



State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2016

## *Hispanic Employment Plan*



Respectfully submitted to the Illinois General Assembly  
by Central Management Services and the  
Hispanic Employment Plan Advisory Council





## OFFICE OF THE GOVERNOR

207 STATE HOUSE  
SPRINGFIELD, ILLINOIS 62706

**BRUCE RAUNER**  
GOVERNOR

February 1, 2016

Dear General Assembly Member,

The State of Illinois is an incredibly diverse state, and we benefit from that diversity. As such, our state workforce should more accurately reflect the diversity of Illinois. Attached you will find the 2016 State Hispanic Employment Plan Advisory Council report, which shows increased access to state employment for Hispanics. The report outlines the action steps of coded state agencies striving for a state workforce that more accurately reflects the diversity of Illinois.

During this reporting period, my Administration collaborated with the Hispanic Employment Plan Advisory Council and assisted in the development of this plan in collaboration with the Illinois Department of Central Management Services. While we continue to make progress there is always room for improvement to achieve full representation of Hispanics at all levels of state government.

I believe sustained efforts are required to create a more inclusive and representative state workforce to ensure Illinois remains a leader in diverse employment practices and serves as an example for all Illinois employers. The Hispanic Employment Plan Advisory Plan will continue to be part of my Administration's unwavering commitment to building a workforce that truly reflects the diversity throughout the Land of Lincoln.

Illinois faces daunting fiscal challenges but I remain committed to promoting a work environment that is inclusive of everyone and leaves no one left out. I am confident that the Illinois Department of Central Management Services' Diversity Enrichment Program will continue to partner with the Hispanic Employment Plan Advisory Council to meet the goals and objectives outlined in this year's plan.

Sincerely,

A handwritten signature in black ink that reads "Bruce Rauner".

Bruce Rauner  
Governor





ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Acting Director

Bruce Rauner, Governor

February 1, 2016

Dear General Assembly Member:

Enclosed please find an electronic copy of the 2016 State Hispanic Employment Plan, which the Department of Central Management Services is required to prepare and submit to the General Assembly, pursuant to Public Act 094-0597, reporting each agency's activities in implementing the plan.

Outlined in the body of this report you will find information on the status of the Hispanic workforce of individual agencies, as well as their accomplishments in meeting the objectives of this important legislation. We invite your review of this report, as well as your comments and recommendations.

Governor Bruce Rauner remains committed to diversity in our workforce, including the recruitment, hiring, training, retention and promotion of Hispanic and bilingual employees. As this report shows, much progress has been made during Governor Rauner's administration, and we look forward to witnessing continued efforts to increase the diversity of the State workforce.

Of course, there are many benefits of having a diverse workforce, but perhaps the most significant is to enable State agencies to provide better services more efficiently to the public. By working together on this initiative, we can achieve the objectives outlined in the Hispanic Employment Plan and better serve the citizens of our great state.

Sincerely,

A handwritten signature in black ink, appearing to read "M. M. Hoffman", is written over a horizontal line.

Michael M. Hoffman  
Acting Director



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## I. 2015 Executive Summary

Senate Bill 2043, the State Hispanic Employment Plan, was signed into law on August 15, 2005, becoming Public Act 094-0597. It mandates the Department of Central Management Services (CMS), in collaboration with the Hispanic Employment Plan (HEP) Advisory Council, to submit to the General Assembly an annual report on Hispanic Employment in the State of Illinois by February 1<sup>st</sup> of each year. This report represents data analysis of Hispanic employment throughout state government and outlines the Hispanic Employment Plan Advisory Council's activities for the reporting period of January 1, 2015, through December 31, 2015.

The HEP is part of the Governor's ongoing commitment to diversity in the state's workforce, which includes the recruiting, hiring, training, retention and promotion of Latino employees. To meet the objectives of this important legislation, the Governor's Office continues to play a more proactive role in the implementation of the HEP in collaboration with the Hispanic Employment Plan Advisory Council (HEPAC).

All agencies with Personnel Code-covered employees under the Governor's jurisdiction, in collaboration with the HEPAC and the Department of Human Rights, are charged with successfully implementing the legislative intent of State's HEP. CMS provides administrative support to the Council and state agencies.

As an initial step towards meeting this objective during this calendar year, the Governor's Office and HEPAC convened round-table meetings with the following agencies and commissions:

- Department of Children and Family Services
- Department of Transportation
- Department of Employment Security
- Department of Human Services
- Central Management Services
- Department of Revenue
- Illinois Department of Veterans' Affairs
- Illinois Latino Family Commission

The **three-fold** purpose of the roundtable meetings included:

- 1) Review current employment strategies undertaken in implementing the HEP.
- 2) Review current employment strategies undertaken to increase the number of available bilingual/Spanish-speaking employees to meet program service delivery needs of the Spanish-speaking community.
- 3) Provide suggestions and recommendations for increasing the number of Hispanic and Spanish-speaking employees.

The topics of discussion at the round-table meetings included but were not limited to:



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- Providing technical assistance and hiring best practices as a means of strengthening the agency Hispanic Employment Plans
  - Administrative clarification of the law regarding Veterans' preference
  - Targeted Recruitment Partnerships with Illinois Association of Hispanic State Employees, IDES and HEPAC Members
  - Broader distribution of job postings to ensure Spanish-speaking community participation
  - Targeted recruitment of Hispanic Veterans
  - Increasing number of Spanish speaking bilingual staff
  - Agency review of compliance with State Services Assurance Act
  - The state grading process
  - Uniform random selection methodology
  - Increasing hiring and promotion of Hispanics to senior policy management positions
  - Increasing the number of Hispanics participating as interns or student workers

## **II. Current Demographics**

Data used for developing the 2016 report is based on calendar year 2015, a year in which state agencies continued to face tremendous fiscal challenges and limited opportunities to hire. Overall, the state's workforce experienced a net increase of 2,593 Personnel Code-covered state employees from 44,279 in December 2014 compared to 46,872 at the end of December 2015.

Since 2006, CMS has developed an annual plan to address the underutilization of Hispanics and bilingual employees in the State's workforce. This report provides the most recent statistical data on Hispanic representation in Personnel Code-covered positions throughout state agencies. Data presented is from a statewide and agency-level perspective, and shows senior and mid-level supervisory and managerial positions.

According to the 2010 U.S. Census data, Hispanics represent the largest minority population at 15.8% of Illinois' general population. As of December 31, 2015, approximately 2,749 (5.86%), of the state's 46,872 employees in Personnel Code-covered positions are Hispanic. This is a net increase of 12.5% with the addition of 305 employees. The five Illinois counties with the highest number of Hispanic state employees are listed below, followed by the corresponding Hispanic populations.

COUNTY NAME	%	TOTAL HISPANIC	STATE EMPLOYEES		
			ALL	% HISPANIC	TOTAL HISPANIC
Cook	24.00%	1,244,762	9,498	14.70%	1,400
Kane	30.70%	158,390	1,551	13.50%	212
Will	15.60%	105,817	1,814	10.70%	195
Sangamon	1.80%	3,480	9,378	1.80%	166
DuPage	13.30%	121,506	587	18.20%	107

There are 2,749 Hispanic employees statewide in Personnel Code-covered positions, an increase of 12.5% from 2014. The five state agencies with the largest number of Hispanic employees in Personnel Code-covered state positions are indicated as follows:

AGENCY	Hispanic Employees	% Hispanic
HUMAN SERVICES	1190	8.97%
CORRECTIONS	372	3.12%
CHILDREN & FAMILY SERVICES	209	8.21%
EMPLOYMENT SECURITY	189	15.67%
TRANSPORTATION	154	4.69%

Of the 2,749 Hispanic employees, 50% (1,381) are currently receiving bilingual pay for the use of the Spanish language. The number of bilingual Spanish speakers increased in 2015 by 6.2%. Four state agencies that have the highest number of Hispanic employees receiving bilingual pay for the use of the Spanish language are shown below.

AGENCY	EMPLOYEES RECEIVING BILINGUAL PAY FOR SPANISH LANGUAGE
HUMAN SERVICES	837
CHILDREN & FAMILY SERVICES	149
EMPLOYMENT SECURITY	117
HEALTHCARE & FAMILY SERVICES	96

Veterans are provided preference in state hiring, which may influence minority hiring among state agencies. Veterans account for 18.1% of the total Personnel Code-covered employee workforce. There are a total of 8,463 veterans employed in coded positions, including 327 Hispanic veterans. Hispanic veterans account for 3.9% of the veterans. The agencies with highest number of veterans are shown below along with the total number of Hispanic veterans.

