16 opportunities and 6 or 38% (4 African Americans and 4 Hispanics) addressed these goals. This agency achieved parity for females. The agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

During the year, agency achieved parity for females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Historic Preservation Agency

**Director:** Amy Martin

**EEO/AA Officer:** Dawn DeFraties

**Agency Workforce:** 170

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 (7/1/12 THROUGH 6/30/13)**

Agency underutilization at the beginning of FY13 was 1 Female. For females, there were no opportunities to address this goal this year. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the female goals.

**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:** 20

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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**

This agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**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:** 140

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 2 Asians. During this quarter, there was one opportunity that did not address the minority goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/12 THROUGH 6/30/13)**

Agency underutilization at the beginning of FY13 was 2 Asians. During these quarters, there were no opportunities to address the minority goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 2 Asians. During the year, there was one opportunity that did not address the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*There was only one opportunity to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Services

**Secretary:** Michelle R. B. Saddler

**EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 12,874

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities		<b>X</b>	
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 60 Females, 17 African Americans, 65 Hispanics, and 43 Asians. For minorities, during this quarter, there were 22 opportunities and 5 or 23% (1 African American and 4 Hispanics) addressed these goals. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 58 Females, 16 African Americans, 61 Hispanics, and 43 Asians. For minorities, during this quarter, there were 27 opportunities and 2 or 7% (1 Asian and 1 Hispanic) addressed these goals. For females, there were 4 opportunities to address this goal and 2 or 50% addressed this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 56 Females, 16 African Americans, 60 Hispanics, and 42 Asians. For minorities, during this quarter, there were 33 opportunities and 3 or 9% (2 Hispanics and 1 Asian) addressed these goals. For females, there were 14 opportunities and 5 or 36% addressed this goal.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 51 Females, 16 African Americans, 58 Hispanics, and 41 Asians. For minorities, during this quarter, there were 47 opportunities and 10 or 21% (2 African Americans and 8 Hispanics) addressed these goals. For females, there were 11 opportunities and 8 or 73% addressed this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 60 women, 17 African Americans, 65 Hispanics, and 43 Asians. For minorities, during the year, there were 129 opportunities and 20 or 16% (15 Hispanics, 3 African Americans, and 2 Asians) addressed these goals. For females, there was 32 opportunities, and 17 or 53% addressed this goal. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

This agency was at parity for people with disabilities at the beginning of the year and continued to hire during the year through the Successful Disability Opportunities program, which is to be commended. There were 32 opportunities to address the female goals, and 17 or 53%, addressed these goals, which exceeds the Department of Human Rights' standard of 37% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 21%, however, documentation was made of efforts to recruit minorities, and in some cases the availability of qualified candidates was low. A compliance exception is granted.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Insurance

**Director:** Andrew Boron

**EEO/AA Officer:** Ryan Gillespie

**Agency Workforce:** 244

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 1 Female. For minorities, the agency is at parity. For females, there was 1 opportunity and 1 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

The agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood

**EEO/AA Officer:** Alise White

**Agency Workforce:** 10

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Juvenile Justice

**Director:** Arthur Bishop

**Interim EEO/AA Officer:** Vickie Fair

**Agency Workforce:** 993

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 153 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 153 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Asian) addressed these goals. For females, there were 26 opportunities and 12 or 46% addressed this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during the year, there were 7 opportunities and 1 or 14% (1 Asian) addressed these goals. For females, there were 27 opportunities and 13 or 48% addressed this 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 goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Labor

**Director:** Joseph Costigan

**EEO/AA Officer:** Salvatore Calace

**Agency Workforce:** 85

**Fiscal Year:** 2013

**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 QUARTER THROUGH FOURTH QUARTERS (7/1/12 THROUGH 6/30/13)**

Agency underutilization at the beginning of FY13 was 3 African Americans. For minorities, during these quarters, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance  Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Labor Relations Board

**Executive Director:** Melissa Mlynski

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 23

**Fiscal Year:** 2013

**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**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Kevin McClain

**EEO/AA Officer:** Larry Smith

**Agency Workforce:** 15

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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**

This agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Lottery

**Superintendent:** Michael J. Jones

**EEO/AA Officer:** Lydia S. Mills

**Agency Workforce:** 148

**Fiscal Year:** 2013

**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 SECOND QUARTERS (7/1/12 THROUGH 12/31/12)**

Agency underutilization at the beginning of FY13 was 2 Females and 1 Asian. For minorities during this quarters, there were no opportunities to hire/promote in the underutilized categories. For females during this quarter, there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

For minorities during this quarter there were no opportunities to hire/promote in the underutilized categories. For females during this quarter there was one opportunity to hire/promote in the underutilized category, 1 female or 100% addressed this goal.

**FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

For minorities during this quarter there were no opportunities to hire/promote in the underutilized categories. For females during this quarter there was one opportunity to hire/promote in the underutilized category, 1 female or 100% addressed this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 2 Females, and 1 Asian. For minorities, during the year, there were no opportunities to address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address minority goals this year.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Medical District Commission

**Executive Director:** Warren Ribley

**EEO/AA Officer:** Kesner Bienvenu

**Agency Workforce:** 13

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Military Affairs

**Brigadier General:** Daniel M. Krumrei

**EEO/AA Officer:** Ruth Moenck

**Agency Workforce:** 222

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/31/12)**

Agency underutilization at the beginning of FY13 was 27 Females, 1 African American, and 1 Hispanic. For minorities, there were no opportunities to address this goal. For females, there was one opportunity that did not address these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

Agency underutilization as of 10/1/12 was 27 Females, 1 African American, and 1 Hispanic. For minorities, there were no opportunities to address this goal. For females, there was one opportunity and 1 or 100% that addressed these goals.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 10/1/12, agency underutilization was 26 Females, 1 African American, and 1 Hispanic. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was one opportunity and 1 or 100% that addressed these goals.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 25 Females, 1 African American, and 1 Hispanic. For minorities, during this quarter, there was one opportunity to address this goal, 1 African American or 100% addressed this goal. For females, there were two opportunities and 2 or 100% addressed this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 27 Females, 1 African American, and 1 Hispanic. For minorities, during the year, there was one opportunity to address this goal, 1 African American or 100% addressed this goal. For females, there were five opportunities, 4 or 80%, addressed this 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 and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Natural Resources

**Director:** Marc Miller

**EEO/AA Officer:** Gloria Williams

**Agency Workforce:** 1,047

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:		<b>X</b>	
a. Minorities		<b>X</b>	
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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 116 Females, 24 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there was 1 opportunity, 1 African American or 100% addressed these goals. For females, there were no opportunities. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 116 Females, 23 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 8 opportunities to address these goals, 2 African Americans or 25% addressed these goals. For females, there were 8 opportunities to address these goals, 3 or 38% addressed these goals.

### **THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 113 Females, 21 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 7 opportunities that did not address these goals. For females, there were 8 opportunities and 1 or 13% addressed this goal.

### **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 112 Females, 21 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 10 opportunities that did not address these goals. For females, there were 14 opportunities that did not address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 116 Females, 24 African Americans, 11 Hispanics, and 2 Asians. For minorities, during the year, there were 26 opportunities, 3 or 12% (3 African Americans) addressed these goals. For females, there were 30 opportunities and 4 or 13% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

This agency used the Successful Disability Opportunities program many times throughout the year and is commended for its hiring of people with disabilities. It should also be noted that the agency conducted outreach to attract minorities, and in some cases the availability of qualified individuals is low. The agency's performance in regards to hiring women was 13%, which is significantly below the Department of Human Rights' standard of 37%, and efforts to recruit female candidates was not documented. Its performance in regards to hiring minorities, 12%, is significantly below DHR's standard of 21%. The agency will be referred to the Department of Central Management Services for implementation of a training program to address underutilization.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police

**Director:** Hiram Grau

**Interim EEO/AA Officer:** Lieutenant Robert Sgambelluri

**Agency Workforce:** 2,905

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 QUARTER THROUGH SECOND QUARTER (7/1/12 THROUGH 12/31/12)**

Agency underutilization at the beginning of FY13 was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during these quarters, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 3 people with disabilities.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during this quarter, there were 47 opportunities, 7 (7 African Americans) or 15% addressed these goals. For females, there was 52 opportunities and 6 or 12% addressed this goal. This agency is underutilized by 3 people with disabilities.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 78 Females, 48 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during this quarter, there were 8 opportunities to address these goals, 5 or 63% (4 African Americans and 1 Hispanic) addressed this goal. For females, there were no opportunities to address this goal. This agency is underutilized by 2 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during the year, there were 55 opportunities and 12 or 22% (11 African Americans and 1 Hispanic) addressed these goals. For females, there were 52 opportunities and 6 or 12% addressed this goal. This agency is underutilized by 2 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

The agency is commended for doing considerable outreach and recruitment in regards to minority candidates. The Department of Human Rights' standard for minority affirmative action performance was reached. Further, the agency used the Successful Disability Opportunities program list and addressed its disability goals. This agency failed to meet the DHR standard of 37% for female goals, in that it addressed such goals only 12% of the time. The agency should target recruitment efforts to organizations that can refer qualified female candidates. ISP will be referred to the Department of Central Management Services for assistance in providing training to meet the affirmative action goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police Merit Board

**Executive Director:** Ronald P. Cooley

**EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 4

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Pollution Control Board

**Executive Director:** Thomas Johnson

**EEO/AA Officer:** Kathryn L. Griffin

**Agency Workforce:** 24

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Prisoner Review Board

**Chairman:** Adam Monreal

**EEO/AA Officer:** Nichole Damhoff

**Agency Workforce:** 17

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Property Tax Appeal Board

**Executive Director:** Louis Apostol

**EEO/AA Officer:** Becky Hesse

**Agency Workforce:** 26

**Fiscal Year:** 2013

**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 ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

The agency is underutilized by one person with a disability.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Public Health