VETERANS			
	TOTAL	ALL VETS	%
AGENCY	HISPANIC	TOTAL	HISPANIC VETERANS
CORRECTIONS	68	2.64%	2.64%
TRANSPORTATION	69	3.84%	3.84%
HUMAN SERVICES	66	5.23%	5.23%
HEALTHCARE & FAMILY SRV	12	3.64%	3.64%
EMPLOYMENT SECURITY	22	7.31%	7.31%
NATURAL RESOURCES	3	1.07%	1.07%
VETERANS AFFAIRS	14	5.71%	5.71%
CENTRAL MANAGEMENT SVCS	4	1.70%	1.70%
REVENUE	8	3.56%	3.56%
CHILDREN & FAMILY SVCS	6	3.57%	3.57%
JUVENILE JUSTICE	9	5.81%	5.81%
STATE POLICE	5	3.85%	3.85%
PUBLIC HEALTH	3	2.73%	2.73%

As we examine the most recent statistical data and compare gender, the ratio of Hispanic women to men employed statewide in Personnel Code-covered positions is nearly 1 to 1. There are 1,580 Hispanic women compared to 1,169 Hispanic men employed in Personnel Code-covered state positions. The number of Hispanic employees by gender and their percentage of the total agency workforce are indicated below.

GENDER	COUNT OF HISPANIC EMPLOYEES
Women	1,580 (57.5%)
Men	1,169 (42.5%)

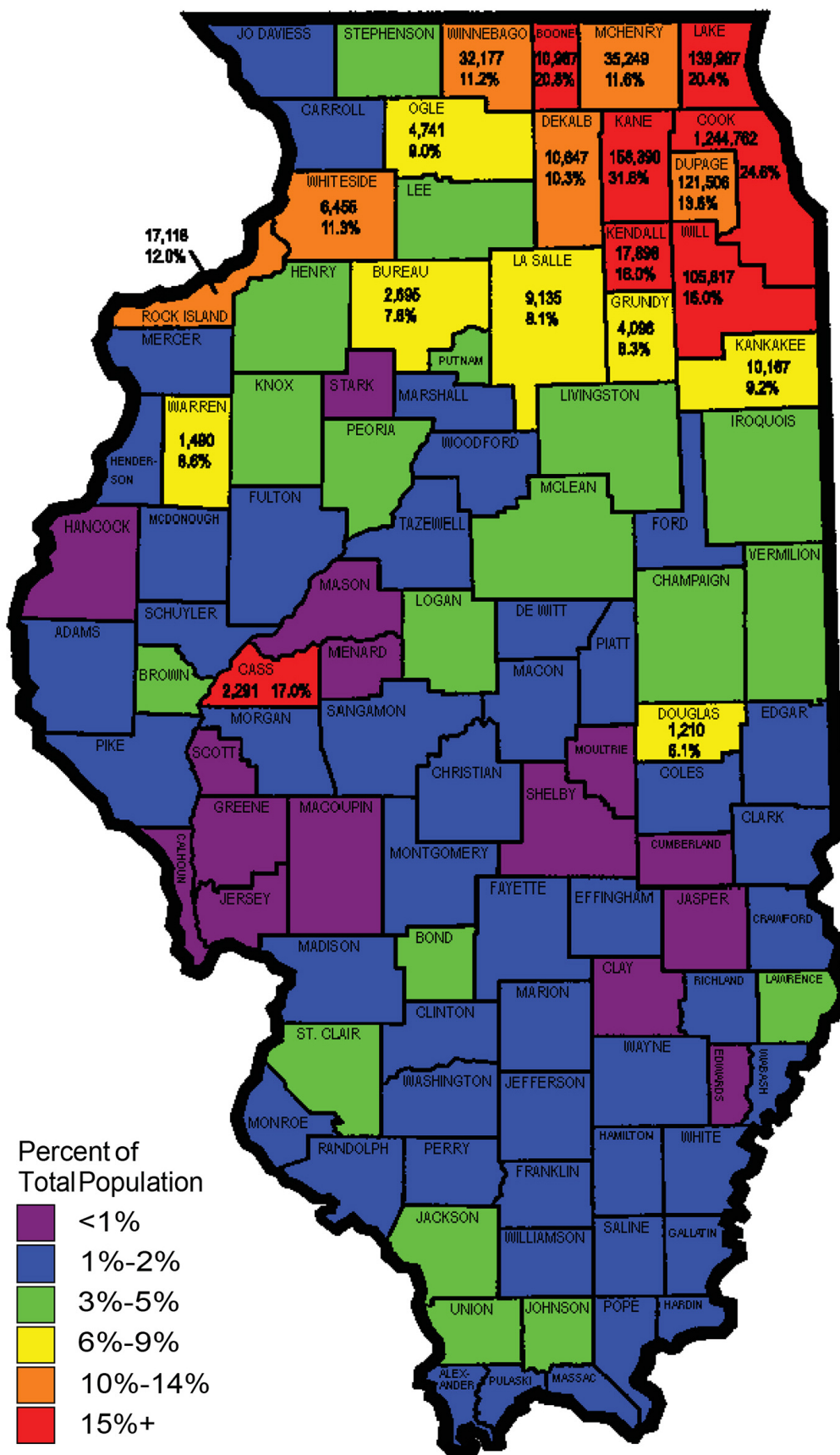
The total number of open competitive exams administered during this calendar year was 99,788. Of those, 10,113 were administered to Hispanics. The total number of exams as well as the number administered to Hispanics trended down during this reporting period with a decrease of 5,484 Hispanic applicants. The graph below illustrates how Hispanics fared when compared to non-Hispanic applicants.

<b>CY 2015</b>	<b>HISPANICS</b>	<b>NON-HISPANICS</b>	<b>TOTAL</b>
Open Competitive Total Grades	10,113	89,675	99,788
A Grade	1,609	22,577	24,186
B Grade	2,993	26,507	29,500
C Grade	2,203	12,992	15,125
Failed Grade	3,308	27,669	30,997

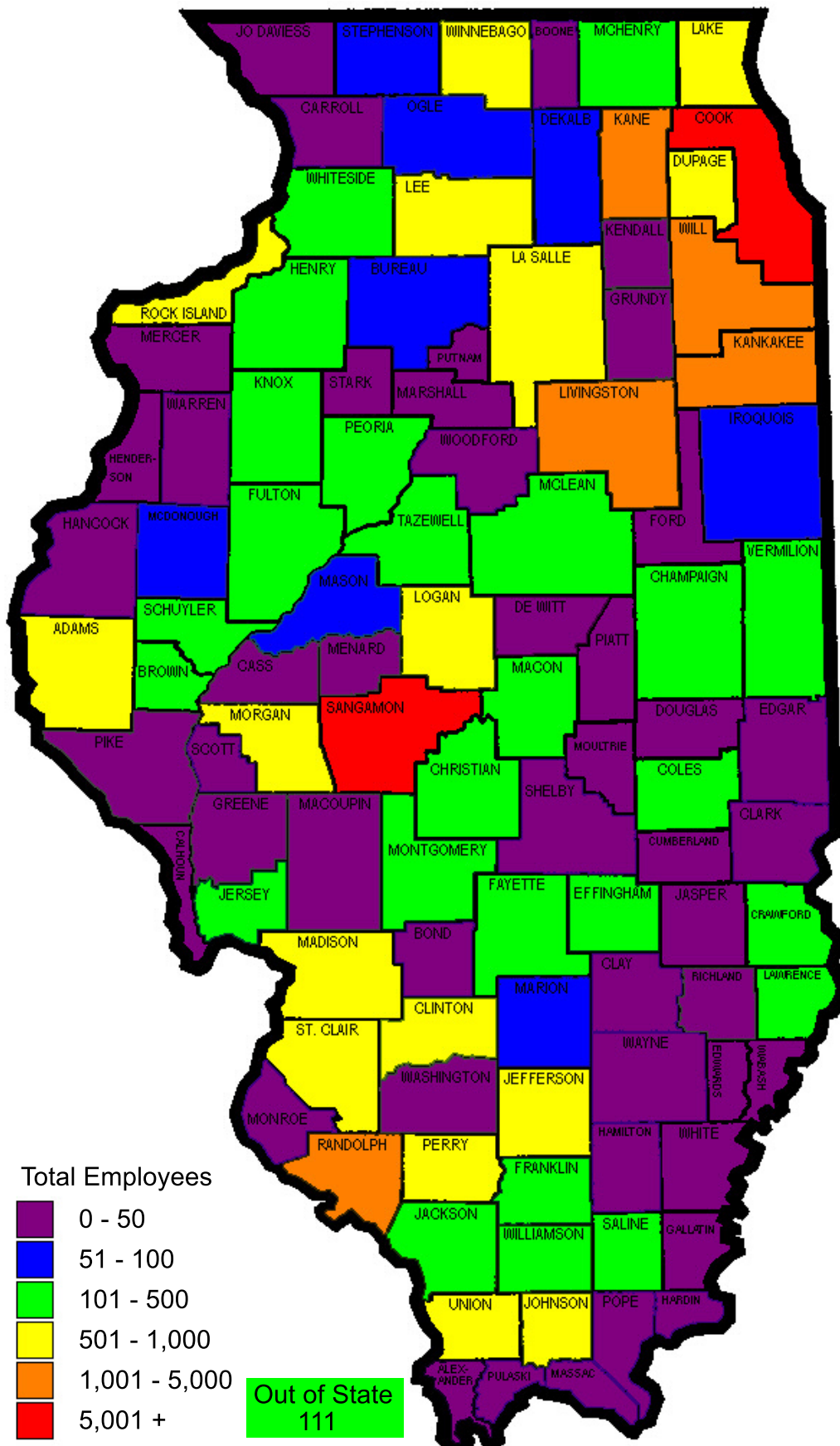
CMS received 22,314 promotional applications during 2015, out of which 14,358 received a qualifying promotional grade. There were 1,483 requests for promotional grades from Hispanic state employees, of which 890 Hispanic employees received a qualifying grade. Of the total number of promotional grades issued to Hispanic employees, 60% earned an A grade (743). The non-Hispanics A-grade percentage was at 64.7%.

Through the Upward Mobility Program, 35 Hispanic employees were promoted during 2015. This is a slight decrease from 2015 when 37 Hispanics were promoted through the Program.

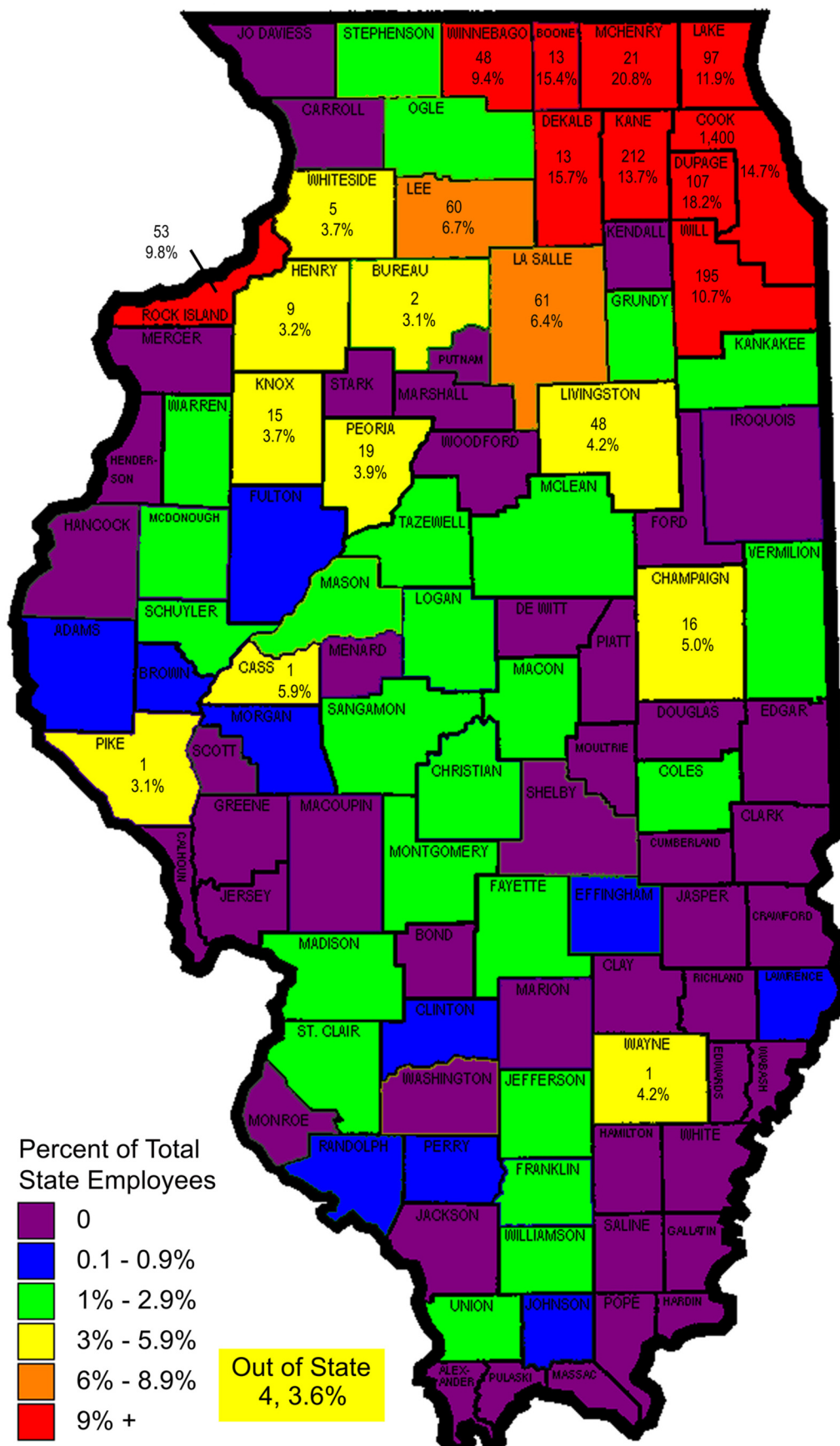
# Illinois Hispanic Population 2010 Census Data



# Coded State Employees as of 12/31/2015



# Coded Hispanic State Employees as of 12/31/2015





### Hispanic Population \* vs. Workforce \*\*

COUNTY NAME	TOTAL POPULATION	% HISPANIC	TOTAL HISPANIC	STATE EMPLOYEES		
				ALL	% HISPANIC	TOTAL HISPANIC
Adams	67,103	1.2%	776	646	0.8%	5
Alexander	8,238	1.9%	155	34	0.0%	0
Bond	17,768	3.1%	547	12	0.0%	0
Boone	54,165	20.2%	10,967	13	15.4%	2
Brown	6,937	5.8%	402	392	0.8%	3
Bureau	34,978	7.7%	2,695	64	3.1%	2
Calhoun	5,089	0.8%	40	20	0.0%	0
Carroll	15,387	2.8%	437	26	0.0%	0
Cass	13,642	16.8%	2,291	17	5.9%	1
Champaign	201,081	5.3%	10,607	319	5.0%	16
Christian	34,800	1.4%	471	294	1.0%	3
Clark	16,335	1.1%	172	20	0.0%	0
Clay	13,815	1.1%	151	17	0.0%	0
Clinton	37,762	2.8%	1,058	966	0.7%	7
Coles	53,873	2.1%	1,155	134	1.5%	2
Cook	5,194,675	24.0%	1,244,762	9,494	14.7%	1,400
Crawford	19,817	1.8%	362	278	0.0%	0
Cumberland	11,048	0.7%	75	23	0.0%	0
De Kalb	105,160	10.1%	10,647	83	15.7%	13
De Witt	16,561	2.1%	354	35	0.0%	0
Douglas	19,980	6.1%	1,210	28	0.0%	0
DuPage	916,924	13.3%	121,506	587	18.2%	107
Edgar	18,576	1.0%	187	42	0.0%	0
Edwards	6,721	0.9%	59	0	0.0%	0
Effingham	34,242	1.7%	597	101	1.0%	1
Fayette	22,140	1.4%	304	407	1.5%	6
Ford	14,081	2.1%	294	27	0.0%	0
Franklin	39,561	1.2%	475	139	2.2%	3
Fulton	37,069	2.4%	896	412	0.7%	3
Gallatin	5,589	1.2%	66	1	0.0%	0
Greene	13,886	0.8%	115	10	0.0%	0
Grundy	50,063	8.2%	4,096	36	2.8%	1
Hamilton	8,457	1.2%	105	6	0.0%	0
Hancock	19,104	1.0%	185	25	0.0%	0
Hardin	4,320	1.3%	56	14	0.0%	0
Henderson	7,331	1.1%	79	16	0.0%	0
Henry	50,486	4.8%	2,402	278	3.2%	9
Iroquois	29,718	5.3%	1,584	52	0.0%	0
Jackson	60,218	4.0%	2,403	142	0.0%	0
Jasper	9,698	0.8%	79	20	0.0%	0
Jefferson	38,827	2.1%	799	517	1.7%	9
Jersey	22,985	1.0%	222	129	0.0%	0
Jo Daviess	22,678	2.7%	609	23	0.0%	0
Johnson	12,582	3.0%	376	792	0.1%	1
Kane	515,269	30.7%	158,390	1,551	13.7%	212
Kankakee	113,449	9.0%	10,167	1,747	2.5%	43
Kendall	114,736	15.6%	17,898	27	0.0%	0
Knox	52,919	4.8%	2,558	410	3.7%	15
Lake	703,462	19.9%	139,987	815	11.9%	97
La Salle	113,924	8.0%	9,135	953	6.4%	61
Lawrence	16,833	3.3%	553	415	0.2%	1
Lee	36,031	5.0%	1,802	900	6.7%	60
Livingston	38,950	3.9%	1,532	1,134	4.2%	48
Logan	30,305	2.9%	893	826	1.1%	9