**Director:** LaMar Hasbrouck, M.D., M.P.H.

**EEO/AA Officer:** Robin Tucker-Smith

**Agency Workforce:** 1,076

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 1 African American and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 1 African American and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 1 Asian. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 1 African American and 1 Asian. For minorities, during the year, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. The agency is at parity for females. 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. The agency is at parity for females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Marc Laino

**EEO/AA Officer:** Kathy Laurent

**Agency Workforce:** 54

**Fiscal Year:** 2013

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	<b>X</b>		
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 (7/1/12 THROUGH 6/30/13)**

Agency underutilization at the beginning of FY13 was 1 Female. For females, there were no opportunities during these quarters. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance                       Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address this goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Retirement Systems

**Executive Secretary:** Timothy B. Blair

**EEO/AA Officer:** Denise Connelly

**Agency Workforce:** 104

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of the year was 1 African American. There was one opportunity that did not address this goal this quarter. The agency is at parity for females and people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12 agency underutilization was 1 African American. There was one opportunity that did not address this goal this quarter.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13 underutilization was 1 African American. During the quarter there were no opportunities to address this goal.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13 underutilization was 1 African American. During the quarter there were 4 opportunities to address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 1 African American. For minorities, during the year, there were 6 opportunities that did not address this goal. This agency is at parity for females and people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal during the year.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 1,660

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 1 African American and 1 Asians. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (1 African American and 1 Asian) addressed these goals. Parity was achieved for minorities. The agency is at parity for females. The agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 1 African American, and 1 Asian. For minorities, during the year, there were 2 opportunities and 2 or 100% (1 African American and 1 Asian) addressed these goals. Parity was achieved for minorities. The agency is at parity for females. The agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

Agency in non-compliance

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Secretary:** Ann L. Schneider

**EEO/AA Officer:** Karen Ward

**Agency Workforce:** 5,389

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 840 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 36 opportunities and 16 or 36% addressed this goal. This agency is underutilized by 128 people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 824 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 3 opportunities and 2 or 67% (1 African American and 1 Hispanic) addressed these goals. For females, there were 17 opportunities and 8 or 47% addressed this goal. This agency is underutilized by 125 people with disabilities.

### **THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, agency underutilization was 816 Females, 44 African Americans, 107 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 5 opportunities and 4 or 80% (2 African Americans and 2 Hispanics) addressed these goals. For females, there were 15 opportunities and 9 or 60% addressed this goal. This agency is underutilized by 85 people with disabilities.

### **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, agency underutilization was 807 Females, 42 African Americans, 105 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 African American) addressed these goals. For females, there were 43 opportunities and 19 or 44% addressed this goal. This agency is underutilized by 85 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY13 was 840 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during the year, there were 15 opportunities and 7 or 47% (4 African Americans, 3 Hispanics) addressed these goals. For females, there were 112 opportunities and 52 or 46% addressed this goal. This agency is underutilized by 85 people with disabilities.

### **FINDINGS**

Agency in compliance

Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

The agency failed to submit its EEO/AA reports on a timely basis. The fourth quarter EEO/AA report was submitted seven weeks late. The Department of Human Rights was required to issue a Late Notice and a Notice to Show Cause before the report was submitted. In FY14, the reports must be submitted on time.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Veterans' Affairs

**Acting Director:** Erica Borggren

**EEO/AA Officer:** Mary Keen

**Agency Workforce:** 1,298

**Fiscal Year:** 2013

**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 QUARTER (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. There were two opportunities that did not address minority goals. This agency is parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. For minorities during this quarter there were 4 opportunities that did not address these goals.

**THIRD QUARTER (1/1/13 THROUGH 3/31/13)**

As of 1/1/13, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. For minorities during this quarter there were 2 opportunities, which did not address these goals.

## **FOURTH QUARTER (4/1/13 THROUGH 6/30/13)**

As of 4/1/13, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. For minorities during this quarter there was 1 opportunity to hire/promote that did not meet these goals. For females during this quarter there were no opportunities to hire/promote in the underutilized category.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 6 Females, 13 African Americans, and 2 Hispanics. For females, there were no opportunities to address these goals. For minorities, there were 9 opportunities that did not address these goals. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance  Agency in non-compliance

### **RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the female goals and too few opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Michael P. Latz

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 159

**Fiscal Year:** 2013

**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 (7/1/12 THROUGH 9/30/12)**

Agency underutilization at the beginning of FY13 was 3 Asians. During this quarter, there were no opportunities to address the minority goal. Agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/12 THROUGH 12/31/12)**

As of 10/1/12, agency underutilization was 3 Asians. During this quarter, there were 2 opportunities that did not address the minority goal.

**THIRD THROUGH FOURTH QUARTERS (1/1/13 THROUGH 6/30/13)**

As of 1/1/13, agency underutilization was 3 Asians. During these quarters, there were no opportunities to address the minority goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY13 was 3 Asians. During the year, there weres two opportunities that did not address the minority goal. The agency is at parity for females. 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.