COUNTY NAME	TOTAL POPULATION	% HISPANIC	TOTAL HISPANIC	STATE EMPLOYEES		
				ALL	% HISPANIC	TOTAL HISPANIC
Mc Donough	32,612	2.7%	867	51	2.0%	1
Mc Henry	308,760	11.4%	35,249	101	20.8%	21
Mc Lean	169,572	4.4%	7,434	165	1.8%	3
Macon	110,768	1.9%	2,072	449	1.3%	6
Macoupin	47,765	0.9%	418	48	0.0%	0
Madison	269,282	2.7%	7,313	717	1.4%	10
Marion	39,437	1.4%	542	61	0.0%	0
Marshall	12,640	2.5%	314	24	0.0%	0
Mason	14,666	0.8%	117	55	1.8%	1
Massac	15,429	1.9%	290	47	0.0%	0
Menard	12,705	1.0%	121	16	0.0%	0
Mercer	16,434	1.9%	307	10	0.0%	0
Monroe	32,957	1.4%	450	23	0.0%	0
Montgomery	30,104	1.5%	459	491	1.0%	5
Morgan	35,547	2.0%	712	817	0.7%	6
Moultrie	14,846	0.9%	129	18	0.0%	0
Ogle	53,497	8.9%	4,741	54	1.9%	1
Peoria	186,494	3.8%	7,102	491	3.9%	19
Perry	22,350	2.7%	599	526	0.4%	2
Piatt	16,729	1.0%	167	14	0.0%	0
Pike	16,430	1.0%	172	32	3.1%	1
Pope	4,470	1.4%	64	5	0.0%	0
Pulaski	6,161	1.6%	97	12	0.0%	0
Putnam	6,006	4.2%	252	3	0.0%	0
Randolph	33,476	2.6%	867	1,534	1.0%	15
Richland	16,233	1.3%	205	41	0.0%	0
Rock Island	147,546	11.6%	17,118	539	9.8%	53
St. Clair	270,056	3.3%	8,785	665	1.2%	8
Saline	24,913	1.4%	340	288	0.0%	0
Sangamon	197,465	1.8%	3,480	9,378	1.8%	166
Schuyler	7,544	1.2%	90	262	1.5%	4
Scott	5,355	0.8%	43	9	0.0%	0
Shelby	22,363	0.8%	180	21	0.0%	0
Stark	5,994	1.0%	59	20	0.0%	0
Stephenson	47,711	2.9%	1,406	75	2.7%	2
Tazewell	135,394	1.9%	2,514	146	3.4%	5
Union	17,808	4.8%	863	760	1.8%	14
Vermilion	81,625	4.2%	3,441	402	2.2%	9
Wabash	11,947	1.3%	158	28	0.0%	0
Warren	17,707	8.4%	1,490	42	2.4%	1
Washington	14,716	1.3%	197	22	0.0%	0
Wayne	16,760	1.1%	176	24	4.2%	1
White	14,665	1.1%	158	24	0.0%	0
Whiteside	58,498	11.0%	6,455	136	3.7%	5
Will	677,560	15.6%	105,817	1,814	10.7%	195
Williamson	66,357	2.0%	1,301	298	1%	3
Winnebago	295,266	10.9%	32,177	508	9.4%	48
Woodford	38,664	1.4%	527	26	0.0%	0
Totals	12,830,632	15.8%	2,027,578	46,872	5.9%	2,749

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

\*\* Reflects Code Employees as of 12/31/2015, 111 employees live outside the boundaries of the State of Illinois, of those 4 are Hispanic.

**Personnel Code-Covered Hispanic Employees as of 12/31/2015**

Agency	Employees		Hispanic %
	Hispanics	Total	
AGING	13	143	9.09%
AGRICULTURE	12	335	3.58%
ARTS COUNCIL	3	11	27.27%
CAPITAL DEVELOPMENT BD	0	49	0.00%
CENTRAL MANAGEMENT SVCS	40	1,414	2.83%
CHILDREN & FAMILY SVCS	209	2,547	8.21%
CIVIL SERVICE COMMISSION	0	4	0.00%
COMM & ECON OPPORTUNITY	12	307	3.91%
COMMERCE COMMISSION	4	65	6.15%
CORRECTIONS	372	11,915	3.12%
CRIMINAL JUSTICE AUTH	4	54	7.41%
DEAF&HARD OF HEARING COM	0	6	0.00%
DEV DISABILITIES COUNCIL	0	9	0.00%
EMERGENCY MGMT AGENCY	0	79	0.00%
EMPLOYMENT SECURITY	189	1,206	15.67%
ENVIRONMENTAL PROTECTION	18	730	2.47%
FIN & PROF REG	37	425	8.71%
GAMING BOARD	13	172	7.56%
GUARDIANSHIP & ADVOCACY	5	99	5.05%
HEALTHCARE & FAMILY SRV	138	1,967	7.02%
HISTORIC PRESERVATION	1	139	0.72%
HUMAN RIGHTS COMMISSION	5	14	35.71%
HUMAN RIGHTS DEPARTMENT	29	130	22.31%
HUMAN SERVICES	1190	13,260	8.97%
IL TORTURE INQRY RLF COM	0	2	0.00%
INDEPENDENT TAX TRIBUNAL	0	1	0.00%
INSURANCE	10	250	4.00%
INVESTMENT BOARD	0	3	0.00%
JUVENILE JUSTICE	58	1,057	5.49%
LABOR	16	87	18.39%
LABOR REL BD EDUCATIONAL	0	9	0.00%
LABOR RELATIONS BD ILL	1	14	7.14%
LAW ENF TRNG&STANDARD BD	1	19	5.26%
LOTTERY	9	132	6.82%
MILITARY AFFAIRS	5	126	3.97%
NATURAL RESOURCES	15	1,228	1.22%
POLLUTION CONTROL BOARD	0	19	0.00%
PRISONER REVIEW BOARD	2	22	9.09%
PROPERTY TAX APPEAL BD	3	33	9.09%
PUBLIC HEALTH	49	1,137	4.31%
RACING BOARD	0	2	0.00%
REVENUE	41	1,588	2.58%
STATE FIRE MARSHAL	4	123	3.25%
STATE POLICE*	36	1,047	3.44%
STATE POLICE MERIT BOARD	0	6	0.00%
STATE RETIREMENT SYSTEMS	1	102	0.98%
TRANSPORTATION**	154	3,281	4.69%
VETERANS AFFAIRS	39	1,381	2.82%
WORKERS COMPENSATION COM	11	123	8.94%
STATE WIDE TOTALS :	2,749	46,872	5.86%

\*The State Police total number of code personnel represents 37.8% of the total State Police workforce. There are a total of 1,720 sworn personnel that are not coded employees of which 143 are Hispanic. Hispanics account for 8.3% of the total sworn personnel officer.

\*\*The Department of Transportation total number of code personnel represents 53.0% of the total department's workforce. There are 2,888 non-code employees of which 131 are Hispanic. Hispanics account for 4.5% of the total non-code employees.

**Personnel-Code Covered Employees Requiring Use of the Spanish Language  
as of 12/31/2015**

Agency	Employees		Hispanic %
	Hispanics	Total	
AGING	11	143	7.69%
AGRICULTURE	1	335	0.29%
ARTS COUNCIL	0	11	0%
CAPITAL DEVELOPMENT BD	0	49	0%
CENTRAL MANAGEMENT SVCS	8	1,414	0.56%
CHILDREN & FAMILY SVCS	149	2,547	5.85%
CIVIL SERVICE COMMISSION	0	4	0%
COMM & ECON OPPORTUNITY	5	307	1.62%
COMMERCE COMMISSION	1	65	1.53%
CORRECTIONS	24	11,915	0.20%
CRIMINAL JUSTICE AUTH	0	54	0%
DEAF&HARD OF HEARING COM	0	6	0%
DEV DISABILITIES COUNCIL	0	9	0%
EMERGENCY MGMT AGENCY	0	79	0%
EMPLOYMENT SECURITY	117	1,206	9.70%
ENVIRONMENTAL PROTECTION	3	730	0.41%
FIN & PROF REG	11	425	2.58%
GAMING BOARD	0	172	0%
GUARDIANSHIP & ADVOCACY	5	99	5.05%
HEALTHCARE & FAMILY SRV	96	1,967	4.88%
HISTORIC PRESERVATION	1	139	0.71%
HUMAN RIGHTS COMMISSION	3	14	21.42%
HUMAN RIGHTS DEPARTMENT	28	130	21.53
HUMAN SERVICES	837	13,260	6.31%
IL TORTURE INQRY RLF COM	0	2	0%
INDEPENDENT TAX TRIBUNAL	0	1	0%
INSURANCE	3	250	1.20%
INVESTMENT BOARD	0	3	0%
JUVENILE JUSTICE	7	1,057	0.66%
LABOR	14	87	16.09%
LABOR REL BD EDUCATIONAL	0	9	0%
LABOR RELATIONS BD ILL	0	14	0%
LAW ENF TRNG&STANDARD BD	1	19	5.26%
LOTTERY	3	132	2.27%
MILITARY AFFAIRS	0	126	0%
NATURAL RESOURCES	2	1,228	0.16%
POLLUTION CONTROL BOARD	0	19	0%
PRISONER REVIEW BOARD	2	22	9.09%
PROPERTY TAX APPEAL BD	0	33	0%
PUBLIC HEALTH	19	1,137	1.67%
RACING BOARD	0	2	0%
REVENUE	13	1,588	0.81%
STATE FIRE MARSHAL	2	123	1.62%
STATE POLICE	0	1,047	0%
STATE POLICE MERIT BOARD	0	6	0%
STATE RETIREMENT SYSTEMS	0	102	0
TRANSPORTATION	11	3,281	0.33%
VETERANS AFFAIRS	1	1,381	0.07%
WORKERS COMPENSATION COM	3	123	2.43%
GRAND TOTAL:	1,381	46,872	2.94%

### Hispanic Employees in SPSA Positions as of 12/31/2015

Agency	SPSA's		Hispanic %
	Hispanics	Total	
AGING	1	15	6.66%
AGRICULTURE	1	22	4.54%
ARTS COUNCIL	1	2	50%
CAPITAL DEVELOPMENT BD	0	0	0%
CENTRAL MANAGEMENT SVCS	3	104	2.88%
CHILDREN & FAMILY SVCS	7	89	7.86%
CIVIL SERVICE COMMISSION	0	1	0%
COMM & ECON OPPORTUNITY	2	49	4.08%
COMMERCE COMMISSION	0	0	0%
CORRECTIONS	6	103	5.82%
CRIMINAL JUSTICE AUTH	0	5	0%
DEAF&HARD OF HEARING COM	0	2	0%
DEV DISABILITIES COUNCIL	0	2	0%
EMERGENCY MGMT AGENCY	0	4	0%
EMPLOYMENT SECURITY	9	68	13.23%
ENVIRONMENTAL PROTECTION	0	42	0%
FIN & PROF REG	7	44	15.90%
GAMING BOARD	0	13	0%
GUARDIANSHIP & ADVOCACY	0	7	0%
HEALTHCARE & FAMILY SRV	4	125	3.20%
HISTORIC PRESERVATION	0	14	0%
HUMAN RIGHTS COMMISSION	0	2	0%
HUMAN RIGHTS DEPARTMENT	2	10	20%
HUMAN SERVICES	8	181	4.41%
IL TORTURE INQRY RLF COM	0	0	0%
INDEPENDENT TAX TRIBUNAL	0	0	0%
INSURANCE	3	22	13.63%
INVESTMENT BOARD	0	1	0%
JUVENILE JUSTICE	1	27	3.70%
LABOR	2	8	25%
LABOR REL BD EDUCATIONAL	0	2	0%
LABOR RELATIONS BD ILL	0	3	0%
LAW ENF TRNG&STANDARD BD	0	2	0%
LOTTERY	0	6	0%
MILITARY AFFAIRS	0	2	0%
NATURAL RESOURCES	3	50	0%
POLLUTION CONTROL BOARD	0	1	0%
PRISONER REVIEW BOARD	0	0	0%
PROPERTY TAX APPEAL BD	0	2	0%
PUBLIC HEALTH	4	65	6.15%
RACING BOARD	0	1	0%
REVENUE	2	60	3.33%
STATE FIRE MARSHAL	0	12	0%
STATE POLICE	1	23	4.34%
STATE POLICE MERIT BOARD	0	1	0%
STATE RETIREMENT SYSTEMS	0	8	0%
TRANSPORTATION	0	0	0%
VETERANS AFFAIRS	1	17	5.88%
WORKERS COMPENSATION COM	3	14	21.42%
GRAND TOTAL:	71	1,231	5.76%

### Hispanic Employees in PSA Positions as of 12/31/2015

Agency	PSA's		Hispanic %
	Hispanics	Total	
AGING	0	18	0%
AGRICULTURE	0	14	0%
ARTS COUNCIL	1	1	100%
CAPITAL DEVELOPMENT BD	0	1	0%
CENTRAL MANAGEMENT SVCS	8	194	4.12%
CHILDREN & FAMILY SVCS	30	465	6.45%
CIVIL SERVICE COMMISSION	0	1	0%
COMM & ECON OPPORTUNITY	4	74	5.40%
COMMERCE COMMISSION	0	1	0%
CORRECTIONS	5	208	2.40%
CRIMINAL JUSTICE AUTH	1	11	9.09%
DEAF&HARD OF HEARING COM	0	2	0%
DEV DISABILITIES COUNCIL	0	3	0%
EMERGENCY MGMT AGENCY	0	17	0%
EMPLOYMENT SECURITY	19	150	12.66%
ENVIRONMENTAL PROTECTION	1	72	1.38%
FIN & PROF REG	4	59	6.77%
GAMING BOARD	2	34	5.88%
GUARDIANSHIP & ADVOCACY	1	12	8.33%
HEALTHCARE & FAMILY SRV	8	236	3.38%
HISTORIC PRESERVATION	0	5	0%
HUMAN RIGHTS COMMISSION	0	1	0%
HUMAN RIGHTS DEPARTMENT	5	19	26.31%
HUMAN SERVICES	41	656	6.25%
IL TORTURE INQRY RLF COM	0	1	0%
INDEPENDENT TAX TRIBUNAL	0	1	0%
INSURANCE	1	56	1.78%
INVESTMENT BOARD	0	0	0%
JUVENILE JUSTICE	0	24	0%
LABOR	0	9	0%
LABOR REL BD EDUCATIONAL	0	5	0%
LABOR RELATIONS BD ILL	0	7	0%
LAW ENF TRNG&STANDARD BD	0	4	0%
LOTTERY	0	10	0%
MILITARY AFFAIRS	0	4	0%
NATURAL RESOURCES	1	63	1.58%
POLLUTION CONTROL BOARD	0	10	0%
PRISONER REVIEW BOARD	0	1	0%
PROPERTY TAX APPEAL BD	1	4	25%
PUBLIC HEALTH	10	267	3.74%
RACING BOARD	0	0	0%
REVENUE	4	137	2.91%
STATE FIRE MARSHAL	0	13	0%
STATE POLICE	0	52	0%
STATE POLICE MERIT BOARD	0	1	0%
STATE RETIREMENT SYSTEMS	0	8	0%
TRANSPORTATION	0	17	0%
VETERANS AFFAIRS	0	36	0%
WORKERS COMPENSATION COM	0	11	0%
GRAND TOTAL:	147	2,995	4.90%

**Distribution of SPSA Employees Represented by Collective Bargaining Units and Not Represented by Collective Bargaining Units, as of 12/31/2015**

Agency	Bargaining Unit?			Bargaining Unit %
	Yes	No	Total	
AGING	0	15	15	0.0%
AGRICULTURE	0	22	22	0.0%
ARTS COUNCIL	0	2	2	0.0%
CAPITAL DEVELOPMENT BD	0	0	0	0.0%
CENTRAL MANAGEMENT SVCS	0	104	104	0.0%
CHILDREN & FAMILY SVCS	0	89	89	0.0%
CIVIL SERVICE COMMISSION	0	1	1	0.0%
COMM & ECON OPPORTUNITY	0	49	49	0.0%
COMMERCE COMMISSION	0	0	0	0.0%
CORRECTIONS	0	103	103	0.0%
CRIMINAL JUSTICE AUTH	0	5	5	0.0%
DEAF&HARD OF HEARING CO	0	2	2	0.0%
DEV DISABILITIES COUNCIL	0	2	2	0.0%
EMERGENCY MGMT AGENCY	0	4	4	0.0%
EMPLOYMENT SECURITY	0	68	68	0.0%
ENVIRONMENTAL PROTECTIO	0	42	42	0.0%
FIN & PROF REG	0	44	44	0.0%
GAMING BOARD	6	7	13	46.2%
GUARDIANSHIP & ADVOCACY	0	7	7	0.0%
HEALTHCARE & FAMILY SRV	0	125	125	0.0%
HISTORIC PRESERVATION	0	14	14	0.0%
HUMAN RIGHTS COMMISSION	0	2	2	0.0%
HUMAN RIGHTS DEPARTMENT	0	10	10	0.0%
HUMAN SERVICES	0	181	181	0.0%
IL TORTURE INQRY RLF COM	0	0	0	0.0%
INDEPENDENT TAX TRIBUNAL	0	0	0	0.0%
INSURANCE	0	22	22	0.0%
INVESTMENT BOARD	0	1	1	0.0%
JUVENILE JUSTICE	0	27	27	0.0%
LABOR	0	8	8	0.0%
LABOR REL BD EDUCATIONAL	0	2	2	0.0%
LABOR RELATIONS BD ILL	0	3	3	0.0%
LAW ENF TRNG&STANDARD B	0	2	2	0.0%
LOTTERY	0	6	6	0.0%
MILITARY AFFAIRS	0	2	2	0.0%
NATURAL RESOURCES	0	50	50	0.0%
POLLUTION CONTROL BOARD	0	1	1	0.0%
PRISONER REVIEW BOARD	0	0	0	0.0%
PROPERTY TAX APPEAL BD	0	2	2	0.0%
PUBLIC HEALTH	0	65	65	0.0%
RACING BOARD	0	1	1	0.0%
REVENUE	0	60	60	0.0%
STATE FIRE MARSHAL	0	12	12	0.0%
STATE POLICE	4	19	23	17.4%
STATE POLICE MERIT BOARD	0	1	1	0.0%
STATE RETIREMENT SYSTEMS	0	8	8	0.0%
TRANSPORTATION	0	0	0	0.0%
VETERANS AFFAIRS	0	17	17	0.0%
WORKERS COMPENSATION CO	0	14	14	0.0%
GRAND TOTAL:	10	1,221	1,231	0.8%

**Distribution of PSA Employees Represented by Collective Bargaining Units and Not Represented by Collective Bargaining Units, as of 12/31/2015**

Agency	Bargaining Unit?		Total	Bargaining Unit %
	Yes	No		
AGING	4	14	18	22.2%
AGRICULTURE	3	11	14	21.4%
ARTS COUNCIL	0	1	1	0.0%
CAPITAL DEVELOPMENT BD	0	1	1	0.0%
CENTRAL MANAGEMENT SVCS	110	84	194	56.7%
CHILDREN & FAMILY SVCS	296	169	465	63.7%
CIVIL SERVICE COMMISSION	0	1	1	0.0%
COMM & ECON OPPORTUNITY	44	30	74	59.5%
COMMERCE COMMISSION	1	0	1	100.0%
CORRECTIONS	68	140	208	32.7%
CRIMINAL JUSTICE AUTH	5	6	11	45.5%
DEAF&HARD OF HEARING COM	0	2	2	0.0%
DEV DISABILITIES COUNCIL	0	3	3	0.0%
EMERGENCY MGMT AGENCY	9	8	17	52.9%
EMPLOYMENT SECURITY	59	91	150	39.3%
ENVIRONMENTAL PROTECTION	66	6	72	91.7%
FIN & PROF REG	33	26	59	55.9%
GAMING BOARD	30	4	34	88.2%
GUARDIANSHIP & ADVOCACY	7	5	12	58.3%
HEALTHCARE & FAMILY SRV	161	75	236	68.2%
HISTORIC PRESERVATION	0	5	5	0.0%
HUMAN RIGHTS COMMISSION	0	1	1	0.0%
HUMAN RIGHTS DEPARTMENT	18	1	19	94.7%
HUMAN SERVICES	264	392	656	40.2%
IL TORTURE INQRY RLF COM	0	1	1	0.0%
INDEPENDENT TAX TRIBUNAL	0	1	1	0.0%
INSURANCE	40	16	56	71.4%
INVESTMENT BOARD	0	0	0	0.0%
JUVENILE JUSTICE	6	18	24	25.0%
LABOR	5	4	9	55.6%
LABOR REL BD EDUCATIONAL	0	5	5	0.0%
LABOR RELATIONS BD ILL	0	7	7	0.0%
LAW ENF TRNG&STANDARD BD	1	3	4	25.0%
LOTTERY	6	4	10	60.0%
MILITARY AFFAIRS	0	4	4	0.0%
NATURAL RESOURCES	32	31	63	50.8%
POLLUTION CONTROL BOARD	4	6	10	40.0%
PRISONER REVIEW BOARD	0	1	1	0.0%
PROPERTY TAX APPEAL BD	2	2	4	50.0%
PUBLIC HEALTH	256	11	267	95.9%
RACING BOARD	0	0	0	0.0%
REVENUE	11	126	137	8.0%
STATE FIRE MARSHAL	6	7	13	46.2%
STATE POLICE	19	33	52	36.5%
STATE POLICE MERIT BOARD	0	1	1	0.0%
STATE RETIREMENT SYSTEMS	6	2	8	75.0%
TRANSPORTATION	16	1	17	94.1%
VETERANS AFFAIRS	1	35	36	2.8%
WORKERS COMPENSATION COM	6	5	11	54.5%
GRAND TOTAL:	1,595	1,400	2,995	53.3%



### III. 2015 Hispanic Employment Action Plan and Objectives Status

STRATEGY	WHO	WHEN
<b><u>Leadership</u></b>		
<b>1.0</b> Convene the Hispanic Employment Plan Advisory Council. Hispanic Advisory Council to provide subject matter expertise for newly formed Council.	CMS, Hispanic Employment Plan Advisory Council, Governor's Office & agency heads	The Hispanic Employment Plan Advisory Council Met 1/23/15, 4/24/15, 7/24/15, 10/23/15 and 12/11/15.
<b>1.1</b> Analyze all relevant data to develop 2015 HEP for presentation to the General Assembly by February 1 <sup>st</sup> , as required by PA 094-0597.	CMS, Hispanic Employment Plan Advisory Council, Governor's Office	Met. Plan submitted to the General Assembly as required.
<b>1.2</b> Address the need for increased Hispanic representation at the Governor's Cabinet level, as well as agency director appointments, deputy directors and bureau chiefs.	CMS, Hispanic Employment Plan Advisory Council Governor's Office	The Governor appointed Hispanics to Cabinet during this reporting period.
<b><u>Recruitment and Selection</u></b>		
<b>2.0</b> Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.	CMS, DHR, all state agencies under the Governor's jurisdiction	Met. Ongoing; all forms are completed as required.
<b>2.1</b> Review and analyze the Bilingual Needs/Bilingual Pay Survey data used to assess agencies' bilingual needs and bilingual pay.	CMS, Hispanic Advisory Council, HEPAC, Governor's Office of New Americans	Met. HEPAC, and CMS reviewed changes and launched online BBNP survey.
<b>2.2</b> Review state agencies' outreach efforts to ensure that Hispanics are fully informed of e-recruiting online application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.	CMS, HEP Advisory Council, Shared Services, all state agencies under the Governor's jurisdiction	Ongoing
<b><u>Education</u></b>		
<b>3.0</b> In accordance with Section 7-105 (H) of the Human Rights Act, CMS will assist agencies identified by the Department of Human Rights with establishing or continuing training to assist the affected agency in meeting the goals established in the agency's affirmative action plan.	CMS, DHR, Governor's Office	Ongoing. State Police, Dept. Veterans' Affairs, Dept. Human Services submitted employment plans based on recommendations from CMS and HEPAC during second and third quarters.
<b>3.1</b> Host a seminar for EEO/AA officers to present on the status of the Hispanic state workforce and the Hispanic Employment Plan in conjunction with CMS agency personnel manager meetings.	CMS, DHS, Hispanic Employment Plan Advisory Council	CMS periodically held meetings with some of the agency personnel managers and/or EO Officers.
<b>3.2</b> Identify underserved regions based on but not limited to most recent Census data, Interpreter Services, State Services Assurance Report and the American Community Survey. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients.	CMS, Hispanic Employment Plan Advisory Council and all code agencies	Ongoing.
<b><u>Accountability</u></b>		
<b>4.0</b> CMS will survey agencies via an online database portal to assess their activities in implementing the plan. Each year CMS will work collaboratively with the Hispanic Employment Plan Advisory Council to review and revise, as needed.	CMS, Hispanic Employment Plan Advisory Council	Met. CMS and HAC launched the HEP survey on 12/04/15 with submission deadline of 12/18/15.
<b>4.1</b> CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.	CMS	4 <sup>th</sup> Quarter Met. Executive Summary included as part of the 2016 Hispanic Employment Plan submitted on 2/1/16.



STRATEGY	WHO	WHEN
4.2 Reconvene the Hispanic Employment Plan Advisory Council to assist in developing plan objectives for next reporting year.	CMS	4 <sup>th</sup> Quarter Met. Meetings held 10/23/15 and 12/11/15.
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.	CMS, Hispanic Advisory Council	Letter sent to Agency Directors February 2016.
4.4 In partnership with the Governor's New Americans' Initiative Project and the Governor's Office, develop and implement Model Policy to standardize testing of language proficiency across all state agencies pursuant to Executive Order Number 2 issued by the Governor March 31, 2010.	CMS, Governor's Office	This objective is ongoing and will be carried over to the next reporting period.
4.5 Meet with the Illinois Latino Caucus and interested General Assembly members to present on the status of the Hispanic state workforce and the Hispanic Employment Plan.	Governor's Office, CMS, Hispanic Advisory Council	2 <sup>nd</sup> Quarter; HEP was provided to Senator Martinez and Representative Hernandez and other caucus members in May of 2015.
4.6 CMS will facilitate meetings with Governor's Deputy Chiefs of Staff, agency heads and Shared Services Directors (if applicable) to review progress towards meeting stated goals relevant to Hispanic employment and share human resource best practices.	CMS, Governor's Office, Hispanic Advisory Council, agency heads and Shared Services	Met. Ongoing communication.

#### IV. Summary of Surveys

In partnership with the Department of Human Rights, CMS and the HEPAC successfully launched an online survey in accordance with the 2015 Hispanic Employment Plan Action Plan and Objective 4.0. This survey guides CMS in identifying agencies' best practices and deficiencies and will be utilized to develop and evaluate the HEP goals and objectives.

All agencies with Personnel Code-covered employees under the Governor's jurisdiction submitted their completed surveys in accordance with the HEP. Survey responses varied depending on each individual state agency's mission, fiscal year budget allocations and year-to-year priorities. Copies of all electronically date-stamped agency surveys are included in the appendices of this report.

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## **A. Statewide Hispanic Employment Plan Survey 2015 Highlights**

### Hispanics Rutan certified to conduct interviews:

State agencies are encouraged to have diverse interview panels as part of the hiring and promotion selection. There were 188 Hispanic Employees trained and certified to perform interviews. This is a decrease from 2014 where 205 Hispanics were certified interviewers. Hispanic employees participated in 2,744 Rutan interview panels. This is a substantial increase compared to 2014 in which Hispanic employees participated in 576 Rutan interviews.

### Number of Hispanic Employees provided tuition reimbursement or enrolled in the Upward Mobility Program:

There were a total of 3,447 employees participating in the Upward Mobility Program or provided tuition reimbursement, including 134 Hispanic Employees.

The State of Illinois Upward Mobility Program (UMP) is a career mobility program designed to give state employees an opportunity to advance to more challenging, higher paying positions. It is a joint venture between CMS and AFSCME. The number of Hispanic employees participating in UMP substantially increased in 2014 compared to 2013 from 95 to 238. In 2015 the number of Hispanics enrolled in UMP decreased to 134:

<b>Upward Mobility Program Participation</b>	
<b>Year</b>	<b>Hispanic</b>
2015	134
2014	238
2013	95

### Veteran Hiring:

Based on the surveys the total number of Hispanic veterans hired through June 30, 2015 was 36. The Illinois Department of Transportation hired the most veterans with 189 of which 11 were Hispanics. The Department Human Services hired 123 veterans including 4 Hispanic veterans. The Department of Employment Security hired 48 veterans of which 6 were Hispanics.

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

- Participated in the Hispanic Employment Plan Advisory Council Meetings.
- Presentations to minority organizations regarding the job vacancies.
- Conducted employment workshop sessions at Colleges.
- Participated in targeted job fairs to address under-represented populations such as Hispanics.
- Maintain an Office of Latino Outreach to perform targeted recruitment of qualified candidates.
- Posted jobs on agency website.

- Agency partnered with community colleges to launch targeted training pilot program to help increase the qualified applicant pool for targeted positions where underrepresentation exists as part of strategic recruitment.
- Networked with Latino coalitions to help bolster Latino and bilingual employment.
- Send e-mail to targeted Hispanic community contacts regarding job vacancies such as:
  - ✓ Hispanic Alliance for Career Enhancement
  - ✓ National Latino Educational Institute
  - ✓ Instituto del Progreso Latino
  - ✓ LARES from UIC
  - ✓ Illinois Migrant Council
  - ✓ Latino Round Table Southwest Illinois
  - ✓ El Centro in Elgin
  - ✓ Hispanic Illinois State Law Enforcement Association
  - ✓ League of United Latin American Citizens
- Agency encouraged eligible staff 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.
- Outreach efforts with Illinois Department of Employment Security (IDES), Illinois Department of Veterans' Affairs (IDVA) and Illinois Worknet Centers.
- FACEBOOK page where people can get up to-date information on our job postings

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

- Limited English-speaking customer analyses which include surveying local offices and programs to assess whether or not the needs of the community are being met.
- Rely on policy suggestions from the Limited English Proficiency Committee.
- EEO Monitor's assessment of number of instances staff encounter limited English speaking clients & review of the census data.
- Add additional bilingual titles.
- Prior to posting a position, discuss with the staff of the Diversity Enrichment Program.
- Agency included a bilingual employee on Rutan interview panel whenever it fills bilingual positions.
- Maintenance of a Latino outreach calendar of events for the entire state which signals the opportunity to participate in the targeting recruitment of Latino/bilingual employees.
- Office of Employee Services and Office of Affirmative Action/Latino Services had detailed recruitment plans to recruit bilingual staff during FY15
- Agency partnered with community organizations on career fairs in geographical areas with high numbers of Hispanic residents.

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

- Needs of a diverse workforce are discussed in both Sr. Staff and HR meetings.
- Increase the number of Hispanic Rutan Interviewers
- Prior to posting front line vacancies, review job description duties to evaluate the need to modify and include the Spanish speaking option
- Review logs of incoming calls and walk-ins to determine need for bilingual employees.
- Ensure that all recruitment and hiring personnel are informed of underutilization prior to scheduling candidates for interview, allowing for increased representation of targeted group on the eligibility list.
- Send employment announcements to Illinois workNet centers serving significant Hispanic populations.
- Share job postings with DES local offices that serve significant Hispanic populations.
- Increase targeted recruitment and promotion of minority candidates by partnering with the CMS Diversity Enrichment Program, local colleges, universities and the Illinois Association of Hispanic State Employees (IAHSE) once positions are approved for posting.
- Survey Executive Staff members and request a review of bilingual needs positions and areas of employment
- Increase the use of internship and co-op programs to bring Hispanics on board and to provide a permanent path to state employment.
- Partner with state agencies to attend targeted recruitment
- Strategically target the recruitment of qualified minorities by marketing open positions through partnerships with the HACIA, IAHSE, Latino Family Commission, Illinois Hispanic Chamber of Commerce, ILLCF, and National Society of Hispanic MBAs.
- Market job opportunities through faith-based and community partnerships.

*See Appendix for completed Hispanic agency surveys.*

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## **B. Bilingual Needs and Bilingual Pay Online Survey Highlights**

The Personnel Code, at 20 ILCS 415/9(6), requires that the Department of Central Management Services (CMS) conduct an annual assessment of all agencies regarding their need for employees with bilingual capabilities to serve significant numbers of non-English speaking or culturally distinct persons. Furthermore, to increase the diversity of the state's workforce, the State Hispanic Employment Plan, enacted in 2006, calls for each state agency to include in its annual report its activities in implementing the State Hispanic Employment Plan and the bilingual employment plan.

To comply with these mandates, we have surveyed the personnel offices of state agencies under the jurisdiction of the Personnel Code regarding their work with non-English speaking or culturally distinct persons who require the assistance of an employee with bilingual skills to benefit fully from the services available. Bilingual staff at state agencies acted in 381,725 instances in 2015, as compared to 406,796 instances in 2014, which represents a decrease in services provided to non-English speaking individuals. Twenty-nine agencies reported a need for bilingual services, while 13 agencies reported they did not have a need for bilingual services. Based on this survey, the number of state employees receiving the bilingual pay supplement for language skills, other than manual communication skills or Braille transcription skills, in a language other than English is: 1,307 Hispanic; 177 Non-Hispanic. The total number of state employees receiving bilingual pay reported for 2015 was 1,858, which is an increase of four employees paid for bilingual skills from 2014. There were 17 agencies that used telephone interpreters available from a master contract.

*See Appendix for the full report.*

## V. 2016 Hispanic Employment Action Plan and Objectives

STRATEGY	WHO	WHEN
<b><u>Leadership</u></b> 1.0 Convene the Hispanic Employment Plan Advisory Council. Hispanic Advisory Council to provide subject matter expertise for newly formed Council.	CMS, Hispanic Employment Plan Advisory Council, Governor's Office & agency heads	Quarterly at minimum
1.1 Analyze all relevant data to develop 2016 HEP for presentation to the General Assembly by February 1 <sup>st</sup> , as required by PA 094-0597.	CMS, Hispanic Employment Plan Advisory Council, Governor's Office	1 <sup>st</sup> Quarter
1.3 Address the need for increased Hispanic representation at the Governor's Cabinet level, as well as agency director appointments, deputy directors and bureau chiefs.	CMS, HEPAC, Governor's Office	1 <sup>st</sup> Quarter
<b><u>Recruitment and Selection</u></b> 2.0 Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing.	CMS, DHR, all state agencies under the Governor's jurisdiction	Ongoing
2.1 Review and analyze the form and procedures used to assess agencies' bilingual needs and bilingual pay.	CMS, Hispanic Advisory Council, Governor's Office of New Americans	2 <sup>nd</sup> Quarter
2.2 Review state agencies' outreach efforts to ensure that Hispanics are fully informed of application procedures, ensuring that the number of Hispanics applying for state jobs is not adversely affected.	CMS, Hispanic Advisory Council, all state agencies under the Governor's jurisdiction	Ongoing. Testing statistics detailed in each annual HEP.
<b><u>Education</u></b> 3.0 In accordance with Section 7-105 (H) of the Human Rights Act, CMS will assist agencies identified by the Department of Human Rights with establishing or continuing training to assist the affected agency in meeting the goals established in the agency's affirmative action plan.	CMS, DHR, Governor's Office and all code agencies	Ongoing
3.1 Meet periodically with underperforming agencies through their EEO/AA officers as needed on the status of the Hispanic state workforce and the Hispanic Employment Plan.	CMS, DHS, Hispanic Advisory Council	Ongoing
3.2 Identify underserved regions based on but not limited to most recent Census data, Interpreter Services, State Services Assurance Report and the American Community Survey. Information will assist agencies to better identify need for bilingual staff and to provide more effective service to their Hispanic clients.	CMS, Hispanic Advisory Council and all code agencies	Ongoing
<b><u>Accountability</u></b> 4.0 CMS will survey agencies via an online data base portal to assess their activities in implementing the plan. Each year CMS will work collaboratively with the Hispanic Employment Plan Advisory Council to review and revise, as needed.	CMS, Hispanic Advisory Council	3rd Quarter
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to Hispanic employment and bilingual Spanish-speaking needs.	CMS	4 <sup>th</sup> Quarter
4.2 Reconvene the Hispanic Employment Plan Advisory Council to assist in developing plan objectives for next reporting year.	CMS	4 <sup>th</sup> Quarter
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the Hispanic Employment Plan.	CMS, Hispanic Advisory Council	4 <sup>th</sup> Quarter

STRATEGY	WHO	WHEN
<b>4.4</b> In partnership with the Governor's New Americans Initiative Project and the Governor's Office, develop and implement Model Policy to standardize testing of language proficiency across all state agencies pursuant to Executive Order Number 2 issued by the Governor March 31, 2010.	CMS, Governor's Office	Ongoing
<b>4.5</b> Meet with the Illinois Latino Caucus and interested General Assembly members to present on the status of the Hispanic state workforce and the Hispanic Employment Plan.	Governor's Office, CMS, Hispanic Advisory Council	2 <sup>nd</sup> Quarter
<b>4.6</b> CMS will facilitate meetings with Governor's Deputy Chiefs of Staff, agency heads and Shared Services Directors (if applicable) to review progress towards meeting stated goals relevant to Hispanic employment and share human resource best practices.	CMS, Governor's Office, Hispanic Advisory Council, agency heads and Shared Services	Quarterly at minimum

## VI. Conclusion

Since 2006, CMS has developed an annual plan to address the underutilization of Hispanics and bilingual employees in the state's workforce. To date, there has been progress; however there are opportunities for improvement in fully addressing the underutilization of Hispanics and bilingual/Spanish-speaking employees in the state's workforce. Governor Rauner's administration demonstrated a commitment to collaborating with the Hispanic Employment Plan Advisory Council and building on the successful platform of prior years' State Hispanic Employment Plans to achieve objectives relevant to increasing the number of bilingual employees serving on Rutan interview panels; utilizing on-line annual surveys for tracking data; and increasing the number of bilingual/Spanish-speaking employees available to serve the Spanish-speaking public in compliance with the State Services Assurance Act of 2008.

Central Management Services' Diversity Enrichment Program works to improve the diversity of the state's workforce by actively recruiting well-qualified minorities, females, and persons with disabilities for employment with the agencies, boards, and commissions under the jurisdiction of the Governor. The following are some of the recruiting activities the Program undertook in 2015.

### CMS Hispanic Outreach

The Diversity Enrichment Program (DEP) participated in 69 outreach events in 2015 which included job fairs and workshop presentations. CMS recruitment counselors conducted state employment workshops throughout the year within the significant Hispanic communities including Lake, Cook, Will, Kane and Winnebago Counties. In addition a presentation was made on state employment and the Hispanic Employment Plan during the annual conference of the Illinois Association of Agencies and Community Organization for Migrant Advocacy in Springfield.

CMS DEP staff conducted a workshop for state employees attending the Illinois Association of Hispanic State Employees (IAHSE) Annual Training Conference. The workshop provided information about the promotional grading process and the Upward Mobility program. A separate workshop was presented by staff to non-state employees as part of the job fair sponsored by IAHSE on how to navigate the state employment process. Attending the conference were a number of legislators including Representative Hernandez and Representative Acevedo. Participants were provided an overview of the 2015 Hispanic Employment Plan.

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Hispanics in Cook County account for 24% of the county population. CMS participated in a number of outreach events within significant Hispanic communities and colleges with significant Hispanic student populations. Events in Cook County included schools such as St. Augustine College, University of Illinois Chicago, Morton College, Triton College, St. Xavier University, Chicago State University, Harold Washington College, Truman College and Wright College. In addition, CMS conducted employment workshops in Cicero, Chicago Ridge, North Riverside and Chicago which have large Hispanic populations. Within Chicago targeted recruitment included Hispanic neighborhoods such as Albany Park, Belmont-Cragin, Rogers Park and Brighton Park.

### **Veteran Outreach**

In an effort to increase employment participation among minority veterans, CMS counselors presented employment workshops at Jesse Brown VA Medical Center and at the Cook County Veteran Assistance office resulting in additional outreach. Communication continues with the Counselors at the Edward Hines, Jr. VA Hospital. In addition, CMS staff participated in job fairs and veteran organization sponsored events at the New Millennium Institute Job Fair in Peoria, Southwestern Illinois College in Belleville, Kankakee Community College veterans club, Triton Community College as well as Marines for Life, Marine Mega Muster and Hoops for Troops to recruit veterans. CMS staff continue to participate in the Illinois Department of Employment Security organized job fairs for veterans and attended veteran events held in Orland Park, Kankakee and Chicago, Rock Island, Peoria, Belleville, Quincy, Champaign, Danville and Decatur.

To expand veterans outreach, CMS has been contacting veteran student coordinators at local colleges throughout the state, including student veteran organizations at College of DuPage, DePaul University, Roosevelt University Veterans Upward Bound, Loyola University and Northeastern Illinois University.

### **Special Initiatives**

The CMS DEP manager attended meetings with the Illinois Latino Family Commission and provided updates on the progress of increasing the number of Hispanics throughout the state including bilingual Spanish speakers as well as greater participation of Hispanic veterans in the employment process. The manager of the DEP also serves on the Commission's Economic Development subcommittee which includes increasing opportunities for Hispanics in state employment.

CMS continues to expand outreach efforts by engaging professional Hispanic organizations including Hispanic Alliance Career Enhancement, Hispanic State Law Enforcement Association, Hispanic Lawyers Association of Illinois, and Illinois Association of Hispanic State Employees. In 2015 CMS also met with the Association of Latino Professionals for America.

Additionally, CMS recruitment efforts includes working with Hispanic workforce organizations Progreso Instituto and SER Central States to expand Hispanic outreach.

According to the 2010 U.S. Census data, the population of Hispanics is the largest minority in Illinois and continues to increase; therefore, the need for hiring additional bilingual/Spanish-speaking employees is a necessity to provide quality public services to all citizens of the State. CMS encourages state agencies to continually evaluate establishing bilingual positions to remove language barriers to facilitate access to state services.



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Seeking greater diversity and increasing minority employment and promotional opportunities within state government shall be the guiding principles of the Hispanic Employment Plan Advisory Council in collaboration with CMS. We must continue to make progress and improve recruitment, hiring, training; promotion and retention of qualified minority candidates statewide to improve services to all citizens of Illinois. We continue to improve targeted recruitment, hiring, training, promotion, and retention of qualified bilingual/Spanish-speaking candidates statewide to improve service delivery to communities of Illinois.

Questions on the State Hispanic Employment Plan or the Bilingual Needs and Bilingual Pay Survey may be directed to: Carlos R. Charneco, 312/814-0922 [Carlos.Charneco@illinois.gov](mailto:Carlos.Charneco@illinois.gov).











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